

NORTHWEST
FLORIDA
STATE COLLEGE



2011 - 2012
CATALOG



NOTICE TO STUDENTS

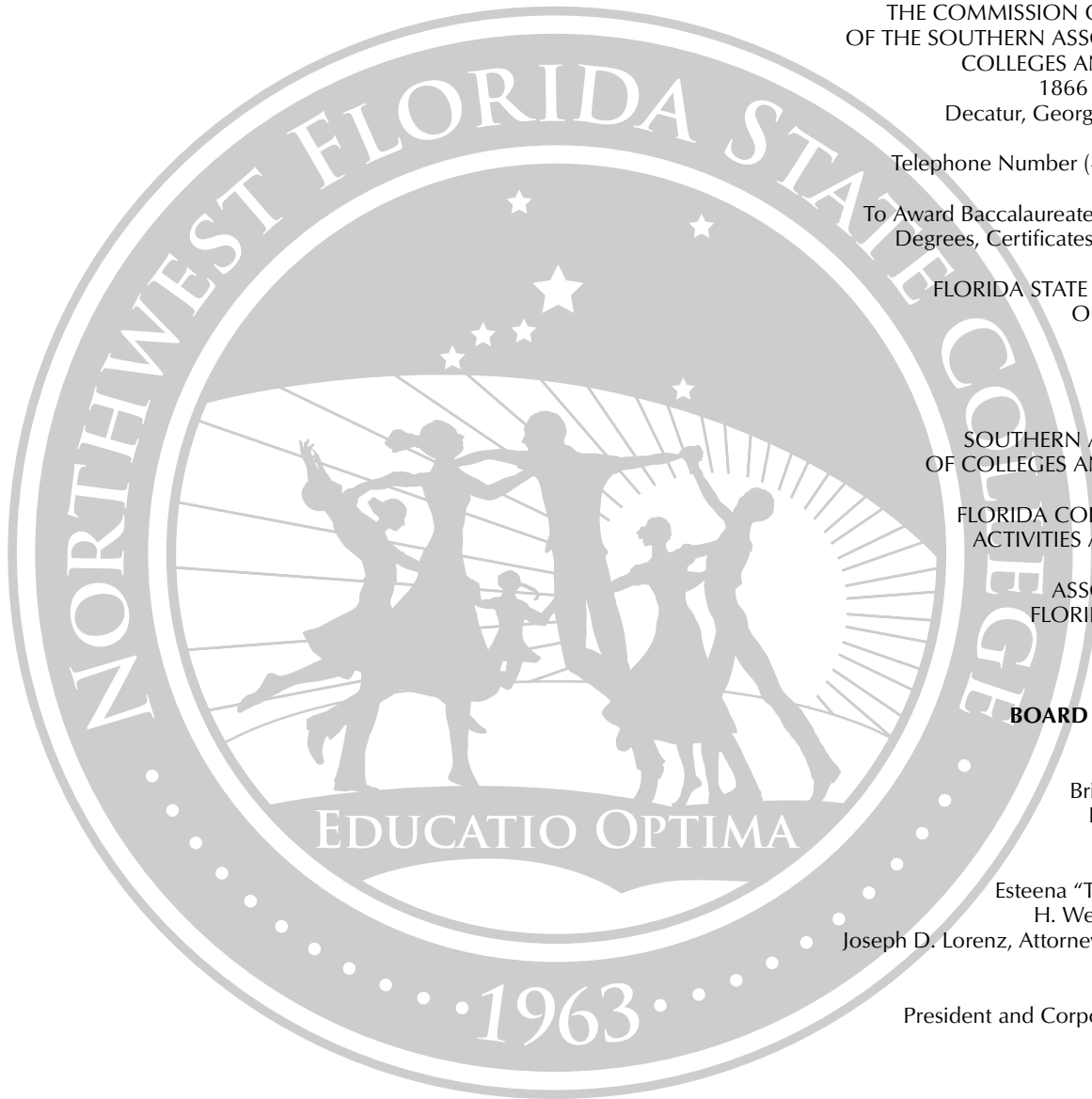
The provisions of this publication are not to be construed as a contract between the student and Northwest Florida State College. The college reserves the right to change any provision or requirement when such action becomes necessary. Official announcements are available through the Office of Academic Affairs, posted in the Student Services Center, and when possible, listed in the Schedule of Classes. Students are responsible for meeting, in full, the appropriate requirements for graduation or program completion and are advised to work closely with counselors/advisors in planning of a program of study. Students are expected to familiarize themselves with all rules and regulations of the college.

Falsification of information on any admission, financial aid, or other materials submitted to the college may result in denial of admission or immediate dismissal from the college.

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, or gender, in its employment practices or in the admission and treatment of students in its programs or activities. The Northwest Florida State College Equity Coordinator may be contacted through the Office of Human Resources, Niceville campus, (850-729-5365). The Equity Coordinator is also coordinator of Title IX of the Education Amendment of 1972.

2011 - 2012

NORTHWEST FLORIDA STATE COLLEGE CATALOG AND STUDENT HANDBOOK



ACCREDITED BY
THE COMMISSION ON COLLEGES
OF THE SOUTHERN ASSOCIATION OF
COLLEGES AND SCHOOLS
1866 Southern Lane
Decatur, Georgia 30033-4097

Telephone Number (404) 679-4501

To Award Baccalaureate and Associate
Degrees, Certificates and Diplomas

FLORIDA STATE DEPARTMENT
OF EDUCATION

MEMBER
SOUTHERN ASSOCIATION
OF COLLEGES AND SCHOOLS

FLORIDA COLLEGE SYSTEM
ACTIVITIES ASSOCIATION

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TELEPHONE NUMBERS / COLLEGE LOCATIONS

NORTHWEST FLORIDA STATE COLLEGE

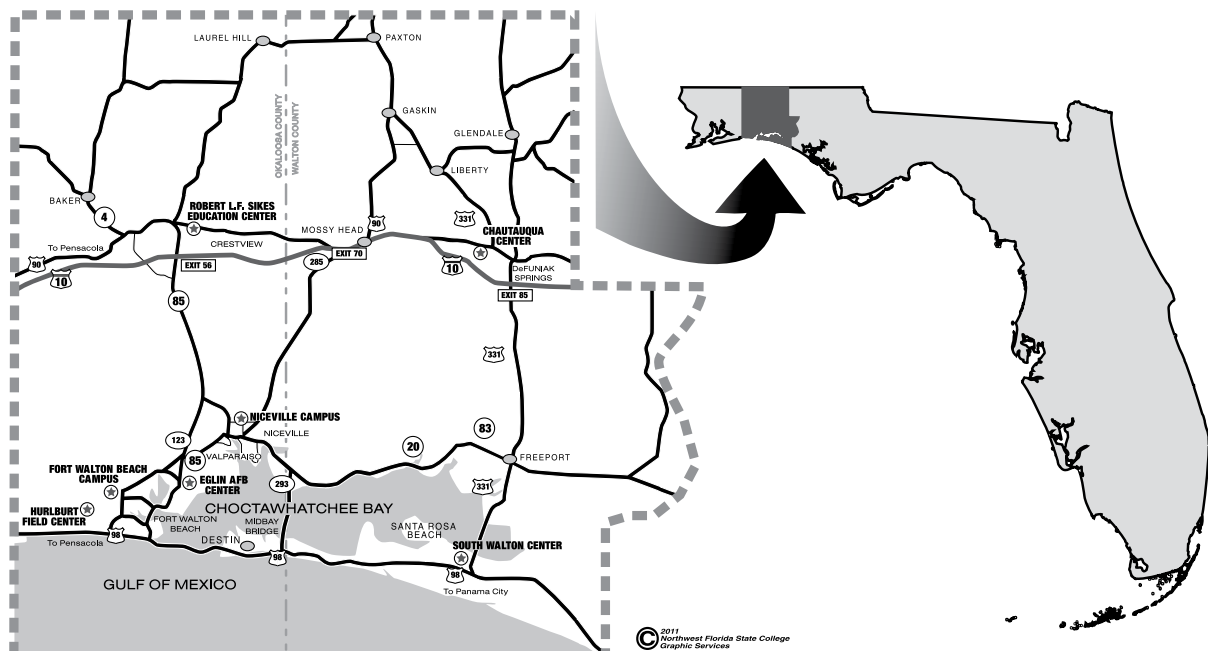
100 College Boulevard • Niceville, Florida 32578-1295

www.nwfsc.edu

COLLEGE LOCATIONS	(Area Code 850) NUMBERS
Niceville Campus	678-5111
100 College Blvd., Niceville, FL 32578	
Fort Walton Beach Campus	863-6500
1170 Martin Luther King Jr. Blvd., Fort Walton Beach, FL 32547	
Chautauqua Center, DeFuniak Springs	200-4100 or 892-8100
908 U.S. Highway 90 West, DeFuniak Springs, FL 32433	
Robert L. F. Sikes Education Center, Crestview	200-4141 or 689-791
805 E. James Lee Blvd., (U.S. Hwy. 90), Crestview, FL 32539	
Eglin AFB Center	200-4180 or 678-1717
Education Services Building 251, Room 127, Eglin Air Force Base, FL 32542	
Hurlburt Field Center	200-4190 or 884-6296
Education Services Building 90220, 221 Lukasik Avenue, Hurlburt Field, FL 32544	
South Walton Center	200-4160 or 267-2888
109 Greenway Trail (off Hwy. 331 South), Santa Rosa Beach, FL 32459	
Telephone Device for the Deaf (TDD) #'s:	
Florida Telecommunication Relay Service	
Voice	711 or 1-800-955-8770
TDD	711 or 1-800-955-8771
Enrollment Services Information	729-6922

COLLEGE LOCATIONS

☉ Northwest Florida State College Locations



FALL 2011

SPRING 2012

SUMMER 2012

SESSION 1 SESSION 2 SESSION 3 SESSION 1 SESSION 2 SESSION 3 SESSION 1 SESSION 2 SESSION 3

Faculty Returns	Aug 16			Jan 6			May 10	
Staff Returns	n/a			Jan 3			n/a	
Classes Begin	Aug 22	Aug 22	Oct 14	Jan 9	Jan 9	Mar 2	May 10	May 10
Schedule Adjustment (Drop/Add) Period Ends	Aug 29	Aug 29	Oct 21	Jan 17	Jan 17	Mar 9	May 17	May 17
Distance Learning Orientations	Aug 26-27		Oct 14-15	Jan 13-14		Mar 2-3	May 11-12	May 11-12
Distance Learning Midterm Testing	Oct 14-15			Mar 2-3			June 15-16	June 15-16
Mid-Term Grades Due to Registrar	Oct 18	n/a	n/a	Mar 6	n/a	n/a	n/a	n/a
Last Day to Withdraw With a "W" or Change to "Audit"	Nov 1	Sept 26	Nov 17	Mar 27	Feb 14	Apr 16	Jul 9	Jun 11
Final Exams	Dec 9-15	Oct 12	Dec 9	May 1 - May 7	Feb 29	Apr 30	Aug 3	Jun 21
Distance Learning Final Exams	Dec 9-10			May 4 - 5			July 27-28	
Last Day of Classes	Dec 9	Oct 12	Dec 9	Apr 30	Feb 29	Apr 30	Aug 3	Jun 21
Last Day of Term for Students	Dec 15	Oct 12	Dec 9	May 7	Feb 29	Apr 30	Aug 3	Jun 21
Last Day of Term for Faculty	Dec 16	Oct 12	Dec 16	May 8	Feb 29	Apr 30	Aug 3	Jun 21
Final Grades Due to Registrar	Dec 16	Oct 13	Dec 16	May 8	Mar 1	May 8	Aug 3	Jun 21
Graduation Application Deadline	Dec 2			Apr 2			Jul 18	
Commencement Ceremony	n/a			May 5			n/a	
Student Holidays	Sept 5 Labor Day Nov 11 Veteran's Day Nov 23-26 Thanksgiving			Jan 16 M.L. King Jr. Day Mar 19- Mar 25 Spring Break Dec 19 - Jan 2 Holiday			May 28 Memorial Day July 4 Independence Day	
College Closed	Sept 5 Labor Day Nov 11 Veteran's Day Nov 23-26 Thanksgiving			Jan 16 M. L. King Jr. Day Mar 19- Mar 25 Spring Break Dec 19 - Jan 2 Holiday			May 28 Memorial Day July 4 Independence Day	

WHERE TO GO FOR ASSISTANCE

College Website: www.nwfsc.edu

STUDENT SERVICES: Phone (850) 729-6922 • Fax (850) 729-5323

Academic Advising

Web..... www.nwfsc.edu or www.facts.org
Chautauqua Center, DeFuniak Springs/Advising 892-8100
Eglin AFB Center/Advising 678-1717
Fort Walton Beach Campus/Advising,
Bldg 4, Room 403A 863-6508
Hurlburt Field Center/Advising 200-4190
Niceville Campus/Advising, Bldg. C-2 729-6922
Sikes Education Center, Crestview/Advising 689-7911
South Walton Center/Advising..... 267-2888

Academic Standing, Probation, Suspension, Reinstatement

Collegewide/Enrollment Services,
Niceville Campus, Bldg. C-1..... 729-6922

Academic Success Center

Niceville Campus, Bldg. E, Room 149 729-5389

Admissions

Collegewide/Enrollment Services,
Niceville Campus, Bldg. C-1 729-6922

Accessibility

Student Complaints: Counselor/Coordinator of Students with
Special Needs, Room C-219, Student Services Bldg. C-2
Niceville Campus 729-6079
Employee Complaints: Director of Human Resources and Equity
Coordinator, Room A-120, Administration Bldg. A
Niceville Campus 729-5365
Other General Public Complaints:
Director of Human Resources and Equity
Coordinator, Room A-120, Administration Bldg. A
Niceville Campus 729-5365

Adding, Dropping, Changing or Withdrawing from a Course

Web..... www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration..... 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 200-4190
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration..... 267-2888

Admissions, Registration, Academic Records

Web..... www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration..... 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 200-4190
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration..... 267-2888

Adult General Education & Literacy

Niceville Campus, Bldg. C-2..... 729-5387
Chautauqua Center, DeFuniak Springs..... 892-8100
Fort Walton Beach Campus, Bldg. 3, Room 305..... 863-6534

AIDS Information

Collegewide/Coordinator of Special Needs Services,
Niceville Campus, Bldg. C-2 729-6079

Alumni Association

Collegewide, Niceville Campus, Bldg. A..... 729-5357

Americans with Disability Act (ADA) Coordinator

Niceville Campus, Bldg. A 729-5364
Student - Disability Support Services..... see page vii

Note: See vi for optional NWFSC Center location contact phone numbers.

AmeriCorps/Service Learning

English Coaches,
Niceville Campus, Bldg. C-2 729-6037

Athletics

Web..... nwfraiders.org
Collegewide/District Dean of Students/Director of Athletics,
Niceville Campus, Bldg. T 729-5379

Baccalaureate Programs

Web..... www.nwfsc.edu/Bachelor
BAS - Bachelor of Applied Science in Project Management,
Niceville Campus, Bldg. P, Room 121 729-4900
BSN - Bachelor of Science in Nursing, Division Director,
Niceville Campus, Bldg. E..... 729-6444
BS - Bachelor of Science in Elementary Education &
BS - Bachelor of Science in Middle Grades Math &
BS - Bachelor of Science in Middle Grades Science,
Teacher Education, Niceville Campus,
Bldg. Q, Room 140..... 729-6440

Books & Classroom Supplies

Web..... bookstore.nwfsc.edu
Fort Walton Beach Campus/College Store, Bldg. 2..... 863-6511
Niceville Campus/College Store, Bldg. K..... 729-5384

Campus Security

"9-1-1" At any location 911 or "9+911"
Niceville Campus Security 582-9119
FWB Campus Security 582-9112
Crestview Center (Security Guard on Campus
5:00 pm - 10:00 pm)..... 826-1895 or 911
Chautauqua Center, DeFuniak Springs (Security Guard
on campus 2:00 pm - 10:00 pm) 974-2911 or 911
Hurlburt (night monitor) 200-4190 or 911
Eglin, Security Forces..... 882-2502
South Walton Center..... 911

Career Information

Web..... www.nwfsc.edu/careercenter or www.facts.org
Collegewide/Career Resource Center, Niceville Campus,
Bldg. C-2, Room 201 729-5227
Chautauqua Center/DeFuniak Springs,
Bldg. 2, Room 204..... 892-8100

Catalogs

Web..... www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration..... 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 200-4190
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration..... 267-2888

Change of Contact Information (Address or Phone Number)

Web..... www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration..... 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 200-4190
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration..... 267-2888

Change of Major/Schedule

Chautauqua Center, DeFuniak Springs/Advising 892-8100
Eglin AFB Center/Advising 678-1717
Fort Walton Beach Campus/Advising
Bldg. 4, Room 403A..... 863-6508

Change of Major/Schedule (continued)

Hurlburt Field Center/Advising 200-4190
 Niceville Campus/Advising, Bldg. C-1 729-6922
 Sikes Education Center, Crestview/Advising 689-7911
 South Walton Center/Registration..... 267-2888

Change of Name

Chautauqua Center, DeFuniak Springs/Registration 892-8100
 Eglin AFB Center/Registration..... 678-1717
 Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
 Hurlburt Field Center/Registration 200-4190
 Niceville Campus/Registration, Bldg. C-1 729-6922
 Sikes Education Center, Crestview/Registration 689-7911
 South Walton Center/Registration..... 267-2888

Child Development Center

Collegewide/Niceville Campus, Bldg. M 729-5386

Clubs, Organizing or Joining

Collegewide/Student Activities, Niceville Campus,
 Bldg. K 729-5348

Collegiate High School

Web..... www.nwfcolligatehigh.org
 Collegewide/Niceville Campus, Bldg. D 729-4949

Computer/Learning Labs/Tutoring

E-mail Help Desk asctutor@nwfsc.edu
 Web..... learningsupport.nwfsc.edu
 Chautauqua Center, DeFuniak Springs
 Skills Lab, Room 202 729-5344 or 892-8100
 Fort Walton Beach Campus
 Computer Lab, Bldg. 7, Room 752 863-6530
 English Tutor, Bldg. 4, Room 421 863-6520
 Math Lab, Bldg. 7, Room 702 863-6520
 Niceville Campus
 Academic Success Center, Bldg. E, Room 149..... 729-5389
 Computer Lab, Bldg. E, Room 154..... 729-5330
 CAD Lab, Bldg. B, Room 108..... 729-5218
 CISCO Lab, Bldg. B, Room 120..... 729-5217
 Math Lab, Bldg. L, Room 131..... 729-5377
 Networking Lab, Bldg. B, Room 103 729-5217
 Science Computer Tutorial Lab, Bldg. S..... 729-5376
 Sikes Education Center, Crestview
 Computer Lab, Rooms 109 & 303 729-5346 or 689-7911
 South Walton Center
 Computer Lab, Room 123..... 267-2888

Continuing Education

Collegewide/Office of Continuing Education,
 Niceville Campus, Bldg. K..... 729-6085

Criminal Justice Training Center

Collegewide/Public Safety Division,
 Niceville Campus, Bldg. F..... 729-5378

Disability Support Services

Web..... www.nwfsc.edu/ossn
 Collegewide/Niceville Campus, Coordinator for Students
 with Special Needs, Bldg. C-2 729-6079

Dual Enrollment/Early College

Web..... www.nwfsc.edu/dual
 Collegewide/Niceville Campus, Dual Enrollment,
 Bldg. C-1..... 729-5205

eCampus/Distance Learning

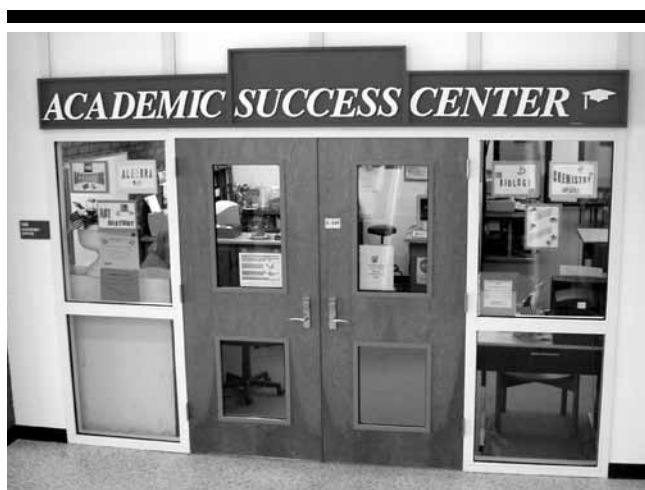
Web..... ecampus.nwfsc.edu
 Collegewide/Niceville Campus, LRC Bldg.,
 Room 214..... 729-6464

E-Mail: Students, Faculty and Staff

Web IT Help Desk..... helpdesk@nwfsc.edu
 IT Help Desk..... 729-5396

ESOL (English for Speakers of Other Languages)

Niceville Campus, Bldg. C-2..... 729-5387
 Chautauqua Center, DeFuniak Springs..... 892-8100
 Ft. Walton Beach Campus, Bldg. 3, Room 305 863-6534

**Free Academic Assistance Information:**

Web..... <http://www.nwfsc.edu/LearningSupport>
 Niceville Campus 729-5389
 Fort Walton Beach Campus 863-6520

Enrollment Verification

Web..... www.degreeverify.com
 E-Mail degreeverify@studentclearinghouse.org
 National Student Clearinghouse (703) 742-4200
 Collegewide/Niceville Campus, Office of
 Enrollment Services, Bldg. C-1..... 729-4901

Equal Access-Equal Opportunity

Collegewide/Niceville Campus, Human Resources,
 Bldg. A..... 729-5365

Financial Aid

Web..... www.nwfsc.edu
 Financial Aid E-mail: financialaid@nwfsc.edu
 Collegewide, Niceville Campus, Office of
 Financial Aid, Bldg. C-1 729-5370

Foundation

Collegewide, Niceville Campus, Bldg. A..... 729-5357

GED

Niceville Campus, Bldg. C-2..... 729-5387
 Chautauqua Center, DeFuniak Springs..... 892-8100
 Ft. Walton Beach Campus, Bldg. 3, Room 305 863-6534

Graduation

Chautauqua Center, DeFuniak Springs/Advising 892-8100
 Eglin AFB Center/Advising 678-1717
 Fort Walton Beach Campus/Advising,
 Bldg. 4, Room 403A..... 863-6508
 Hurlburt Field Center/Advising 200-4190
 Niceville Campus/Advising 729-6922
 Sikes Education Center, Crestview/Advising 689-7911
 South Walton Center/Advising..... 267-2888

Health Programs

Collegewide/Director of Nursing,
 Niceville Campus, Bldg. E..... 729-6400
 Collegewide/Allied Health, Dental Assisting & Radiography,
 Niceville Campus, Bldg. E..... 729-6444

I.D. (Student Access) Cards - RaiderCard

Collegewide, Student Activities Office,
 Niceville Campus, Bldg. K..... 729-5348
 Fort Walton Beach, Bldg. 1 863-6504

International Student Services

Collegewide, Enrollment Services, Niceville Campus,
 Bldg. C-2..... 729-5319

Note: See vii for optional NWFS Center location contact phone numbers.

Intramurals

Collegewide, Athletics, Health and Fitness,
Niceville Campus, Bldg. T 729-5379

Kids on Campus Summer Program (KOC)

Collegewide, Office of Continuing Education,
Niceville Campus, Bldg. K 729-6086

Leadership Institute

Niceville Campus, Bldg. A 729-6880

Libraries (Learning Resource Centers)

Web lrc.nwfsc.edu
Help Online (ask-a-Librarian)
..... lrc.nwfsc.edu/askalibrarian.cfm
Niceville Campus 729-5318
Fort Walton Beach Campus 863-6578

Lost & Found

Collegewide, Student Activities Office,
Niceville Campus, Bldg. K 729-5348
Fort Walton Beach Campus, Bldg. 1 863-6504

Orientation

Web www.nwfsc.edu/orientation
Chautauqua Center, DeFuniak Springs/Advising 892-8100
Eglin AFB Center/Advising 678-1717
Fort Walton Beach Campus/Advising 863-6508
Hurlburt Field Center/Advising 200-4190
Niceville Campus/Advising 729-6922
Sikes Education Center, Crestview/Advising 689-7911
South Walton Center/Advising 267-2888

Parking Permits

Collegewide, Student Activities Office,
Niceville Campus, Bldg. K 729-5348
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6508
Hurlburt Field Center/Registration 200-4190
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

Payment for Classes/Obligations

Web www.nwfsc.edu
Business Office E-mail businessoffice@nwfsc.edu
Chautauqua Center, DeFuniak Springs/Cashier 892-8100
Eglin AFB Center/Cashier 678-1717
Fort Walton Beach Campus/Business Office, Bldg. 1 .. 863-6504
Hurlburt Field Center/Cashier 200-4190
Niceville Campus/Business Office, Bldg. A 729-5385
Sikes Education Center, Crestview/Cashier 689-7911
South Walton Center/Cashier 267-2888

PRIME Time Program

Collegewide, Office of Continuing Education,
Niceville Campus, Bldg. K 729-6085

Prometric Testing Center

Niceville Campus, Advanced Technology & Design
Department, Bldg. B, Room 100A 729-6499 or 729-5218

Public Relations & Marketing

Collegewide/Office of Marketing/Public Relations,
Niceville Campus, Bldg. A 729-5362

Recruitment

Office of Recruitment, Niceville Campus, Bldg. C-2 729-6467

Registration

Web www.nwfsc.edu
Registrar E-mail registrar@nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 200-4190
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

Reserving College Facilities

Collegewide, Niceville Campus, Bldg. A 729-5351

ROTC

Collegewide, Niceville Campus, Bldg. T 729-6022

Scholarships

Web.... www.nwfsc.edu/financialaid or www.nwfscfoundation.org
Collegewide, Niceville Campus,
Office of Financial Aid, Bldg. C-1 729-5370
Foundation, Niceville Campus, Bldg. A 729-5357

Student Grievances/Harassment

Collegewide, Dean of Students,
Niceville Campus, Bldg. F 729-5379

Student Work

Collegewide/Career Resource Center, Niceville Campus,
Bldg. C-2, Room 201 729-5227
Collegewide, Niceville Campus, Office of
Financial Aid, Bldg. C- 1 729-5370

Technical/Professional Education

Collegewide, Niceville Campus, Office of Professional
and Technical Programs, Bldg. A 729-5366

Testing (Placement, CLEP, TABE, etc.)

Web www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 200-4190
Niceville Campus/Testing Center, Bldg. C-2 729-6016
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

Tours

College Life & Campus Tours 729-6922

Transcripts

Web www.nwfsc.edu
E-Mail (between institution requests)
..... transcripts@nwfsc.edu
Official: Collegewide/Niceville Campus,
Office of Enrollment Services, Bldg. C-1 729-4901
Transcript requests may be obtained and submitted at any
college location.

Transient Student

Web www.facts.org (for FL public institutions)
Collegewide/Niceville Campus, Office of
Enrollment Services, Bldg. C-1 729-4901
Transient student forms may be obtained and submitted
at all college locations.

Vehicle Registration

Collegewide, Student Activities Office,
Niceville Campus, Bldg. K 729-5348
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 200-4190
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

Veteran's Affairs

Web www.nwfsc.edu/financialaid/Veterans
Collegewide, Niceville Campus, Office of Financial Aid,
Bldg. C-1 729-5375

Vocational Testing (Hogan, FBAT, Critical Thinking Skills)

Collegewide, Assessment Center, Niceville Campus,
Bldg. C-2 729-5227

Women's Educational Resource Center

Collegewide, Niceville Campus, Bldg. C-2 729-5291

Note: See viii for optional NWFSC Center location contact phone numbers.

GENERAL INFORMATION



GENERAL INFORMATION



• Mission Statement

Northwest Florida State College improves lives. We deliver outstanding educational programs that are relevant, accessible, and engaging for students of all ages and provide exceptional cultural, athletic, and economic development activities for the communities served. We commit to excellence, creativity, integrity, and services.

• Values

Northwest Florida State College Values:

- Opportunity - meeting each student's educational need at his or her level of ability
- Excellence - achieving the highest standards
- Learning - acquiring new skills, insights, and ideas
- Success - preparing students for the future
- Creativity - finding innovative ways to accomplish our objectives
- Community - listening and responding to community needs
- Teamwork - supporting and respecting each other and those we serve

• Vision 2020

Vision 2020 was created in early 2011 following several months of discussion and the adoption of new college mission and values statements. The following broad objectives are intended to focus the work of the college over the coming years.

Vision One: A Learning-Centered Community

Northwest Florida State College will be a college that places the teaching-learning process at the core of our existence and seeks to improve student success.

- We will assess student learning, hold ourselves accountable for learning outcomes, and invest

in resources to improve student learning outcomes.

- We will use learning-focused methods that actively engage students and seek to help students understand that they are an integral part of the teaching-learning process.
- We will provide learning environments, both in and out of the classroom, that meet student learning needs and encourage student success.

Vision Two: Access to Opportunity

Northwest Florida State College will be the gateway to higher education opportunity for students in areas we serve.

- We will provide educational opportunities at multiple sites and varying times and through alternative delivery methods that maximize the opportunity to earn an education.
- We will seek efficiency and quality while maintaining an affordable tuition level.

Vision Three: Community Engagement

Northwest Florida State College will be recognized as a critical community resource and a valuable partner in advancing cultural, economic, and educational aspirations.

- We will develop partnerships with community organizations to promote educational opportunity.
- We will provide a rich inventory of cultural, athletic, life-long learning, and academic experiences that engage community members in the life of the college.
- We will lead our community by initiating and supporting outreach activities that enrich the lives of underserved populations.

Vision Four: Institutional Growth

Northwest Florida State College will seek to grow strategically in areas that increase our impact on the communities we serve.

- We will increase program offerings and enrollments in baccalaureate and career/technical programs.
- We will increase the proportion of students we enroll from the communities we serve.

Vision Five: Financial Stewardship

Northwest Florida State College will be financially secure and will practice wise financial stewardship.

- We will grow the College Foundation's asset base and increase its annual impact on the college.
- We will maintain sufficient financial reserves to provide security, flexibility, and institutional innovation and development.

Vision Six: A Great Place to Work

Northwest Florida State College will be recognized as the leading employer in our service area by offering competitive compensation packages, investing in personal and professional development programs, and placing an emphasis on job security.

- We will offer a combination of salary and benefits that allows us to recruit and retain the best possible employees.
- We will invest in the personal and professional development of our workforce and provide employees with the tools they need to do their jobs well and prepare them for future career opportunities.

• Background and State College Status

Northwest Florida State College (NWFSC) is part of the Florida College System, a network of 28 public state and community colleges. NWFSC offers postsecondary education opportunities to more than 17,000 students annually. Located in the coastal heart of Northwest Florida, the college has earned a reputation for educational excellence and community involvement in its 47-year history. The college operates seven area campuses and centers in Niceville, Fort Walton Beach, Crestview, DeFuniak Springs,

• **Background and State College Status (continued)**

South Walton County, and at Eglin Air Force Base and Hurlburt Field.

The Florida Legislature initially established the college, originally known as Okaloosa-Walton Junior College, as the 18th of the state's eventual 28 community colleges in 1963. The institution was named Okaloosa-Walton Junior College in March 1964 and opened for students in August 1964. The college's District Board of Trustees changed the name to Okaloosa-Walton Community College (OWCC) in March 1988 to recognize the college's expanded role in economic development, cultural programs and other endeavors.

Further expansion of the college's mission occurred in April 2003 when the Florida State Board of Education authorized OWCC to develop baccalaureate degree programs. In December 2003, the Commission on Colleges of the Southern Association of Colleges and Schools approved Level II status for the college to grant baccalaureate degrees. The college name officially changed to Okaloosa-Walton College (OWC) on July 1, 2004 to reflect the college's new status to award bachelor's degrees. The college began a Bachelor of Applied Science in Project and Acquisitions Management and a Bachelor of Science in Nursing (a joint program with the University of West Florida) in the Fall 2004 semester. In 2007, the Florida Department of Education authorized the college to add baccalaureate degrees in Teacher Education and in 2008 the college's joint Bachelor of Science in Nursing program (with UWF) was approved as a stand-alone BSN program to become the college's third baccalaureate program.

The 2008 Florida Legislature passed the State College Bill (SB 1716) to maximize student access to baccalaureate degrees, respond to community needs for postsecondary education, and provide the degrees that best meet Florida's employment needs. The bill was signed into law by Florida Governor Charlie Crist on June 12, 2008 at a ceremony held at the Mattie Kelly Fine and Performing Arts Center on the college's Niceville Campus. In response to Okaloosa-Walton College's new role as one of Florida's first state colleges, the OWC District Board of Trustees voted on July 8, 2008 to officially rename the institution as Northwest Florida State College (NWFSFC). While the

mission of the college has expanded, NWFSFC continues its long-standing commitment to open-door admissions, associate degree programs, adult education, certificate programs, and affordable tuition. NWFSFC has also maintained the school's traditional scarlet and silver colors and the Raiders name for sports programs.

The college currently offers baccalaureate programs in Project Management, Nursing, Elementary Education, Middle Grades Math Education, and Middle Grades Science Education. Additional bachelor's programs may be phased in over the coming years based on regional needs and feasibility. As NWFSFC fulfills its role as a state college, students benefit from the opportunity to have accessible, low cost baccalaureate degrees that meet their aspirations as students and meet the needs of higher education in Florida.

In addition to a 264 acre campus in Niceville, Northwest Florida State College operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert L. F. Sikes Education Center in Crestview, the South Walton Center in Santa Rosa Beach and full-time centers at Eglin Air Force Base and Hurlburt Field.

When its doors first opened in August of 1964 in a temporary campus of vacant buildings in Valparaiso, OWJC had a faculty of ten instructors, three support personnel and five administrators for the 309 full-time and 458 part-time students on hand. Now, approximately 96 full-time and 292 part-time instructors, as well as 467 support staff and 11 administrators serve 17,000 students annually. Since its inception, more than 302,000 persons have been served by OWJC, OWCC, OWC and NWFSFC.

Located between State Roads 85 and 285, the 264 beautifully wooded acres of the college's main campus in Niceville were transferred to OWJC from the Eglin Air Force Reservation by an Act of Congress in January 1966. In 1989, another Act of Congress designated a permanent site for the 156 acre Fort Walton Beach Campus.

Throughout the college's history, NWFSFC has maintained a consistent record of educational excellence. The median grade point average for NWFSFC students who transfer to the State University System consistently ranks among the top five in the state. NWFSFC professors have been

recognized with numerous state and national level awards for instructional excellence. The college's Forensics/ Debate and Brain Bowl academic teams have achieved numerous state and national championships. NWFSFC students and student athletes are also consistently named to the All-Florida Academic Teams.

In addition to a record of regional and national accolades, NWFSFC offers state-of-the-art student computer labs, a top-rated sports complex, a full program of intercollegiate and intramural sports, an ROTC program, a child development center, and a criminal justice training center. The 120,000 square foot Mattie Kelly Fine and Performing Arts Center on the Niceville Campus provides students the finest in instructional facilities for dance, music, theater, the visual arts and the humanities.

• **Facilities**

The Niceville Campus of Northwest Florida State College is located between State Roads 85 and 285 off of College Boulevard. Baccalaureate degrees, associate degrees, adult basic education, technical certificates, college and vocational preparatory programs, GED preparation and testing, and continuing education programs are offered in both day and evening classes. The Niceville Campus includes the following permanent facilities:

Administration (A): houses the executive and administrative offices, including instructional services, administrative and financial services, marketing/community relations, the NWFSFC Foundation, the Alumni Association, and the Leadership Institute.

Technical Laboratories (B): contains drafting and design, laboratories for computer-assisted drafting and computer-aided manufacturing, computer engineering technology, and the NWFSFC Professional Testing Center which provides professional certification and testing services. The building also contains the James Leslie Gibson Drafting Classroom and the college's CISCO Academy.

Student Services Center (C-1/C-2): houses admissions, registration, counseling, financial aid, advisement services, Veteran's Affairs, testing services, recruitment, the Career Resource Center, AmeriCorps, Adult Basic Education and the Women's Educational Resource Center. These functions will move to the new Student Services building, currently under construction, in Spring 2012.

• Facilities (continued)

Collegiate High School (D): houses the Collegiate High School Offices, classrooms and labs.

Learning Resources Center (LRC): contains a collection of more than 100,000 items. There are 90,000 books, 10,000 audiovisual items, 300 magazine and newspaper subscriptions, 200 electronic databases and websites with online full-text periodicals and over 30,000 eBooks. A statewide network provides access to the holdings of all 11 state university libraries and 28 college learning resources centers, numerous electronic databases and worldwide information sources through the Internet. The LRC also contains conference room facilities, group study space, and the college's Learning Technologies Offices.

Classroom Building (E): contains the college's various healthcare education programs and a variety of other instructional programs. Located on the upper north mezzanine levels are the Academic Success Center, an open computer lab, three computer labs/classrooms, and faculty offices for the Division of Communications and Social Sciences Office. The first floor level contains additional faculty offices and classrooms, as well as the main office for the Division of Communications and Social Sciences and the Bill and Pearl Robinson Classroom. The college's Nursing and Allied Health programs in registered nursing, radiography, and dental assisting are located in the center core of this building; named the Gallimore Center for Healthcare Education. Located within the Gallimore Center for Healthcare Education are the Fort Walton Beach Medical Center Nursing Lab, the Marjorie Cox Gray and Hugh Gray Health Technology Computer Lab, the Meagan Campbell Nursing Lab, the Twin Cities Hospital Surgical Technology Lab, the Juanita Harbaugh Nursing Classroom. The Graphics Technology instructional program and the Adult General Education classes are located on the lower level.

Public Safety (F): contains the facilities, offices, classrooms, and specialized laboratories for programs offered by the Florida Criminal Justice Training Center No. 21 and the college's Public Safety Division, including the college's EMS/EMT/Paramedic, Fire Service, and American Heart Association programs. The division also utilizes a specialized P.A.T (Physical Agilities Test) course, located off of West McCracken Way (the campus loop road).

(F-1): Storage facility

ROTC Rappel Tower: is located north of the softball field. Access is on a select/restricted basis through the college's ROTC program.

ROTC Challenge Course: a military Confidence Course, located north of the Public Safety Driving pad off of West McCracken Way (the campus loop road), was designed based on a similar facility at the U.S. Army base in Fort Benning, GA. Access to the course is on a select/restricted basis through the college's ROTC program.

Utilities, Maintenance, and Receiving (G), (G-1), (G-2) and (G-3): houses the air conditioning and heating equipment, central services, maintenance, custodial, physical plant, receiving, grounds functions and security office. Building (G) is designated as the Maurice F. Mettee Engineering Plant.

Gymnasium and Public Safety (H): a multi-purpose facility used to house indoor physical education activities and classrooms and specialized laboratories for the Public Safety Division.

Mattie Kelly Fine and Performing Arts Center (J): In this fine and performing arts complex, the main building contains the Mainstage Theater, the Frances Smith Herron Dance Studio, Box Office, and offices for the Division of Humanities, Fine & Performing Arts. The smaller Sprint Theater is located adjacent to the main theater. A central circular sculpture courtyard, which features the college's signature "Seven Dancers" sculpture, connects the theater building with two instructional wings. The Music Wing contains the Tyler Recital Hall (Eva "Kay" and Don Tyler), the Dewitt and Else Hardmant Orchestra Rehearsal Hall, the Dewitt and Else Hardmant Recording Studio, and various other performing arts instructional facilities, classrooms and musical studios. The Art Wing contains two art galleries – the Holzhauser Gallery and McIlroy Gallery, as well as an Art History classroom. An outdoor amphitheater is located behind the main complex as is the circular Marie Snow Greene Visual Arts Building. The Seven Dancers courtyard is ringed with benches, which are named in memory or in honor of individuals including: Marvin and Nina Adams, Belinda Besse, Dr. Joseph Matthews, James H. and Mary R. Dietz, James Leslie Gibson, Terry Tislow, Sidney and Agnes Bangma, and Julie A. Massey.

Marie Snow Greene Visual Arts (J): a unique circular building in the Mattie Kelly Arts Center complex that houses instructional art programs in pottery, drawing and painting is named for arts patron Marie Snow Greene. The Dotty Blacker Gallery is located in the center rotunda of the building and the facility also contains the George S. and Frederick F. LaRoche Painting Studio.

College Mall (K): contains the Student Activities Offices including Student Government, food services, the College Store, lounges, meeting rooms, recreational areas, and houses the Continuing Education Department.

NOTE: this building will undergo renovations during the 2011-12 academic year.

Student Services Building (K): Under construction with a planned Spring 2012 opening will be the new Student Services Center located directly to the west of the existing College Mall. This facility will include student services such as registration, advising, financial aid, business office (bursar), testing, recruitment and the Women's Educational Resource Center on one floor. The courtyard level will house food services and several multipurpose meeting spaces. Conference and meeting facilities and the college's Leadership Institute will be located on the third floor.

Mathematics (L): provides offices, classrooms, and specialized laboratories for the mathematics department. The building also contains the Shirley A. Howard Classroom.

Mary Lou O' Connor Child Development Education Center (M): contains a Child Development Education Center for pre-school age children and classroom facilities for the college's Early Childhood Education programs. The facility also features the Sarah Brennan Goodwin Child Development Center Playground.

Business and Computer Technology (P): provides facilities for instructional programs in business education, business administration, computer science, mid-management and the Bachelor of Applied Science in Project Management. The building contains the offices of the college's Business and Computer Technology Division and offices for the Bachelor of Applied Science degree in Project Management, including faculty offices. The building also contains the William T. Neshem, Mickey and Dottie Gilmore, and Blanche and Allyn Donaldson classrooms.

• Facilities (continued)

Teacher Education and Graphic Services (Q): contains offices and classrooms for the college's Teacher Education programs including the Bachelor of Science in Education degrees. The college's Graphic Services department, which serves college faculty and staff, is also located in this building.

Public Safety Firing Range (Q-2): is located behind building (M) on the northeast corner of the Niceville Campus.

Public Safety Driving Range: is located north of the softball field and provides a specialized driving pad for Public Safety motor vehicle training.

Public Safety Vehicle Storage Building (Q-3): is located behind building (Q) on the northeast corner of the Niceville Campus.

Public Safety Fire Training Building: is located north of the softball field.

Computer Services (R): houses the college's Information Technology staff.

Robert E. Greene Science Building (S): is comprised of classrooms and laboratory facilities for programs in biology, physics, physical sciences, and chemistry. The two-story main building contains science classrooms numbered S100 and S200. An adjacent one-story general classroom building is connected by a covered breezeway. This building contains classrooms numbered S300 and the Carroll Richard Stegall Classroom.

Observatory (S-2): located on the northwest corner of the Niceville Campus, the Observatory houses an 18" automated reflective telescope, complete with a CCD camera and software to allow the location and recording of events in the sky, and a classroom for Astronomy classes (numbered S402).

Community Service Complex (Arena, ROTC, Emergency Operations Center) (T): a multi-purpose facility which houses the college's Division of Athletics, Health and Fitness, a 2,200 seat basketball Arena, Wellness classrooms, a Fitness Center, the Raider room, and the Col. George E. 'Bud' Day Wing of the complex,

which houses the college's ROTC program. Okaloosa County's Emergency Operations Center (EOC) and 911 Call Center is also located in the complex. The entire facility is hardened to withstand 190-mph winds and the Arena may serve as a public emergency shelter.

The Sports Complex: is located on the west side of the Niceville Campus and contains field houses for men's and women's baseball and softball, two diamonds, bleachers, and a Strength Training Center.

The college operates instructional sites throughout the two county area, making the programs and services of NWFSO easily accessible to the entire community.

The Northwest Florida State College and the University of West Florida Fort Walton Beach Campus is a fully combined joint campus which provides higher education opportunities ranging from Associate to Doctoral degree programs, as well as non-credit and adult basic education programs. In addition, the campus houses various economic development programs including the Economic Development Council of Okaloosa County, the Technology Coast Manufacturing & Engineering Network and the Quality Institute. The campus is located on a 156-acre wooded site on Martin Luther King, Jr. Boulevard, and includes the following permanent facilities:

Administration (1): houses administrative offices and the business and registration offices of both institutions, a large community meeting room, and two conference rooms.

Student Services (2): contains the campus College Store, student center and student government offices.

Classroom Building (3): houses classrooms and the adult basic education offices. This building contains the Evelyn Walters Nelson Classroom, the Crystal Beach Development Classroom, the Heapy Family/Carpet One Classroom, the Howard F. McGee/First City Bank Classroom, G.L. "Jack" Prince, Jr./First City Bank Classroom, and the Katherine C. McGee/First City Bank Classroom.

Classroom Building (4): comprised of faculty offices, classrooms, a reading improvement laboratory, some tutoring services and the academic counseling/advising office.

Utilities and Maintenance Building (5): houses the air conditioning and heating equipment, central services, maintenance, and custodial/grounds functions for the campus.

Science Building (6): contains science laboratory facilities for programs in earth science, biology, chemistry, and physics.

Computer Labs (7): houses computer laboratories, the Math Lab, classrooms, and various Economic Development programs. The building also contains the Judge Ben Gordon Classroom.

Library, Fitness Center, Auditorium (8): contains a graduate level library operated by the University of West Florida, a fitness center, and a 230 seat lecture auditorium.

The Chautauqua Center (N): located on 90 wooded acres along Highway 90 West in DeFuniak Springs, offers a full range of college services and programs. Diversified college credit and non-credit programs including Associate degrees, adult education/GED preparation, college preparatory, and recreational/leisure courses are offered in day and evening classes. The center provides admissions/registration, financial aid information, placement testing and academic counseling services. The center houses two computer labs, a career center, small conferencing facilities and a child care center, as well as the L.E. "Zack" and Henrietta Laird Classroom and the T.P. and Annie R. Campbell Classroom.

The Robert L. F. Sikes Education Center (I): in Crestview is located on East James Lee Boulevard (State Highway 90 East.) The full-service center offers college credit, adult basic education and other courses and provides placement testing, advising and program planning, registration, and financial aid services. The center houses two computer labs, classrooms, and administrative/student services space, as well as the Margaret S. Gebauer Literacy Classroom.

• **Facilities (continued)**

The South Walton Center: located on Greenway Trail, just off Highway 331 South in Santa Rosa Beach is a full-service center that offers college credit, adult basic education and other courses and provides placement testing, advising and program planning, registration and financial aid services. The center houses the offices of the college's Choctawhatchee Basin Alliance (CBA) and the Allyn C. Donaldson Entrepreneurial Center which is part of the college's Leadership Institute.

Eglin Air Force Base and Hurlburt Field Centers: NWFSC Centers on base offer college credit and noncredit programs for military and civil service personnel. Both centers provide admissions/registration, financial aid information, placement testing and advising services. Also offered are courses specifically geared toward the Community College of the Air Force (CCAF) studies and other courses designed to meet the needs of individual military units, base contractors, and individuals who are retiring from the military.

• **Foundation**

The Northwest Florida State College Foundation, Inc. is a non-profit organization which seeks tax deductible contributions to help the college promote academic excellence through scholarships, instructional improvements, and educational equipment acquisition.

The Foundation was established in 1988 to give individuals, organizations and businesses the opportunity to directly invest in the educational mission of the college. As an IRS 501 (c)(3) organization, donations to the Foundation are tax deductible and may be eligible for matching funds. The Foundation has a Board of Directors comprised of business and community leaders in Okaloosa and Walton counties.

The Foundation is vitally important to the quality and diversity of higher education in our community. The foundation operates under the philosophy of building principal and using the interest to support various NWFSC endeavors. To further the mission of NWFSC, no donations to the Foundation are used for the foundation's operating expenses. Annual pledges of \$50 to the Foundation President's Club help underwrite these operational

expenses. For information, contact the Foundation Office at (850) 729-5357 or visit www.nwfscfoundation.org.

• **Alumni Association**

The Northwest Florida State College Alumni Association provides all former students and graduates with an organization to promote the interests of the college. Alumni help support causes which enhance educational opportunities and perpetuate the friendships made while attending NWFSC.

Membership in the Alumni Association is open to all graduates of NWFSC and to any student who has attended the college.

The Alumni Association, in cooperation with NWFSC, participates in various activities and sponsors events. It encourages creation of Alumni chapters at senior institutions. The association attempts to provide resources to help in scholarships and other program support beneficial to the college.

For additional information about the NWFSC Alumni Association contact the NWFSC Foundation and Alumni Office at (850) 729-5357.

• **Mattie Kelly Cultural and Environmental Institute**

The Mattie Kelly Cultural and Environmental Institute was established in 1997. The institute is a partnership of NWFSC, the NWFSC Foundation, and the Choctawhatchee Basin Alliance of NWFSC, dedicated to the cultural, environmental, historical and instructional goals set forth for the institute by the late Mattie M. Kelly of Destin. The objectives of the institute are: biology and marine science studies associated with Choctawhatchee Bay and the Gulf of Mexico; display of the cultural heritage of Northwest Florida; instruction in the Fine & Performing Arts and Environmental Sciences; to provide a location for fine arts groups and performing groups; and to provide a location for conferences and seminars offered through NWFSC. For information, contact (850) 729-5357.

• **Choctawhatchee Basin Alliance (CBA)**

The Choctawhatchee Basin Alliance (CBA), under the auspices of NWFSC, is an organization committed to sustaining and providing optimum utilization of the Choctawhatchee Basin watershed. CBA provides

opportunities for citizens, educators, and technical experts to promote the health of the Choctawhatchee Basin watershed. For more information on CBA visit www.basinalliance.org or call (850) 267-1888.

• **Year-Round Opportunity**

The college's programs of continuing study vary considerably in their timing. Enrichment programs, workshops, institutes, and numerous community services and certificate programs are offered on demand as sufficient requests occur. Special programs are announced as they are developed. The public is especially invited to request short or extended offerings in areas of need or interest.

• **Composition of Student Body**

NWFSC is a coeducational institution serving approximately 17,000 students annually. Students age 16 to 24 comprise 55 percent of the student body. Students age 25 to 34 comprise 24 percent and students 35 to 49 comprise 18 percent. Other age students comprise the remainder of the student population.

• **Accreditation**

Northwest Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees, certificates and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northwest Florida State College.

• **Equal Rights**

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, creed, handicap, marital status, national origin, race, religion, or sex in its employment practices or in the admission and treatment of students in its programs or activities. The Equity Coordinator may be contacted through the Office of the Director of Human Resources, Niceville Campus, extension 6365. The coordinator is designated to coordinate compliance with the Florida Educational Equity Act and information about the availability of the college's Grievance Procedure. The Equity Coordinator is also Coordinator of Title IX of the Education Amendments of 1972.

• **Student Records and Transcripts**

Student Records

The Office of Enrollment Services oversees both admissions and registration at NWFSC. All permanent, official, and final records of students who have attended NWFSC are housed in and released by this office located on the Niceville Campus. Information is released only upon the request of the student in accordance with Federal laws.

Additional information on student records, the procedures for accessing records, appealing record contents, receiving restricted records, and other rights of the Family Education Rights and Privacy Act of 1974 are available from the Office of Enrollment Services.

Student Transcripts

A transcript of a student's academic record is kept in electronic files, filed in a permanent record folder or housed on an archival record medium in the Office of Enrollment Services. Transcripts that are being sent directly to another educational institution may be requested by submitting written request to the Office of Enrollment Services, an e-mail to transcripts@nwsc.edu or at www.nwsc.edu.

Students requiring a personal copy of their transcript, or a copy for a third party other than an educational institution, must submit their request in writing by completing the Transcript Request Form or by submitting a signed statement to the Office of Enrollment Services in person, via U.S. Mail or by fax. There is a \$5.00 fee per transcript.

Transcripts and other official student information will not be released if the student has an outstanding obligation to the college (financial obligation or an incomplete admission file). Under most circumstances, transcript requests are processed within 24 hours after the request. However, transcripts will be sent within three (3) to five (5) working days of the request.

Release of Student Information

Although the following information may be released at the discretion of NWFSC, the college does not routinely release such information to third parties:

Directory Information: name, city of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, enrollment status, degrees and awards

received, and the most previous education agency or institution attended; student addresses for use by the College's Foundation and Alumni Association, students who have applied for graduation, may be provided to Florida public universities and independent college and universities of Florida, and student addresses upon the request of a local, State or Federal law enforcement agency.

In addition to directory information, NWFSC is required by law to release to the United States Armed Forces student recruiting information which may include the student's name, address, phone number, date and place of birth, level of education, most recent previous institution attended, major field of study, and degrees received.

In an emergency, the college may disclose personally identifiable information to protect the health or safety of students or other individuals to appropriate parties such as law enforcement officials, public officials or trained medical personnel without the consent of the student. In addition, NWFSC may disclose information from education records to parents in the event of a health or safety emergency.

Access & Review of Records

A student or parent* will be accorded access to the student's record within a reasonable time after the submission of a Request to Inspect and Review Education Records form to the custodian of that record. Suitable arrangements will be made to permit the record to be reviewed in the presence of a representative of the custodian of the record.

*Rights of parents: Once a student reaches the age of eighteen, or is enrolled in a postsecondary program, parents no longer have any rights under the Privacy Act unless:

- The student gives written consent to release the information to the student's parents, or
- The parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1986, or
- The student is a high school student enrolled in an accelerated program, such as Early College/ Dual Enrollment, Early Admissions or Concurrent Enrollment, or
- The health or safety emergency involves their son or daughter, or

- The student is under the age of 21 and has violated any law or college policy concerning the use or possession of alcohol or a controlled substance.

A student has the right to request the amendment of their educational record that they believe is inaccurate or misleading. The student should submit a Request to Amend or Remove Education Record form write to the College Registrar, clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing. If the student does request a hearing they should submit a Request for a Formal Hearing form.

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

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

Protection of Privacy

Under the Family Education Rights and Privacy Act of 1974 (Public Law 93-380), students may request that no information, including "Directory Information", be released except as required by law, by obtaining a Notification to Deny Disclosure of Directory Information form from the Dean of Students. This form must be signed and submitted to the Dean.

NOTE: A student's request to prevent the release of informational items may result in preventing the publication of all items including graduation, honors, and awards. Students are encouraged to contact the Dean of Students or the Dean of Enrollment, Student Services/Registrar with any concerns about confidentiality of records and release of information. The custodian of student records may release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction except as required by the college

• Student Records and Transcripts (continued)

President in the discharge of his/her duties as authorized by law, the state, and the board.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Enrollment and Degree Verification

NWFSC has authorized the National Student Clearinghouse to provide enrollment and degree verifications for the purposes of employment or background screening. The National Student Clearinghouse can be contacted at:

Web: www.degreeverify.com

Phone: (703) 742-4200

E-mail: [degreeverify@
studentclearinghouse.org](mailto:degreeverify@studentclearinghouse.org)

Address:

National Student Clearinghouse
2300 Dulles Station Blvd., Suite 300
Herndon, VA 20171

Free student self-service enrollment verification is provided by the National Student Clearinghouse. Students can print enrollment verification certificates, including enrollment dates and target graduation dates for use in obtaining military ID cards, health insurance and other items. To access enrollment verification log onto the RaiderNet at www.nwfsc.edu.

The college utilizes the services of the National Student Clearinghouse to automatically process enrollment verifications for student loans.

Change of Contact Information (Address, Telephone Number)

It is the student's responsibility to keep information current by officially notifying the college. Students may

make changes electronically by using the college's RaiderNet system. Forms to change residence, mailing address, telephone number, etc. are available from the Office of Enrollment Services, (850) 729-5374.

• College Website

The website for Northwest Florida State College (www.nwfsc.edu) supports the mission of the college by providing worldwide access to NWFSC information, registration, financial aid, student services, Distance Learning instruction and support, academic resources and more. The website is the gateway to subordinate websites affiliated with the college such as those maintained by individual NWFSC instructors or organizations. The privacy of users is upheld through the standards in force for public institutions in Florida, and privacy policies are posted on the site.

• RaiderNet

RaiderNet is the student on-line information and registration system. This web based system provides students on-line access to register for classes, view their term grade report, unofficial student transcript, enrollment verification, view financial information such as payment due dates and fees owed, financial aid status, run a degree audit and allows students to update directory information such as a change of address. RaiderNet provides access via a personal identification number (PIN) to ensure that only the student has access to his or her own student information. The system is available via the Internet worldwide at www.nwfsc.edu. Questions regarding RaiderNet should be referred to (850) 729-6922.

• Student E-Mail Accounts

Students are assigned an NWFSC student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. In order to stay informed and aware, students must check their account on a regular basis. Students may choose to forward their college assigned e-mail account. This e-mail service is reserved for college business. For more information on student e-mail accounts at Northwest Florida State College, log onto www.nwfsc.edu or contact the student e-mail/IT helpdesk, during regular business hours, at (850) 729- 5396.

• NWFSC Alert System

Northwest Florida State College has implemented important upgrades to the college's comprehensive safety plan. The expanded system allows the college to reach students with emergency information and updates through immediate, direct communications to automatic phone calls, text messages and e-mails issued by the college. Students who wish to receive NWFSC Alert phone and text messages by automatic notification to their personally selected contact list, must sign up for this free service through the NWFSC RaiderNet system. It is the student's responsibility to maintain the accuracy of the information and to provide their preferred contact information so that they can be reached in the event of an emergency. In addition, a student may add a parent, guardian or spouse to their emergency contact list. More information on NWFSC Alert can be obtained on the college website.

• FACTS

FACTS, the Florida Academic Counseling and Tracking for Students system, allows access to student services and resources for Florida public community colleges, state colleges, universities, and many private institutions. Students may register for classes, apply for transient status, view their student transcripts, run a degree audit or track progress toward graduation. FACTS can be accessed via the NWFSC Internet site or directly through the FACTS website at www.facts.org.

• Solicitation/Promotions

Agencies or organizations that request permission to display, distribute, or present programs that are not within the educational mission of Northwest Florida State College must submit a request in writing at least two weeks prior to the proposed activity. This request shall contain the name of the organization, the proposed time, date, and location, and the topic of the items to be displayed or distributed. The agency or organization must complete an Events Proposal form which will be routed for review and approval to the Vice President of Administration for final approval by the College President or his designee. The college reserves the right to determine the time, place, and manner of the presentation.

• **Drug-Free Workplace**

NWFSC is firmly committed to maintaining a drug-free workplace. Employees and volunteers are prohibited from engaging in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace while officially representing the college. Violation of this policy will subject the employee or consultant to appropriate disciplinary action up to and including termination of employment. Violators may also be required to participate in an approved drug abuse assistance or rehabilitation program. Compliance with this policy statement is a condition of employment with NWFSC as an organization receiving federal grants and contracts.

• **College Name Usage**

The name “Northwest Florida State College”, “NWF State College”, “NWFSC”, and the names/titles of the college’s recognized student and other organizations and facilities are owned by the college. Students or others shall not organize independent groups of the same name nor function as a group independent of the college utilizing the name of Northwest Florida State College or of an NWFSC organization. The official college seal, college logo, and the logos of college organizations are also restricted and may only be used with permission.

• **Notification of Social Security Number Collection and Use**

In compliance with Florida Statute 119.071(5), Northwest Florida State College posts an official notification regarding the purpose of the collection and use of your Social Security Number on the college website at www.nwfsc.edu/admissions. Students may also select the link for SSN Collection and Use on the web admissions home page. Students can also request a copy of this document at any NWFSC Campus or Center.

The college collects your Social Security Number for use in the performance of the college’s duties and responsibilities. To protect your identity, the college will secure your Social Security Number from unauthorized access. The college will never release your Social Security Number to unauthorized parties. Each student will be assigned a unique student identification number. Your unique student identification number is used for all educational purposes at Northwest Florida State College

including registration, access of your on-line record, and more.

Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to the college, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Services.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security Numbers as student identifiers. This use is authorized by Florida Statute 229.559 and in School Code Section 1008-396. In a seamless K-20 education system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one education level to the next.

All Social Security Numbers are protected by federal regulations and are not released to unauthorized parties.

• **Copyright Statement for College Publications**

College policy (Policy No. 6Hx17-9.03) states that employees and students will comply with the U.S. Copyright Law (Title 17, U.S. Code, Section 101). Employees and students may use, perform, or reproduce copyrighted works when authorized by (1) licenses or written permission from copyright owner; (2) the fair-use guidelines (available from the Learning Resources Center); (3) the principle of fair use; (4) specific documented exemptions in the law. Copyright items include print, video, electronic data, performances, music, and computer software.

Employees and students who willfully disregard this policy or the specific provisions set forth in the College Copyright Manual (available in the Learning Resources Center) are subject to state and federal penalties, including civil and criminal liability, as well as college disciplinary action. The college will refuse to grant requests if fulfillment of the request might lead to a violation of the copyright law. Further information is available from the Office of the Director of Learning Resources, (850) 729-5392.

ADMISSIONS



ADMISSIONS



• General Information

In general, Northwest Florida State College is an open-door institution. However, depending on the student's program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by NWFSC may obtain appropriate admission forms on the college website (www.nwfsc.edu/admissions). Students are assigned an NWFSC student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. In order to stay informed and aware, students must check their account on a regular basis. Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission to the College:

(Several programs at the college have additional admission requirements - see Programs with Additional or Other Admission Requirements for more information.)

1. Complete Application for Admission and Residency forms at www.nwfsc.edu/admissions.
2. Request official transcripts, as applicable, which include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, DANTES, AICE, AP, or IB.
3. Either submit placement test scores (ACT, SAT) or take the Postsecondary Education Readiness Test (PERT) at NWFSC.

(NOTE: Testing is for placement purposes only and is not a criterion for admission. Students

who possess a four year degree or transfer students who have satisfactorily completed college level English, or mathematics courses are NOT required to take the placement test.)

4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.
5. Use your college assigned student e-mail. Students are automatically assigned a college student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. Options in student e-mail will provide a wait list notification for full classes, e-mail links to instructors and more. Go to the website at www.nwfsc.edu/New_Students to see information and instructions on student e-mail.
6. Register for classes.

Readmission

Any student who has previously attended NWFSC, and who has not been in attendance within one (1) year (3 semesters) must complete an on-line Admission and Residency form at www.nwfsc.edu/admissions to update personal data, verify educational goals and residency, and to receive a registration appointment. If the student attended another institution in the interim, an official transcript must be submitted from that institution. The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

Transfer Students

A student who has attended any college or university prior to enrolling at NWFSC is considered a transfer student. Transfer students must request that an official transcript(s) of all previous college work be sent directly to the Office of Enrollment Services. All re-enrollment forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration.

In certain instances, applicants may be conditionally admitted as provided below. (This does not apply to Dual Enrollment/Early College, international student applicants, or any program with special admission criteria.)

Conditional Admissions

An applicant who has completed admission forms, but not attended an Orientation/Advising Session or has not been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a "Conditional Admission" status for one (1) term to allow for these requirements to be met. During this time, any course credit "earned" will not be released until all outstanding requirements have been met and the applicant is fully admitted to the college. Neither official transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college. Should data received cause the applicant to be inadmissible, actions taken will be based on that data and not the student's performance while on Conditional Enrollment. Conditional Admission may not be available for all programs, such as Limited Admission or Limited Access programs. Students should contact the Office of Enrollment Services or appropriate department or division office for more information.

One of the opportunities available to high school seniors about to graduate is Conditional Enrollment at the college for the Summer Term. Under this specialized enrollment, graduating seniors may enroll at their own expense in courses during May of the year they are to graduate. Dual Enrollment/Early College, Federal Financial Aid and most scholarship opportunities are not available under Conditional Enrollment status.

• General Information (continued)

Provisional Admission

An applicant may be granted provisional admission status based on the published admission guidelines of that program. Provisional admission status is program-specific and does not guarantee that the student will meet provisional admission requirements in any other program(s). Students who have been provisionally admitted will only be granted one (1) term of enrollment, unless otherwise stipulated, and will not be allowed to continue in the program until they have met the stipulations of their admissions.

Applicants may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 29). Falsification or failure to furnish correct information on admissions papers will subject applicants to denial of admission or immediate dismissal.

Entry-level Testing:

First-Time-In-College (FTIC) students seeking admission to the Associate in Arts degree, the Associate in Science degree and/or the Associate in Applied Science degree programs are required to participate in placement testing prior to registering for their first term. No student will be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science writing course - or any course having an English, mathematics or reading prerequisite - without meeting the State of Florida mandated minimum scores on the placement test. Northwest Florida State College administers the Postsecondary Education Readiness Test (PERT) as the primary placement test.

Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within two years prior to the date of enrollment may request that these scores be accepted as a substitute for the PERT if these scores meet the established cut-off scores specified by state rules. Students whose ACT or SAT scores do not meet established cut-off scores must retest on the PERT. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English or mathematics courses are NOT required to take the placement test.

• Associate in Arts, Associate in Science and Associate in Applied Science Degree Programs

Beginning with the 2011-2012 academic year, the USDOE is requiring colleges that participate in federal financial aid programs to develop a policy for validating a student's high school diploma. At catalog press time, this policy was under development. Students should check with the Office of Enrollment Services to receive updated information.

An applicant for admission to the Associate in Arts, Associate in Science or Associate in Applied Science degree programs must be a high school graduate and may be admitted with one of the following:

A. High School Diploma

Florida high school graduates must have earned a standard high school diploma or the CPT eligible certificate (which must be designated on the student's transcript). Non-Florida public high school graduates must have earned the equivalency of a standard Florida high school diploma. An official high school transcript with high school graduation date is required.

B. State Equivalency Diploma (GED)

Students who have received the General Education Diploma (GED) are entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.

C. Home-Educated Students

Home-Educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from the Office of Enrollment Services.

D. Foreign Educated Students

Foreign students who have earned an education equivalent to a U.S. secondary school education (as determined by the International Student Advisor and the College Registrar) and who meet all other International Student admission criteria as applicable (see International Student Admissions for required M-1 or F-1 student visa criteria).

Applicants who have earned the Florida Certificate of Completion, the Florida Special Diploma, or a diploma that does not meet the criterion as stated in items A, B, C or D above, should contact the Office of Enrollment Services to discuss alternative admission options.

• Certificate and Applied Technology Diploma Programs

An applicant for admission to Applied Technology Diploma (ATD), college credit, or career and technical or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High school transcripts or GED diploma and, if a transfer student, a copy of transcripts from all previously attended postsecondary institutions must be provided.

• Baccalaureate Degree Programs

Northwest Florida State College is approved by the State of Florida Board of Education to offer baccalaureate degrees.

Northwest Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees, certificates and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northwest Florida State College.

NWFSC offers a Bachelor of Applied Science degree in Project Management, a Bachelor of Science degree in Nursing, a Bachelor of Science degree in Elementary Education, a Bachelor of Science degree in Middle Grades Mathematics Education and a Bachelor of Science degree in Middle Grades General Science Education. As part of the newly formed State College System in Florida, bachelor's programs at NWFSC will expand in the future.

Bachelor of Applied Science in Project Management

The Bachelor of Applied Science (B.A.S.) degree program in Project Management is designed to provide a career ladder for those who have already completed an associate degree and who wish to continue their education at the bachelor's level.

An applicant for admission to the Bachelor of Applied Science in Project Management degree program may be admitted with the following:

- Completion of NWFSC admission and residency materials and the B.A.S. Supplemental Admission Application.

• **Baccalaureate Degree Programs (continued)**

- Completion of an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) degree (with a minimum of 60 semester hours) in a professional/technical field. A.A. degree students may be asked to complete additional credits in a professional area (e.g., accounting, computer science, general business, etc.) in lieu of the additional general education required of the A.S./A.A.S. student.
- Completion of all college preparatory coursework and a minimum of 15 credit hours of transferable general education credit hours.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 14 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.

Bachelor of Science in Nursing

The Bachelor of Science in Nursing (B.S.N.) degree program is nationally accredited by the Commission of Collegiate Nursing Education (CCNE) and is approved by the Florida Department of Education. The program is designed as an A.S. to B.S. degree career ladder.

An applicant for admission to the Bachelor of Science in Nursing degree program may be admitted with the following:

- Completion of NWFSC admission and residency materials and the B.S.N. Supplemental Admission Application.
- Completion of an associate degree nursing program or nursing diploma prior to enrollment.
- Documentation of current Florida RN Licensure. Recent graduates of associate degree nursing programs or Registered Nurses who have recently moved to Florida and have not yet obtained a Florida RN License may apply and may be accepted on a provisional basis for one term. Provisional status may be removed once the student obtains a current Florida RN License.

- Documentation of a grade point average (GPA) of 2.75 or higher in all college credit coursework and a grade of "C" or higher in all Florida Common Course Prerequisites applicable to the RN to B.S.N. degree program. Depending on program capacity, students with less than a 2.75 GPA may be admitted on a provisional basis. However, in all cases, the student must have earned a "C" or higher in all common course prerequisites. Provisional status may be removed if the student earns a GPA of 3.0 or higher for his/her first eight upper division nursing credits at the college. Ideally, prerequisite and general education courses should be completed prior to enrolling in upper division nursing courses; however, all prerequisite and general education courses must be completed by the beginning of the senior year.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 14 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.

Additional pre-enrollment conditions, which include proof of immunizations, CPR verification, drug screen, and background check, must be satisfied prior to registration.

Bachelor of Science in Elementary Education, Bachelor of Science in Middle Grades Mathematics Education and Bachelor of Science in Middle Grades General Science Education

The Bachelor of Science in Education degrees are designed to provide a career ladder for those who have already completed an Associate in Arts (A.A.) degree or have 60 hours of acceptable lower division coursework and who wish to continue their education at the bachelor's level.

An applicant for admission to the Bachelor of Science in Education degree program may be admitted with the following:

- Completion of NWFSC admission and residency materials and the B.S.E. Supplemental Admission Application.
- Completion of an Associate in Arts (A.A.) degree from a regionally

accredited college or university, or at least 60 semester hours of postsecondary education from a regionally accredited college or university.

- Completion of all general education requirements and lower-division state-mandated common prerequisites with a minimum grade of "C" in each of the prerequisite courses.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for the general education component of the undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale from any approved college or university.
- Passing scores on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE).
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualified for a waiver (see page 14 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Agreement to submit to background checks by both the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

Requirements for teacher education programs may change due to legislative mandate. Candidates must inquire with the Teacher Education Department Chair to obtain the most current program requirements.

Second Baccalaureate Degree

In recognition that students seeking a second baccalaureate degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some admission and graduation requirements will be satisfied by virtue of their previous degree. These include Gordon Rule, Foreign Language Entrance Requirement, and General Education. However, this will not preclude prerequisites for the major that happen to be general education courses. Students should contact the appropriate baccalaureate department or division office for more information.

● **Baccalaureate Degree Programs (continued)**

Foreign Language Requirement

University or college admission to baccalaureate programs in the State of Florida requires that students demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of high school foreign language instruction, eight to ten credits in one foreign language at the college level or passing scores on the College Level Examination Program (CLEP). For native speakers of another language who can demonstrate proficiency by evidence of a secondary high school transcript may petition for a waiver. Students should contact the appropriate baccalaureate department or division office for more information.

● **Excess Hours Advisory Statement**

Florida Statutes section 1009.286, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. This surcharge only applies to courses taken at a Florida public university and does NOT apply to any programs offered by Northwest Florida State College. However, it is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

“Excess hours” are defined as hours that go beyond 115% 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 138 credit hours (120 X 115%).

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

● **Programs with Additional or Other Admission Requirements**

In order to meet selected programmatic certification and professional accreditation standards, certain programs carry additional admissions requirements. Students should contact the appropriate department or division office for details.

Criminal Justice Training Programs

The Law Enforcement Basic and Correctional Officer Basic Career and Technical or Vocational Certificate Programs are certified through the Florida Department of Law Enforcement (FDLE). The college is designated as Florida Criminal Justice Training Center Number 21 and students enrolling in these certificate programs must meet FDLE requirements (including fingerprinting and background check), possess a high school diploma or its equivalent, successfully complete the Florida Basic Abilities Test (FBAT), as well as satisfy all other NWFSC admission standards. Students should contact the Division of Public Safety for additional information at (850) 729-5378.

Dental Assisting Program

The Dental Assisting program is accredited by the Commission on Dental Accreditation. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Avenue, Chicago, IL 60611. The program is a three semester Limited Admission Career and Technical or Vocational credit program. As with other health programs, students are educated on blood and body fluid exposure prevention to avoid the spread of communicable diseases. Students in the program are at risk for blood and body fluid exposure if precautions are not followed. Applicants must possess a high school diploma or its equivalent, as well as satisfy all other NWFSC admission criteria. For more information students should contact the Dental Assisting Director at (850) 729-6444.

Emergency Medical Technician (EMT)

Emergency Medical Technicians are part of the Emergency Medical Services team. EMTs are trained to provide basic life support and transportation of the sick and injured. The EMT program prepares students to apply for the examination to become a Florida licensed and National Registry Emergency Medical Technician Basic. The program offers students

the opportunity to enter the exciting world of Emergency Services through education in the college’s state-of-the-art health program facilities. The program blends classroom instruction with hands-on skills training and real world clinical education to prepare students as entry level Emergency Medical Technicians.

The Emergency Medical Technician program is a Limited Admission program. It is 11 credit hours long and is conducted over one (1) semester. Applicants to this program must have a high school diploma or GED and meet other applicable admission criteria (including fingerprinting, a background check and a drug screen). If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. For additional information on this program contact the EMS Office at (850) 729-4924.

Emergency Medical Services

The Associate in Science in Emergency Medical Services (EMS) is limited to students who are licensed EMT/ Paramedics. For additional information on this program contact the EMS Program Office at (850) 729-4924.

Fine and Performing Arts

Some Fine and Performing Arts classes are open only by audition. Students should contact the Humanities, Fine and Performing Arts Division for additional information at (850) 729-5382.

Medical Coding and Billing Applied Technology Diploma (ATD) Program

Medical Coder specialists are technicians who assign a code to each diagnosis and procedure documented in a patient’s medical record. The need for competent medical coders is increasing with the growth of health care in the United States. The program prepares students for employment in hospitals, medical offices, home health care agencies, and medical services. Applicants for employment in this field must be high school graduates, as well as satisfy all other NWFSC admission standards. Students should contact the Division of Allied Health for additional information at (850) 729-6444.

• **Programs with Additional or Other Admission Requirements (continued)**

AS/RN Nursing Program

The Nursing (RN) program is fully approved by the Florida Board of Nursing. Applicants to the nursing program must meet requirements for RN licensure as published by the Florida Board of Nursing and with program standards.

The Associate in Science Degree in Nursing is a Limited Admission program. Prerequisite coursework must be completed, and applicants must pass the Nursing Admission Assessment examination in order to be considered for selection into the program. Applicants must complete a program application in addition to the college application, and must meet or exceed the minimum cumulative GPA requirement. Students enrolling in this program must meet matriculation criteria (including fingerprinting, a criminal background check, drug screen, and CPR Certification).

Graduates of the program are eligible to apply for the licensing examination to become a Registered Nurse (R.N.). Students should contact the A.S./R.N. Nursing Program for additional information at (850) 729-6400.

Paramedic

Paramedics are the highest trained and educated pre-hospital provider of emergency medicine. In the Paramedic program, students are provided the highest quality education to prepare to become competent leaders in the high pace work of Emergency Medical Services. The Paramedic program is three full semesters beyond the Emergency Medical Technician Basic level and prepares students to apply for the Florida or National Registry Paramedic board examination. The Paramedic Certificate program is a Limited Admission College Credit Certificate. Students admitted to this program must have a high school diploma or GED and meet other applicable admission criteria (including documentation of current Florida Emergency Medical Technician (EMT) Certification, fingerprinting, a background check and a drug screen). If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. The curriculum for this program forms the core of the Emergency Medical Services Associate in Science degree

program. Students should contact the EMS Office for more information at (850) 729-4924.

Radiography

The Radiography Program is a Limited Access, Associate in Science degree program. New students are accepted annually for enrollment in the Fall Term. Students admitted to this program must meet specific admission criteria (including a background check and drug screen). Graduates of the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam. Students should contact the Division of Allied Health for more information at (850) 729-6444.

Reserve Officers' Training Corps (ROTC)

The U.S. Army Reserve Officers' Training Corps (ROTC) program provides an outstanding opportunity for military leadership training. Students may also begin leadership training at the college level. Participation in the program does not require a commitment to enter the U.S. Army for non-scholarship students. The four courses in the program are transferable to any ROTC program in different branches of the military and participants in the program are able to transfer seamlessly for upper division studies.

To enroll, a student must be physically and morally qualified, a full-time degree-seeking student and a U.S. citizen. Students should contact the ROTC Office for additional information at (850) 729-6022.

• **Transient Students**

Currently enrolled degree-seeking students who have met the minimum residency requirement for their program through enrollment in coursework at Northwest Florida State College may request approval from the Vice President of Academic Affairs to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an Application for Transient Study form prior to enrolling at the other institution. Forms may be obtained from any NWFSC Center/Campus or from the Office of Enrollment Services at the Niceville Campus. An electronic version of the form is available for students attending a Florida public institution at www.facts.org. Approval of transient study requests is determined by the Dean, Enrollment Services/Registrar and the Vice President of Academic

Affairs according to established guidelines. Guidelines are available from the Office of Academic Affairs or Enrollment Services.

• **Non-Degree Students**

Applicants who do not wish to earn a degree or certificate from Northwest Florida State College and wish to take college or career and technical or vocational credit courses may not need to provide evidence of prior educational coursework. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of all prior educational course work. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed Application for Admission and Florida Residency form. Students will not be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science course - or any course having an English, mathematics or reading prerequisite - without meeting the State of Florida mandated minimum scores on an approved placement test or by producing evidence that they have met the prerequisite. Upon changing to degree-seeking status at NWFSC, high school/college transcripts, as appropriate, will be required.

Interim-study students (i.e. transient students who normally seek enrollment only for one term and whose enrollment is to satisfy a part of their pursuit of a degree at another institution) are advised to obtain, preferably in writing, their parent institution's authorization of course selection.

• **Adult General Education**

This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida high school diploma (through the GED test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 years old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education Development Test (GED).

• International Students

Northwest Florida State College welcomes international students and has detailed information provided on the college website at www.nwfsc.edu/international. International students should begin the admissions process at least four months prior to the beginning of any college term. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 or M-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. Application for Admission and Residency form.
2. Transcripts: Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside evaluation service at the student's expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.
3. Financial Support: An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: \$22,000 for the academic year.)
4. Language Proficiency: Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 97 for the computer-based TOEFL and 32 on the Internet-based TOEFL. Students, who have evidence of English proficiency in lieu of a passing TOEFL score, may petition the Admissions Committee for consideration. NOTE: NWFSC does NOT give the TOEFL test.
5. Health Information: Health insurance with hospitalization coverage and a repatriation clause is required. This insurance should be obtained prior to

the international student's first registration and must be maintained while attending NWFSC.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1 or M-1) Visa. Final approval for visa is determined by the American Embassy or consulate representative.

Northwest Florida State College does NOT provide on campus housing; therefore, international students must arrange housing accommodations in the community. The United States Citizenship and Immigration Service (USCIS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. USCIS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

• Collegiate High School

Northwest Florida State College operates an innovative charter high school on the Niceville Campus. This school is a public school of the Okaloosa County School District governed by the NWFSC Board of Trustees. Through this unique high school/college program, students may earn both a high school diploma and a two-year college degree at the same time through full-time study at NWFSC. The Collegiate High School is free of charge and operates under guidelines established by Florida statute.

Admission is open to any public, private or home school student who is of high school age and who has earned credit for placement in grades 10, 11, or 12.

Collegiate High School students enroll in honors high school classes and college courses and may earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an educational advisor. The program of study meets the Florida statutory requirements for both a high school diploma and an associate degree. A limited pre-collegiate track assists students who are not completely

prepared to directly enter a full program of college-level classes. For more information, call the Collegiate School Office at (850) 729-4949 or visit www.nwfcollegiatehigh.org.

• Simultaneous Enrollment for High School Students

Simultaneous enrollment programs provide a means for educational acceleration for academically superior high school students. These include the following admission categories:

Dual Enrollment/Early College

provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Northwest Florida State College courses while simultaneously enrolled in high school. Students receive both high school and college credit for these courses. Dual Enrollment/Early College students are exempt from tuition, matriculation, and laboratory fees. Public school students have books provided by the student's high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures comply with Florida law and regulations and are defined in the appropriate District Articulation Agreement. Prospective students and their parents should consult the Dual Enrollment/Early College Office at (850) 729-5205 or visit www.nwfsc.edu/dual for the most current admission information and procedures, and a list of approved college courses.

Early Admission, a form of Dual Enrollment/Early College, provides the opportunity for qualified high school students from Okaloosa and Walton counties, who are not currently taking classes in high school, to enroll in NWFSC courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria.

Concurrent Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Northwest Florida State College courses while simultaneously enrolled in high school. Unlike Dual Enrollment/Early College, college credits earned through concurrent enrollment do not apply to the student's high school diploma. Credits earned under this enrollment category count only for college degree credit purposes and do not carry simultaneous high school unit credits

• **Simultaneous Enrollment for High School Students (continued)**

Students concurrently enrolled pay standard college tuition, matriculation, laboratory and textbook fees.

Please note the terms and eligibility criteria of these high school enrollment programs are defined by state regulation, college policies and procedures and current articulation agreements, and may vary between Okaloosa and Walton counties, private and home schooled students. As such, they are subject to change.

Students must meet the admission requirements in order to enroll in either the Dual, Early Admission or Concurrent Enrollment programs. Student success in these programs is dependent upon both academic readiness and social maturity. Prospective students should consult the Dual Enrollment/Early College Office at (850) 729-5205 for the most current admission information and procedures or visit www.nwfsc.edu/dual.

• **High School Career Academies/ Tech Prep/Jump Start**

For students who meet certain requirements, the college may award credit for certain types of non-traditional study such as Tech Prep or High School Career Academy Courses and Certifications. Credit is awarded based upon the nature of the training, current skill levels, and relationship to NWFSC program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment and departmental recommendations. Students receiving credit under this option must complete credits in residence at NWFSC, per established agreements, before the credits will appear on the student's permanent record (transcript).

Additional minimum grade or course requirements, as well as demonstration of competencies may also be required. Credits received through these methods may not be transferable or applicable to the A.A. degree. Final decisions regarding the award of credits and the recording of credits on the student's transcript rest with the Dean, Enrollment Services/College Registrar.

• **Florida Residency Classification**

Students are classified as Florida residents, Border State residents or as non-Florida residents for the purpose

of fee assessment at the time of initial registration. Criteria for determining residency status are detailed in Florida Statutes and the administrative rules of the State Board of Education. A Florida resident for tuition purposes is a person who has (or a dependent person whose parent or legal guardian has) established and maintained legal residence in Florida for the 12 months immediately preceding the first day of classes of the term for which enrollment is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, lawful permanent resident, or certain individuals granted indefinite stay by the U.S. Citizenship and Immigration Service. Living in or attending school in Florida does NOT establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Two (2) documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which Florida residency is sought. Students cannot hold out-of-state driver's licenses, vehicle registrations, etc. and be eligible for Florida residency.

Information on residency is available at the Registrar/Admissions Office, Building C-1, Niceville Campus and at all other NWFSC Campus locations. Students may also review the residency guidelines at www.nwfsc.edu or at www.facts.org.

Providing false residency information is a violation of Florida law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

Dependent/Independent

A dependent student is any person, whether or not living with his/her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code and who receives at least 51 percent of their cost-of-living expenses from his or her parent. Students classified as dependent must have a parent or legal guardian complete the Residency

Classification form. A copy of the student's or parent's most recent tax return or other documentation may be required to establish dependent/independent status. Some students may be classified as "independent" if they meet certain criteria. Contact the Admissions Office for additional information.

Exceptions/Qualifications

Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statute S.1009.21(11)]. These exceptions are listed below.

Note: Documentation in support of these exceptions is required.

1. Active duty service members of the U.S. and active drilling members of the Florida National Guard stationed in Florida (spouse and dependent children included).
2. Active duty service members of the U.S. not stationed in Florida but whose legal state of residence is Florida (spouse and dependent children included).
3. Full-time instructional and administrative personnel employed by the State public schools system, college system, or university system (spouse and dependent children included).
4. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.
5. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.
6. Latin American/Caribbean Scholars.
7. U.S. citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included).
8. Full-time employees of state-agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training.

• Florida Residency Classification (continued)

9. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.
10. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.

The law allows non-U.S. citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12 month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. For a list of non immigrant categories (visa categories and INS classifications) eligible to establish Florida residency for tuition purposes contact the Registrar/Admissions Office or consult the Residency Guidelines under Admissions on www.facts.org.

Reclassification

Students determined to be classified as out-of-state residents for tuition purposes, may re-apply for in-state residency at such time as they have completed the requirements for establishing legal Florida residency by submitting an updated Residency Classification form and supporting documentation to the Registrar/Admissions Office at the Niceville Campus. A minimum of three (3) documents that support clear and convincing evidence of Florida legal resident for the previous twelve (12) consecutive months will be required.

Students who become eligible for in-state tuition in the middle of a term shall have their record adjusted to reflect the in-state tuition rate effective with the next term of enrollment.

Appeals

In cases where the applicant expresses a desire to appeal the residency classification the matter will be referred to the Residency Appeal Committee in accordance with the college's official appeals process. The Residency Committee will render to the applicant the final residency determination and the reasons for the determination in writing.

• Alabama Border State Fee

The Florida Legislature allows the option of providing Alabama residents a different tuition assessment for postsecondary classes. At NWFSC the Alabama Border State Fee, at a rate of an additional \$1.00 per credit hour (or \$1.00 per term for Adult Education students) to the current in-state tuition rate, will be assessed for all eligible Alabama residents.

To be eligible for the Alabama Border State Fee the student must complete the Alabama Residency form and provide verification of an Alabama driver's license, Alabama vehicle registration, or Alabama voter's registration card.

• Servicemembers Opportunity College (SOC)

Northwest Florida State College, through the Servicemembers Opportunity College (SOC), extends to United States service members (and their dependents) stationed throughout the world an opportunity to contract with the college to earn degrees. Students who have earned a minimum of 25% of their credits towards their program at NWFSC are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with the college's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

• Effective Catalog Policy

Students who maintain continuous enrollment by completing at least one college preparatory, college credit or vocational credit course towards their declared program each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met, or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of re-admittance or the catalog in effect at the time of graduation.

Students may request an exception to this policy by submitting an Effective Catalog Appeals form through the Dean of Enrollment Services/Registrar to the Vice President of Academic Affairs.

• Evaluation of Transfer Credit

All credits at other colleges or universities accredited by one of the six regional higher education accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript) as follows:

- For students pursuing an associate degree or college certificate, all attempted credits at the freshman and sophomore level, and
- For students pursuing a baccalaureate degree, all attempted credits at the freshman, sophomore, junior and senior level.

Credits awarded at institutions non-regionally accredited may be accepted by Northwest Florida State College and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at NWFSC.

The acceptability of college courses for transfer credit at NWFSC shall be at the discretion of the Dean of Enrollment Services/Registrar, in consultation with the instructional personnel as appropriate.

Credits recorded as transfer credit on the student's permanent record (transcript) do not guarantee that these will meet specific degree requirements for the student's program. The college may limit the number of transfer credits applicable towards the student's degree. The determination of how transfer credits may apply to furtherance of a specific degree program rests with the Dean of Enrollment Services/Registrar in consultation with the appropriate faculty/instructional staff.

The following factors will be considered in the evaluation of credits for transfer. The factors will be used in determining whether the course is transferable and in determining whether the course is recorded as a specific or unclassified course.

• Evaluation of Transfer Credit (continued)

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of Credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

Recording Transfer Credits on the Student's Permanent Record (Transcript)

When evaluating credits, NWFSC reserves the right to delay recording the transfer credits on the student's permanent record until the student has successfully completed college-level coursework at Northwest Florida State College, satisfied residency requirements and/or provided documentation or verification of student competencies. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

- a) Northwest Florida State College residency requirement;
- b) Higher-level courses in the same or a related subject area;
- c) Subsequent courses in the subject/course sequence;
- d) Demonstration of specific lab/clinical skills or other applied competencies;
- e) Additional independent/directed study in the subject area.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Where appropriate, an equivalent NWFSC course number may also be indicated. When the college does not offer an equivalent course or if the

course differs substantively from the suggested Northwest Florida State College course, the transfer credits may be listed on the transcript as an "unclassified" course. The unclassified credits will be further described as an open elective, a subject area elective, a general education elective or a general education subject area course, as appropriate.

Acceptance of Transfer Credits from Non-Regionally Accredited Institutions

Acceptance of credits from non-regionally accredited institutions of higher education will be based upon recommendation from the NWFSC instructional department responsible for the course subject area(s). The recommendation will be submitted to the Dean of Enrollment Services/ Registrar for final review and recommendation.

Application of Transfer Credits to Baccalaureate Degree Programs

Lower division college credits in technical areas not generally applicable at the baccalaureate degree level will be reviewed according to the following factors prior to their acceptance as satisfying degree requirements.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division degree requirements subject to one or more of the following conditions:

- a) Successful completion of related higher-level courses in the student's program of study;

- b) Successful completion of subsequent courses in the subject/course sequence;
- c) Successful completion of complementary lower division coursework in the subject or related area;
- d) Demonstration of specific lab/clinical skills or other applied competencies;
- e) Completion of additional supplemental independent/directed study in the subject area which augments the skills/content of the technical course;
- f) Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;
- g) Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);
- h) Verification of faculty credentials at the transferring institution.

International students

International students must have their transcripts translated and evaluated by one of the credential evaluation agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (NACES). Each course will be individually assessed for transfer consideration. Credits will be awarded on a course-by-course basis.

Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by written request to the Vice President of Academic Affairs. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter in question. The review process will parallel that applied to the general evaluation of credits for transfer; however, the final determination will be made by the Vice President of Academic Affairs in consultation with the Dean of Enrollment Services/ Registrar. Normally such appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.

FINANCE



FINANCE



• General Information

Full payment of fees is required when registering for classes at Northwest Florida State College. Payment due dates are available from the Office of Enrollment Services and are printed on the student's registration receipt, or displayed/printed using on-line web registration. For your convenience, payment may be made using cash, check, e-check, MasterCard, Visa, American Express, or Discover credit cards. Students who have not paid their fees will not be admitted to classes and will be dropped from their classes on their payment due date. The Associate Vice President for Business Services and the College President may grant deferments as specifically defined and limited by Florida Statutes.

• Financial Assistance

Northwest Florida State College offers a variety of financial aid programs. Inquiries concerning financial aid should be directed to the Student Financial Aid Office.

• Military Assistance

Active-duty military personnel who enroll in college-credit programs through base education offices may be eligible for financial assistance. The college has Military Assistance Agreements in effect with both Eglin Air Force Base and Hurlburt Field. Contact the base education office for details.

• Veterans Benefits and Assistance

Refer to the Financial Aid section of this catalog. VA deferments may be available on a limited basis for qualifying students. Students should consult Northwest Florida State College Veterans Affairs (850-729-5375) in the Financial Aid Office for further information.

• Refund Policy

Refunds resulting from course adjustments are processed at the end of the registration period. Students are responsible for completing the proper withdrawal or drop/add forms. Students may also complete drop/add actions within the schedule adjustment period via RaiderNet with proper authorization and PIN number. No refunds or financial credit will be granted after the schedule adjustment period ends. Registration and refund dates are published each term in the Schedule of Classes.

Refunds will be disbursed in the same method as funds were originally received unless otherwise determined by the College Business Office. If payment was received by check, money order, or cash, the refund will be returned by check. Amounts received by check or money order will be held 15 business days from the date of receipt. Checks will be mailed to the student's most current local address on file with the Office of Enrollment Services. IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP NWFSC INFORMED OF A CORRECT MAILING ADDRESS AND CURRENT PHONE NUMBER AT ALL TIMES. Refund checks will only be issued for overpayments of \$5.00 and more. Refunds of less than \$5.00 will be paid in cash upon presentation of proper identification at a NWFSC Business Office.

Full financial credit will be granted for cancelled classes. Students can select alternate classes to which the fees can be applied. A refund will be processed automatically if replacement classes are not selected.

Any refunds for dropping classes after the end of the last day of registration and prior to the mid-term of the student's enrollment period are implemented through the Vice President of Administrative Services' Office. Refunds are authorized until

mid-term for administrative errors, for change of status from out-of-state to in-state (as confirmed by the Coordinator of Enrollment Services), and for the death of a student during the term of current enrollment. Refunds may be made until mid-term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

Testing Fees Refund Policy

Individuals who have paid the registration fees to take the CLEP, or TABE (non-NWFSC students) and who are unable to test at the scheduled date and time, may request to reschedule the test or may request a refund.

A request to reschedule a GED exam must be made by calling the Testing Center at the Niceville Campus (850-729-6922) as soon as a person knows that he/she will not be able to take the scheduled test. The rescheduled test date must occur within thirty (30) days of the first scheduled test date.

Individuals who are unable to reschedule a test may request a refund within thirty (30) days after the scheduled test date. Requests for refunds must be submitted in writing via the Vice President for Administrative Services and can be requested only for the following reasons:

- Administrative college error
- Death of student
- Serious illness or incapacity (confirmed in writing by a physician)
- Transfer of military personnel and dependents (confirmed by military orders)

• Refund Policy (continued)

Refunds are NOT authorized for changes in work schedules. If a request for a refund is not made within thirty (30) days to either reschedule the test or request a refund, then all testing fees paid shall be forfeited. The above policy applies only if an entire exam was missed. No rescheduling or refunds shall be issued for portions of tests missed.

• Dishonored Check Policy

Checks returned by the bank will be processed as follows:

1. The student will be notified by certified mail that their check was dishonored by the bank. A \$25 return check charge will be applied to the student's account.
2. The student will have seven (7) calendar days to pay for the check and the return check charge. Payment must be in the form of cash or certified funds. If any portion of the dishonored check funds includes payment of tuition and fees, failure to make the payment will result in cancellation of enrollment.
3. Reinstatement after enrollment cancellation will be considered only after full payment which will include an additional \$25 reinstatement fee.
4. The student's record at NWFSC will reflect the obligation as an outstanding debt which will result in the withholding of transcripts, diplomas, certificates, and other official documents. Students will also be prohibited from any future registrations until all debts are paid in full.
5. Students who have written two or more bad checks will be subject to disciplinary action even though their checks have been paid. The college will also suspend their check writing privileges and may report to other colleges and credit reporting agencies.
6. The college will forward unpaid dishonored checks, returned check charge, and related information about the student to a collection agency within 35 days.

• Student Tuition Payment Plan

A student tuition payment plan is available on the college website

through NelNet Tuition Installment Program. Northwest Florida State College will hold academic transcripts and refuse re-enrollment to any student who is delinquent on their agreement from any preceding semester until all amounts owed on prior agreements are paid or the student is released by NelNet. Please refer to the NWFSC website for additional information or to apply for this service.

• Fines, Penalties and Indebtedness

Students may avoid being assessed fines and penalties by becoming familiar with established policies and procedures contained in this catalog. Failure to comply with the college's regulations can result in fines being assessed. All unpaid debts with NWFSC will result in the withholding of transcripts, diplomas, certificates, and other official documents. Students will also be prohibited to re-register until all debts are paid in full. Students may also be subject to liabilities not only for the principal but also for collection costs and reasonable attorney's fees.

The college will also withhold transcripts and deny registration privileges to students in DEFAULT STATUS on their Federal Guaranteed Student Loan until such time as the student achieves satisfactory repayment status as determined by the lending institution.

• Inconsequential Checks and Debts

Some governmental regulations require the "rounding" of awards which often create minor amounts, less than \$1, due to students or due from students. The college will not write checks for these minor amounts, nor bill students or customers, for amounts less than \$1. Any funds remaining will be part of supplemental financial aid scholarships. Students may, however, make a special request for their amounts in person, and obtain the rounding residual amount in cash.

• Access Cards (Identification Cards)

All enrolled college credit students will be issued a Student Access Card following payment of fees. There is a \$15 per term charge for the Access Card that is non-refundable unless the student fails to enroll (page 29 for more information).

• Parking Fines

Operating a private vehicle on Northwest Florida State College Campuses is a privilege and not a right. Individuals who show poor judgment or lack of consideration for the rights and safety of others may have this privilege revoked. Violating NWFSC's parking regulations may result in parking fines being assessed or the vehicle being towed, or "booted" at the owner's expense. For a listing of parking fines see page 29. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on page 29.

Note: All students and staff must register their vehicles with the college and display a NWFSC parking decal when parked on NWFSC property. Parking fees may apply and decals must be renewed annually. Visitors may obtain a parking permit from the Campus Information Center for the duration of their visit or park in spots designated as visitor parking.

• Fee Changes

All fees are subject to change without notice. Contact the Business Office or the Office of Enrollment Services for additional information or consult the NWFSC website "Notices and Policy Updates" page, www.nwfsc.edu.

• Fee Schedule

These fees are subject to change by the Florida Legislature and the Board of Trustees. Current fees are available from the College Business Office and are published in the class schedule. These fees apply whenever applicable, except: (1) courses in which complimentary instructional services or equivalent program costs are provided by appropriate persons, agencies or organizations; or (2) when specifically waived by the Board of Trustees. Active Duty Military and their dependents pay only Florida Resident, in-state fees. The fees listed on the next page are for the 2011-2012 academic year. Fee payment may be made by cash, check, e-check, VISA, MasterCard, Amex, Discover Card or by approved Financial Aid. Fees noted are per credit hour and/or credit hour equivalent.

Turn to page 22 for fees.

**FEES SUBJECT TO CHANGE BY ACTION OF THE FLORIDA LEGISLATURE AND
THE NWFSC BOARD OF TRUSTEES**

Florida Residents	Tuition Fee	Out-of-State Aid Fee	Financial Aid Fee	Student Activity Fee	Cap. Impv. Fee	Tech. Fee	Total	Border State Fee
Baccalaureate (College Credit)	\$87.42	–	\$4.37	\$4.37	\$8.74	\$4.37	\$109.27	\$1.00
Advanced & Professional (College Credit)	\$75.22	–	\$3.76	\$3.76	\$7.52	\$3.76	\$94.02	\$1.00
Postsecondary Voc. (College Credit)	\$75.22	–	\$3.76	\$3.76	\$7.52	\$3.76	\$94.02	\$1.00
College Preparatory	\$75.22	–	\$3.76	\$3.76	\$7.52	\$3.76	\$94.02	\$1.00
Postsecondary Adult Vocational (Voc. Credit)	\$69.93	–	\$6.99	\$0.00	\$3.50	\$3.50	\$83.92	\$1.00
Adult Basic & Adult Secondary*	\$30.00	–	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$1.00

Laboratory and Special Tuition Fees are to cover unique costs related to a given course. The amount is determined course-by-course on the costs for each. A fee schedule is on file in the Business Office and is printed in the class schedule each session.

Non-Florida Residents	Tuition Fee	Out-of-State Aid Fee	Financial Aid Fee	Student Activity Fee	Cap. Impv. Fee	Tech. Fee	Total
Baccalaureate (College Credit)	\$87.42	\$262.26	\$17.48	\$4.37	\$34.97	\$17.48	\$423.98
Advanced & Professional (College Credit)	\$75.22	\$225.66	\$15.04	\$3.76	\$30.09	\$15.04	\$364.81
Postsecondary Vocational (College Credit)	\$75.22	\$225.66	\$15.04	\$3.76	\$30.09	\$15.04	\$364.81
College Preparatory	\$75.22	\$225.66	\$15.04	\$3.76	\$30.09	\$15.04	\$364.81
Postsecondary Adult Vocational (Voc. Credit)	\$69.93	\$209.79	\$27.97	\$0.00	\$13.99	\$13.99	\$335.67
Adult Basic & Adult Secondary*	\$30.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Laboratory and Other Fees – See www.nwfsc.edu							

*This fee may be assessed for students with high school diplomas who enroll in Adult General Education courses.

• Other Fees/Charges

Continuing Workforce Education At Full Cost of Instruction

Library Fines

- Daily Rate \$ 0.20
- Lost Book Charge Actual cost of replacement (if available)
or \$25.00 plus \$5.00 processing fee

Parking Fines

- No Decal Fee \$25.00
- Parking Ticket \$25.00
- Tire Boot Removal Fee \$25.00
(plus parking ticket of \$25.00)
- Towing and Storage Actual charges/cost

Recreational & Leisure Courses..... At Full Cost of Instruction

- Reinstatement Fee*** \$25.00
- Returned Check Fee*** \$25.00
- Special Service Charges**..... At Cost
- Student Access Fee****
- Per semester fee \$15.00
- Replacement fee \$15.00
- Tech Prep Assessment Fee** \$10.00
- Transcript Fee** (per transcript) \$5.00

*After the last day to register for a given term, students who request to be reinstated in a class will be charged a \$25 reinstatement fee if they receive an administrative withdrawal from the class due to: late payment or non-payment of fees, loans or deferments or due to a dishonored check.

** Charge is required of all students enrolled in advanced and professional, postsecondary vocational, college preparatory, postsecondary adult vocational and baccalaureate college credit (see page 29 for more information).

• Testing Fees

College Level Exam Program (CLEP)

- Exam Fee \$77.00/Administration Fee \$15.00 \$92.00
- Course Challenge Exam** \$85.00
- DSST Exams (formerly DANTES)**
- Exam Fee \$80.00/Administration Fee \$15.00 \$95.00
- FBAT Test** \$35.00

• Testing Fees (continued)

GED Test

- Complete Battery \$70.00
- Individual Subtests \$14.00
- Writing Subtests \$16.00

Proctoring (Other Schools) \$30.00

TABE (Non-NWFSC Students) \$15.00

Microsoft Office Specialist Certifications (MOS)

(Non-NWFSC Students) Exam Fee per Section \$62.80

Certipoint Internet and Computing Core Certification (IC3)

(Non-NWFSC Students) Exam Fee per Section \$22.18

• Full Cost of Instruction

College credit, vocational credit and preparatory course enrollments beginning with the third attempt and other enrollments beginning with the third attempt in the same course pay the full cost of instruction (based on action by the Florida Legislature).

• Cost Summary

The range of basic charges for a typical full-time college-credit tuition non-baccalaureate student, per year, registered for 15 credit hours per term for two terms are noted below. Lab fees, food, housing, and travel costs depend upon the individual student's circumstances.

Florida Resident

- Fees \$3,000.60
- Books and Supplies \$1,440.00
- \$4,440.60**

Alabama Border-State Resident

- Fees \$3,030.60
- Books and Supplies \$1,440.00
- \$4,470.60**

Non-Florida Resident

- Fees \$11,124.60
- Books and Supplies \$1,440.00
- \$12,564.60**

STUDENT SERVICES/HANDBOOK



STUDENT SERVICES/HANDBOOK



• Academic Assistance

Academic Advising and Orientation are available to help students make academic decisions. These services are provided by faculty, counselors, and educational advisors. Upon declaring a major area of study, each student is assigned a faculty advisor. This person is responsible for providing academic advice about the declared major. Students are encouraged to schedule an appointment with their advisor at the earliest opportunity.

For students who have not chosen a major, experienced college counselors and educational advisors are available to help make that choice. Educational advisors are located in the Student Services Building C-2 on the Niceville Campus, Building 4 on the Fort Walton Beach Campus, and are also located at each center. An appointment is advisable, but walk-ins will be served if possible. These services are intended to ensure that each student has the opportunity and the information to decide what is best for them. Computerized advising information and a web-based orientation session are also available to assist students, faculty, and staff in the advising process. The college provides an on-line summary of the college's various academic and tutorial resources and links to numerous academic resources nationwide on the NWFSC website at www.nwfsc.edu. Select Academics, then Learning and Support Services.

• Stay on Track

All degree-seeking students should understand that taking courses that are not part of their stated major may have an adverse effect on their education. Northwest Florida State College is dedicated to assisting students to progress through their chosen education paths in an effective and timely manner. There are specific programs where taking courses outside of the declared program may be penalized.

Financial Aid - Federal Financial Aid (Pell Grants, Stafford Loans, Supplemental Grants, etc.) will only pay for courses that are part of the student's declared program.

Veteran's Affairs - VA requirements are similar to those of Federal Financial Aid. Courses that are not part of the student's declared program are not covered by VA.

If you do not know what major you plan to pursue now is the time to explore! You need to declare a major that aligns with a university program by the time you have accumulated 24 college credit hours or sooner. Need help? Check out the tips below:

- Visit the Career Resource Center (see Career Planning Assistance on this page for more information).
- Check out the Florida Academic Counseling and Tracking for Students at www.facts.org and explore the Career Planning link.
- Check with an academic advisor for the major you are pursuing (see Academic Assistance for more information).
- Run a Degree Audit from the www.nwfsc.edu RaiderNet link, or
- Run a 2 + 2 University Transfer evaluation from the www.facts.org site.

• Excess Hours Advisory Statement

Florida Statutes section 1009.286, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. This surcharge only applies to courses taken at a Florida public university and does NOT apply to any programs offered by Northwest Florida State. However, it is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as hours that go beyond 115% 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 138 credit hours (120 X 115%).

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

• Career Planning Assistance

Students who are undecided about their future career plans are encouraged to make an appointment with their faculty advisor, an educational advisor, or a counselor, or to visit the Career Resource Center in Student Services, Building C-2 on the Niceville Campus or Building 2 at the DeFuniak Springs Campus to discuss career opportunities. Research indicates that students who have made career decisions are more likely to be academically successful than are those who have not.

The Career Resource Center offers numerous career assessment services, including career counseling, computerized career exploration programs (CareerScope), books and pamphlets on national, state, and local job opportunities, and web-based career planning information. The Career Resource Center also maintains information on college-wide career focus workshops, job fairs,

• **Career Planning Assistance (continued)**

occupational information linked to NWFSC degree and certificate programs and professional speakers appearing on campus. Selected career-related services are also available at the Fort Walton Beach Campus, Eglin AFB, Hurlburt Field, Chautauqua and Robert L. F. Sikes Education Centers.

• **Women's Educational Resource Center**

Located in Student Services Building C-2, on the Niceville Campus, the center provides additional career planning assistance for students, primarily women age 35 and older, who are returning to school because of divorce, separation, or the death of a spouse. The program assists students with education and training that will enable them to reenter the workforce with marketable skills. The program provides skills assessment, a support system, career information, and other services. Call (850) 729-5291.

• **Academic Success Center (ASC)**

Located in the North Mezzanine of Building E, Room 149, on the Niceville Campus, the ASC provides free learning support services for all NWFSC students. The ASC offers tutoring in many subjects, writing assistance, tutoring for learning disabled students and ESOL (English for Speakers of Other Languages) students, computer tutorials, a video library with audio media available in a variety of subjects, Internet access and computers for student use. Tutoring is on a one-on-one basis and is FREE for all registered students. Tutoring is available on a walk-in basis; however, students are encouraged to make appointments. Additional tutoring services available through the ASC include telephone tutoring at (850) 678-5111, ext. 6663, tutoring through e-mail at asc tutor@nw fsc.edu and free on-line tutoring from Smarthinking, accessible through the RaiderNet. Limited ASC services are also available at the Fort Walton Beach Campus, the Robert L. F. Sikes Center in Crestview, and the Chautauqua Center in DeFuniak Springs. For more information, call the Academic Success Center at (850) 729-5389. A staffed open computer lab for student use is adjacent to the ASC on the Niceville campus.

Math Laboratories, are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses from Developmental Arithmetic to Differential Equations. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at <http://faculty.nw fsc.edu/web/math/mathlab>.

• **Testing Services**

The Testing Center is located in Building C-2, at the Niceville Campus. Various tests are administered by the center. The entry level placement PERT test is given at all NWFSC Campuses and Centers. Please contact each center for exact times and location or refer to the current NWFSC Schedule of Classes for a listing. Other tests such as CLEP, SAT, ACT, DSST, and GED are administered by the Testing Center. Exact dates and times are available from the Information Center located in the Student Services Department, Building C-2 at the Niceville Campus. Students may also call the Testing Center at (850) 729-6016 or visit the NWFSC website at www.nw fsc.edu/testing. For information regarding the TABE or FBAT, students should contact the Career Assessment Center at (850) 729-5227.

The Testing Center at Northwest Florida State College also provides test proctoring services at the Niceville Campus only for students enrolled in Distance Learning programs at institutions other than NWFSC. There is a \$30 testing fee per test administration payable at the time of testing. Testing sessions are available at various times throughout the week. Seating is limited, therefore appointments are required. For more information or to schedule a testing time, contact the Testing Center at 729-6016.

• **Employment Placement Services**

Students seeking assistance in securing employment while enrolled at the Northwest Florida State College or upon completion of their studies may utilize several NWFSC resources, including faculty advisors, counselors, and the Financial Aid Office.

The Career Resource Center, however, is the primary resource for student employment services. Located on the Niceville Campus, Building C-2, the Career Resource Center is open to all currently enrolled students. Services include a Job Seekers Registry, resume writing and interview skill workshops, job referrals to local employers, career fairs, on-line job search capabilities and information on local, state, and federal job opportunities. Students may access web-based job search resources including America's Job Bank, JOBS Direct, and Florida's Job Bank. Center staff are available to assist students in using the various career resources and will help students develop targeted job searches. Special career counseling is also available for eligible veterans on an appointment basis.

• **Governance**

Campus governmental processes are shared by elected and selected members of the faculty, student body, administration, and college staff.

The Administrators, Supervisors, and Professionals Council provides a forum whereby administrators, supervisors, and professional employees have an interactive role in creating and maintaining a cohesive work environment for all college employees and providing a means of communication to promote quality services and programs for employees, students and the community while supporting the college mission and values. The president of the Student Government Association (or their designee) is a member and represents the student body.

The Student Government Association (SGA) represents the student body of the college. Every student of Northwest Florida State College is a member of this association. The governing body of the SGA is the Student Senate. Senators are elected to serve one year terms. Projects in the past have included buying picnic tables, game room equipment, the monitor system in the College Mall, and table games for check-out use. The SGA sponsors and staffs picnics, entertainment, food drives for the needy, and blood drives.

All students are encouraged to support their SGA. Any student who is interested in assisting with these activities is encouraged to run for office. The SGA Senate is housed in the College Mall, Building K. The SGA president may be reached at telephone extension 6786 in his/her office.

• Governance (continued)

Council of Student Organizations promotes unity and cooperation among the recognized student organizations of the college. This council is responsible for coordinating activities and competition among the various student organizations. Members of the council are the chief officers of all student organizations. The vice president of SGA is the presiding officer.

The Student Traffic Court convenes, as needed, to adjudicate written appeals of parking violations for students. After deliberation, adjudication results are forwarded to the Dean of Students with the court's recommendation that the citation be either upheld or overturned. Appeal forms are available from the Dean of Students Office in Building T or the Student Activities Office in Building K, both on the Niceville Campus.

• Health Services

AIDS Information will be provided by a counselor in the Student Services areas on the Niceville and Fort Walton Beach Campuses. Contact with the AIDS counselor is confidential. Call a counselor at (850) 729-6079 on the Niceville Campus or (850) 863-6508 on the Fort Walton Beach Campus. This counselor maintains information on local treatment programs and their locations.

Alcohol and Drug Abuse information is available to all students from a counselor located in Student Services on the Niceville and Fort Walton Beach Campuses. Call a counselor at (850) 729-6079. The physical and emotional risks associated with substance abuse can be very severe. This counselor maintains information on local treatment programs and their locations.

Students are warned that the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity is prohibited by college policy, except as provided in Florida Statute 561.01(17). Violation of this policy will subject a student to disciplinary action. Northwest Florida State College will refer for prosecution any violation of local, state, or federal laws.

• Textbooks and College Store Services

Northwest Florida State College operates two college stores. The store

on the Niceville Campus is located in the College Mall, Building K. The Fort Walton Beach Campus Store is located in the Student Services Building. The Niceville Campus College Store is a full-service store offering textbooks, supplies, college clothing, gift items, hardware, and software. The Fort Walton Beach Store is a scaled-down version of the Niceville store offering textbooks for classes offered at the Fort Walton Beach Campus and Hurlburt Center, supplies, college clothing, and some software. The Niceville College Store can be reached at (850) 729-5384 and the Fort Walton Beach Store at (850) 863-6511. Regular store hours are: Monday, Wednesday, Thursday, 8:00 am - 5:00 pm; Tuesday, 8:00 am - 6:00 pm; and Friday, 8:00 am - 4:30 pm. The stores maintain special registration hours during in-person registration through the end of the schedule adjustment period and during the Summer the college is closed on Fridays. Call for special registration hours.

Students can order textbooks at the on-line bookstore at <http://bookstore.nwfsc.edu>. For textbook information go to bookstore.nwfsc.edu or click on Buy Books on the NWFSC home page, www.nwfsc.edu.

The College Stores provide a textbook buy back service to students. Buy back dates are always at the end of the term. Check the Schedule of Classes and the bookstore website, <http://bookstore.nwfsc.edu> for exact dates. The College Stores are committed to purchasing as many textbooks at the best price as possible.

Students are advised that rapid changes in information and technology require frequent changes of textbooks and instructional materials.

• Photocopies

The RaiderCard student Access Card may be used to access copy machines available for student use at the locations listed below. All machines have the capability to enlarge or reduce copies.

- Niceville Campus:
The Learning Resources Center
- Fort Walton Beach Campus:
Library
- Eglin Center:
Administrative Office Area
- Chautauqua Center:
Administrative Office Area

• Food Service/The Raider Café

The Raider Café, located in the College Mall, Building K, on the Niceville Campus, is open Monday through Friday from 7:15 am to 2:00 pm during the Fall and Spring Terms and Monday through Thursday from 7:30 am to 2:00 pm during the Summer Term. Vending machines are available at the Fort Walton Beach Campus in the Student Services Building, Building 6 and Building 3. Vending machines are also available in the student lounge areas at the Chautauqua and Sikes Centers.

• Dress Code

Students are expected to dress safely and comfortably in attire which is non-distractive and appropriate to the educational environment. Except where safety or other programs/course restrictions mandate special attire, students, faculty and staff are expected to dress in a manner that is suitable to and that will enhance the educational experience.

• Smoking/Tobacco Use

All college buildings, including common areas, are designated SMOKE AND TOBACCO FREE. Common area means any hallway, corridor, aisle, water fountain area, restroom, stairwell, entryway, or breezeway. Smoking and the use of tobacco products are permitted outside ONLY and are prohibited within 30 feet of entryways.

• Cell Phone Usage

Cell phones, pagers and other such electronic devices must be turned off during class and lab times. Communication by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities. In certain situations (e.g. during exams, etc.) students may be required to temporarily deposit cell phones and other electronic communication devices with the instructor or lab supervisor for the duration of specific class activities. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor. Cell phones are not allowed in the Testing Center at the Niceville Campus or in any designated testing areas at other campus locations.

• Library Services

Questions about the use of library and audiovisual services should be referred to the LRC on the Niceville Campus. During the Fall and Spring Terms, the library is open Monday through Thursday from 7:30 am to 9:00 pm, Fridays from 7:30 am to 5:00 pm, and Saturdays from 9:00 am to 1:00 pm. Hours vary during the Summer Terms. The Niceville LRC will only be open for limited hours on some Fridays during the Summer Term. For questions or additional information, call (850) 729-5318 or visit the website: lrc.nwfsc.edu.

• Child Care

The college's Mary Lou O'Connor Child Development and Education Center provides comprehensive, quality care for children ages 2.5 to 5. The center is nationally accredited and is open to dependents of Northwest Florida State College students, staff, faculty and members of the community on a space available basis. The center is located in Building M on the Niceville Campus and is open Monday through Friday from 7:00 am to 5:00 pm. Call (850) 729-5386.

The college participates in the Florida Voluntary Pre-Kindergarten (VPK) program. For more information call (850) 729-5386.

• New Student Orientation

All degree-seeking students who are new to NWFSC are expected to participate in a New Student Orientation. During orientation, students receive valuable information about college policies, procedures, and academic programs. Students may meet this requirement by participating in a computerized New Student Orientation, which is available through the website at www.nwfsc.edu.

• Student Disability Services

Northwest Florida State College is committed to providing equal opportunities for education to all students. A counselor is available in the Student Services Office on the Niceville Campus to assist students with special needs. In accordance with the Florida State Board of Education Rule 6A-1.041, students with special needs may present support documentation and request reasonable substitution for admission and/or graduation requirements.

Students who identify themselves and provide documentation of their special needs may be eligible for support services such as note-takers, scribes, extended time for testing, course substitutions, test on tape, or interpreters.

Students with disabilities should contact Student Services on the Niceville Campus or other NWFSC locations prior to the beginning of each term for assistance in registering and for information concerning services that may be available, including maps indicating campus accessibility routes.

All students are encouraged to make known any disability that may affect their presence at NWFSC. All information is kept confidential. Disabilities can be identified by completing the proper form in the Office of Student Services, Office of Enrollment Services, the Fort Walton Beach Campus, or the Eglin, Hurlburt, Sikes or Chautauqua Centers. Office for Students with Special Needs information and forms may be printed from the college website at www.nwfsc.edu/ossn.

Students with special needs should contact the designated counselor located in the Student Services Center. Information is available by calling (850) 729-6079.

Telephone Device for the Deaf (TDD)
#s are: Florida Telecommunication Relay Service

Voice711 or 1-800-955-8770
TDD..... 711 or 1-800-955-8771

Persons who feel that the college did not accommodate or respond to their particular disability requirements are encouraged to show the college the particulars of that complaint. Students should discuss the problem with the Coordinator of Special Needs Services located in the Student Services Center, Building C-2 on the Niceville Campus or the center or campus administrator at other locations. Copies of the "Accessibility Grievance Procedure" are posted on bulletin boards at all centers and campuses.

NWFSC is dedicated to the concepts of equity and equal opportunity. It is the specific intention of Northwest Florida State College not to discriminate on the basis of age, disability, marital status, national origin, race, religion or sex in its admission and treatment of students.

• Graduation Regalia

Graduation regalia (caps, gowns, tassels) are available at the College Stores approximately four weeks prior to graduation. There is no charge to students for those wishing to participate in the graduation ceremony. Graduates will receive information from Student Services about graduation and picking up their regalia. For additional information concerning graduation regalia, please call the Niceville College Store at (850) 729-5384.

• AmeriCorps

AmeriCorps is a component of the National Service Network. Its goal is to engage Americans of all ages and backgrounds in service to help meet communities' critical education, public safety, environmental, and other human needs and homeland security. AmeriCorps is often referred to as the "Domestic Peace Corps".

Full-time members serve a minimum of 1700 hours per service year. They receive a taxable living allowance while serving and a \$4,725 education award voucher at the end of the service commitment. Other benefits for full-time members include healthcare insurance and student loan deferment and childcare (if qualified).

Half-time members serve 900 hours and receive a reduced living allowance and education award. Half-time members are eligible for student loan deferment but are not eligible for healthcare or childcare. For more information, please call (850) 729-6037 or stop by C-205 on the Niceville Campus for information on the program.

• Athletics

NWFSC is an active member of the National Junior College Athletic Association (NJCAA) and the Florida College System Activities Association (FCSAA) which is composed of all public community and state colleges in Florida.

Intercollegiate Sports operate under the rules and regulations of NJCAA and FCSAA. Varsity athletes enjoy the privilege, honor, and social distinction of representing the college in the field of athletic competition.

• Athletics (continued)

Representation of the college is open by competitive selection to all students provided they meet the eligibility requirements of the FCSAA. Intercollegiate sports include basketball for men and women, baseball for men, and fast-pitch softball for women.

Intramural Activities may be offered based on student interest. These include team sports such as flag football, volleyball, softball, tennis, and basketball, as well as individual and recreational sports such as tennis, racquetball, and backgammon. Classes, clubs, organizations and independent groups are encouraged to form teams and compete.

Times, schedules, and places of meeting for activities are posted on the bulletin boards located in the College Mall and throughout the Niceville Campus.

• Access Cards (Identification Cards)

All enrolled college credit students will be issued a RaiderCard student access card following payment of fees. The access card serves as identification as well as allows students to make cashless purchases for campus photocopying, food services, bookstore purchases and more in addition to providing access for checking out books and other materials from the LRC (library), accessing electronic information databases via the Internet, obtaining free admission to athletic events and certain cultural events offered by the college, and serving as student identification at the college Business office and more. There is a \$15 per term charge for the RaiderCard access card. Students may add value/funds to their cards if they desire. RaiderCard access cards are re-activated each time a student re-enrolls for an additional term and pays all fees, including the \$15 charge for the card. Lost or damaged cards may be replaced for a \$15 charge. Call the Student Activities Office for locations and times when the RaiderCard access cards can be issued or see the college website for information and links to activation for adding additional value to the card.

• Parking and Traffic Regulations

The operation of a private vehicle on the campus is a privilege and not a right. Individuals who show poor judgment or a lack of consideration for the rights, privileges and safety of

others may have this privilege revoked. Vehicle operators are responsible for complying with the college's parking and traffic regulations whenever they bring a vehicle on campus. The following regulations are always in effect and will be enforced by designated college personnel.

A. Parking Permits.

All college students and employees must display a parking decal on the left rear of the vehicle when parking in designated student, faculty and staff parking areas. Parking decals are available at the time of registration and throughout the year at all NWFSC locations. Temporary permits are required if using a vehicle other than the one bearing the permanent decal.

B. Designated Parking Areas.

All parking areas are color coded to designated authorized use.

1. **White Lines:**
Student Parking
2. **Yellow Lines:**
Faculty/Staff Parking
3. **Blue Lines:**
Disabled Parking
4. **Green Lines:**
Visitors ("A" Building)

NOTE:

1. Parking on unsurfaced or grass areas is prohibited unless specifically authorized by a posted sign.
2. Parking is not allowed on campus between the hours of 11:00 pm and 6:00 am except during scheduled college events or by special authorization from the Director of Physical Plant.
3. Vehicles inappropriately parked will be ticketed.
4. The college cannot assume responsibility for private vehicles or vehicle contents while on NWFSC premises.
5. Disabled Parking. All vehicles parked in designated disabled spaces MUST display on the rear view mirror an official, state-issued disabled tag. Vehicles that are not properly identified as authorized to park in such spaces WILL BE TICKETED AND TOWED AT THE OWNER'S EXPENSE.

C. Parking and Safety Obstructions.

Obstructing fire lanes, fire hydrants, driveways, loading zones, walkways, or other parked vehicles is considered a parking violation. In these situations, vehicles may

be towed at the owner's expense or will be issued a parking ticket and rendered inoperable by the attachment of a tire device to one of the vehicle's wheels. The device will be removed once the parking ticket and device removal fee are paid at the College Business Office.

D. Parking Violation Penalties.

Listed below are the penalties for violating the college's parking regulations.

No Decal Fee.....	\$25.00
Parking Ticket.....	\$25.00
Tire Boot Removal Fee.....	\$25.00 plus parking ticket of \$25.00
Towing and Storage.....	Actual charges/cost

NOTE: Unpaid parking tickets will result in transcripts, diplomas, certificates, and other official documents from the college being withheld. In addition, students may not be permitted to register for classes unless all parking tickets have been paid.

Owners of towed vehicles will be required to deal directly with the towing company to obtain the release of their vehicle.

• Statement of Student Rights and Responsibilities

Northwest Florida State College serves all persons legally out of grades K-12 without regard to age, disability, marital status, national origin, race, religion, or sex. However, NWFSC reserves the right to deny admission to any program. By applying for admission to NWFSC, the student agrees upon enrollment to abide by college policies and regulations published in its policy statements, current catalog, official manuals, and publications. Students are expected to be committed to the common good of the college and to comply with local, state and federal law.

Each member of the college is expected to participate seriously and purposefully in college life. While the freedom to express ideas and beliefs will be respected, conduct and behavior that result in the defacement of property, intimidation of others, or the disruption of any college activity will not be tolerated or permitted and will be subject to penalty. Instructors explain classroom requirements, and students are expected to assume full responsibility for their actions.

• **Statement of Student Rights and Responsibilities (continued)**

Classroom Activity, Behavior, and Attendance

The college recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation and coercion. Students are expected to respect the rights and welfare of all members of the college and to exercise common sense, good taste, and applied reason when testing their knowledge.

Students are free to take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course for which they are enrolled. So long as it is consistent with the goals and established policies of the college, the instructor has final authority in all matters relating to course content, grading practices, and classroom procedures.

Grades

Because the awarding of course grades is the responsibility of the instructor, it is essential that faculty members keep students informed of their progress in each course by providing students regular and timely feedback. A student has a right to a course grade that represents the instructor’s professional judgment of the student’s performance in the course, without personal prejudice. An instructor has a right to expect that the work presented for evaluation or submitted as classroom projects is that of the student acting alone without benefit of any aids or practices that are generally considered academically dishonest.

Grade Changes/Errors

If a student believes there is an inadvertent error in the recording or the computation of his/her final course grade, the student should contact the instructor or the appropriate department office immediately. If an error has occurred, an adjustment to the student’s permanent record (transcript) will be made within approximately ten (10) working days. The student is responsible for reporting such concerns within thirty (30) days of the close of the term in which the grade was awarded.

If a student has documentation of extraordinary or emergency circumstances which warrant recording a course withdrawal (“W”) after the

Summary of Reported Crimes on Campus

This information is provided to all students and employees each year beginning with this report, in compliance with The Federal Student Right-to-Know and Campus Security Act. Questions about this report or Campus Security in general may be directed to the Director of Physical Plant Department or the Dean of Students. On campus crimes reported to Physical Plant Department by major category:

	2008		2009		2010	
	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats	Total Stats	Hate Crime Stats
Homicide Offenses	0	0	1	0	0	0
Sex Offenses, Nonforcible	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary / Breaking & Entering	0	0	0	0	0	0
Larceny / Theft Offenses	3	0	5	0	2	0
Motor Vehicle Theft	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapon Possessions	0	0	0	0	0	0

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides or attends an institution of higher learning. Information regarding sexual predators or offenders attending an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular NWFSC campus or center, or by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fl.us.

usual deadline, he/she must submit a written request for such change to the Office of Academic Affairs. If an adjustment is warranted, the change will be made within approximately ten (10) days. The student is responsible for requesting such changes within thirty (30) days of the term in which the original grade was awarded.

Grade Grievances

If a student believes that he/she has not been graded fairly in a course, an appeal may be filed. The grade grievance process applies only to final course grades. Any appeal must be initiated within thirty (30) days of the date the grade was issued by the Office of Enrollment Services. The student should first make an informal appeal to the instructor. If a complaint is not resolved to the student’s satisfaction, an appeal without prejudice to the student’s position may be made to the department or division chairperson. The next level

of appeal is to the Vice President of Academic Affairs who may, if it is deemed advisable, refer the matter to an ad hoc hearing committee to assist in evaluating the appeal. Any further appeal may be made to the President, whose decision shall be final. In the event a hearing is needed, the membership of the hearing panel shall be: two full-time college faculty members appointed by the Vice President of Academic Affairs, one full-time student services employee appointed by the Vice President of Academic Affairs, and two students appointed by the Dean of Students in consultation with the SGA President. The faculty members shall be selected from a different department than that of the faculty member who awarded the grade in question. The student members shall not be enrolled in the same program of study or courses as the student filing the grievance. The Dean of Students or his/her designee will serve as the recording secretary and facilitator for the hearing, but shall

• **Statement of Student Rights and Responsibilities (continued)**

have no vote. Hearing procedures and time limits parallel those of the Student Services Disciplinary Hearing and Grievance Process.

A student has a right to protection against the improper disclosure of information concerning grades, beliefs, or character which an instructor acquires in the course of the professional association with the student. An instructor has a right to deal with what is perceived to be academic dishonesty and such behavior may result in disciplinary action.

Attendance

Students are expected to attend all of their scheduled classes, as class attendance is one of the strongest predictors of student success. The effect of absences upon grades is determined by the instructor who may recommend to the Vice President of Academic Affairs a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two evening class absences, or three absences in a month, and/or absences in excess of 25% of the class meetings will be reported to the Office of Enrollment Services as excessive absences. Excessive absences for Fast-Track, weekend, blended classes and similar formats are determined on a proportionate basis. Excessive absences for Distance Learning classes may be determined by failure to attend the mandatory orientation, lack of contact with the instructor, or failure to make progress by not completing Distance Learning coursework. Further, each time a student has been tardy three times to a class, it will count as one absence. Certain career/professional programs may have additional attendance requirements based upon accreditation and licensure mandates.

Except for absences related to college-approved activities (e.g. academic competitions, Forensics, FCAT testing, athletic events, etc.) for which advance announcement of student participants is provided through the appropriate college office or official, this attendance policy is not intended to distinguish between excused and unexcused absences, as flexibility for absence provided in the previous paragraph is designed to accommodate emergencies, illness and other unavoidable reasons for missing class. Individual instructors

may provide for additional flexibility in their course policies through make-up exams, alternate assignments, etc.; however, this practice varies by instructor and course. Students should not assume that their absence from class will automatically be accommodated and should stay in contact with their instructors regarding the impact of missing class for any reason.

Behavior

An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor. The instructor may have further consultation with the department chair and the Vice President of Academic Affairs to determine if dismissal should be recommended. The student may appeal a dismissal decision to the President, whose ruling will be final. Disruptive behavior may result in additional disciplinary action.

Student Discipline

Academic and personal behavior of students shall be governed by policies contained in the college catalog, and such other policies as may be approved by the Board of Trustees on recommendation of the President and by pertinent provisions of Florida Statutes and FAC Rules. Any act or behavior by a student which tends to interfere with or otherwise disrupt the orderly conduct, process, functions and/or interests of the college is prohibited. Such acts and behaviors include but are not limited to the following:

1. Cheating in any form, including plagiarism (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed by the student);
2. Gambling;
3. Theft, vandalism or destruction of NWFSC property, or property of members of the college;
4. Falsification of personal or college records;
5. The use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any NWFSC sponsored event or activity;

6. Violence, including but not limited to sexual assault, robbery, murder or battery against any member or guest of the college;
7. Hazing and Harassment.

Instances of prohibited student behavior, which may include cheating and plagiarism, will be referred to the Dean of Students for resolution.

A member of Student Services will be appointed to make inquiries into the circumstances of the matter to determine if it has been handled through the proper channels. The inquiry will be completed within seven (7) working days of the submission date. This person may recommend that the matter be dismissed, settled informally, or be the subject of formal charges.

All reports of sexual assault and/or harassment are to be treated as confidential. The member of the college staff receiving the complaint should treat the victim with respect and consideration. It is important that confidentiality be extended to the accused as well as the victim. All persons involved in this procedure are directed not to discuss the matter except with college personnel involved in the process, attorneys for the victim and/or the accused, law enforcement personnel and other authorized agencies.

Informal settlement will be at the discretion of the Dean of Students who may do one or more of the following: give oral or written warning and/or admonition; require restitution or counseling. The informal settlement will take place within seven (7) working days of the recommendation. Formal charges, in writing, will be prepared by the Dean of Students within five (5) working days and presented to the accused student. The charges will include:

1. The accused student's name, address, and the student's college ID number.
2. A description of the alleged violation that includes dates, times, and places.
3. The names of any witnesses and a description of any physical or written evidence that was known at the time that formal charges were prepared.

• **Statement of Student Rights and Responsibilities (continued)**

At the time of notification of formal charges, the Dean of Students will offer the student his/her choice of hearing settings:

1. An administrative hearing which will be conducted by the Dean of Students who will decide guilt or innocence and the appropriate action or sanction: dismissal of the charges, placing the student on disciplinary probation, or recommending to the President suspension or dismissal.
2. A Student Conduct Committee hearing which will decide guilt or innocence. The committee will be comprised of the Dean of Students (Chair), two other members of Student Services, two faculty members appointed by the Vice President of Academic Affairs and two students appointed by the Dean of Students upon recommendation of the Student Government Association president. After the presentation of evidence (against and in defense of the student), if the committee decides that there is clear and convincing evidence that the student is guilty, it will recommend the action or sanction to be taken. If the committee decides that the student is not guilty, it will recommend that the charges be dismissed. The Dean of Students will make the final decision and recommendation, then inform the student of the decision, the procedures of review and the grounds for appeal.

In both hearing settings the following will apply:

1. The accuser and the accused are entitled to have the same opportunities to have others present.
2. Both the accuser and the accused will be informed of the outcome of any disciplinary hearing or an appeal of the findings.
3. Persons serving as legal counsel may not participate in disciplinary hearings.
4. Adult students may not seek advice from any person while a disciplinary hearing is in progress.
5. The participation of a parent or legal guardian of the accuser or of the accused student who is a minor may be limited by the Dean of Students, at his/her discretion.

6. All other rules of procedure for the hearing will be outlined at the beginning of the hearing by the Dean of Students.

Seven (7) days after the student has been notified of the findings and recommendations, the Vice President of Academic Affairs will review the records, evidence and findings of all hearings before the recommendation for suspension or dismissal goes forward to the President. If the Vice President of Academic Affairs decides that published disciplinary procedures were not followed, the matter will be returned to the Dean of Students for rehearing.

Students who are found guilty in either hearing setting may, within seven (7) days of notification of the findings and recommendations, appeal in writing to the Vice President of Academic Affairs on the basis of one of the following:

1. The discovery of new evidence.
2. The recommended penalty would impose unusual and severe hardship on the student.
3. Published disciplinary procedures were not followed.

The Vice President of Academic Affairs will hear the appeal and do one of the following:

1. Uphold the original hearing findings, and forward to the President:
 - a. the recommendation to suspend or dismiss, or
 - b. recommendation to impose a lesser sanction.
2. Based upon new evidence, dismiss the charges, or
3. Return the matter to the original hearing setting for rehearing if published disciplinary procedures were not followed.

A student may appeal the decision of the Vice President of Academic Affairs to uphold the original findings and recommendations only on the basis of new evidence. This appeal must be submitted to the President, in writing, within seven (7) days after notification to the student of the Vice President of Academic Affairs's decision.

No student shall be suspended or dismissed from NWFSC without approval by the President. The

President shall have the authority to temporarily suspend, while awaiting the disciplinary procedures outcome, any student whose behavior is judged by him to be detrimental, or potentially detrimental, to the college.

Upon recommendation, and after implementation of the hearing process, a student may be suspended or dismissed by the President for behavior which is prohibited or otherwise unacceptable. The Board of Trustees shall be advised of dismissal actions at its next regular meeting following such actions.

Disciplinary probation requires compliance with the following restrictions and obligations:

1. Conformance with all NWFSC policies, rules, and regulations pertaining to student behavior as specified in the current college catalog, or any other official college publication.
2. Avoidance of involvement in actions or activities which could be considered disruptive to the education process or detrimental to the health, welfare, and safety of any member of the college.
3. No participation in any student extracurricular organized activity.
4. Reporting on a scheduled basis for appropriate counseling sessions with an assigned NWFSC counselor.
5. Remaining in full compliance with the conditions of applicable court imposed probation/parole.
6. Reporting on a scheduled basis to the Dean of Students for review of compliance with the terms of disciplinary probation.

Disciplinary suspension terminates a student's enrollment at NWFSC for a specified period.

Dismissal separates a student from the college for an indefinite period with readmission subject to the recommendation of the Admissions Committee and the approval of the President.

Students who become ineligible for enrollment because of disciplinary action may not continue their education through any programs, activities, or offerings of NWFSC until such time as they may be readmitted to the college.

• **Statement of Student Rights and Responsibilities (continued)**

Weapons and/or Firearms at College Locations and Activities

Students are expected to be committed to the common good of the college and to comply with local, state and federal law. Possession or use of firearms or other dangerous weapons at any college location or activity except by authorized law enforcement officers in the performance of their duties is prohibited behavior and will subject the offender to the disciplinary procedures of the college as well as appropriate action by civil authorities.

Student Grievance Procedures

Northwest Florida State College student grievance procedures are designed to provide effective means for resolving legitimate issues that are subject to the grievance process. State Board Rules and College Policies are not grievable; only the application or interpretation of rules or policies may be grieved. (Also see "Grade Grievances" on "Grade Grievances" on page 30.)

Resolution of Grievances

Any student who believes that he/she has been done an injustice through the action of another student, a college employee, or other person acting for the college may initiate a grievance under these procedures.

Student grievance procedures apply to all complaints on the part of students which may arise in matters of instruction and general student services when they involve rights provided for under the college's Equal Access/Equal Opportunity Plan and the Florida Educational Equity Act and when they directly affect the personal interests and well-being of individual students.

Complaints which do not directly affect the personal interests and well-being of individual students and which are not otherwise covered by these procedures shall ordinarily be referred to the Dean of Students for resolution.

The President of the college shall be the final arbiter where a dispute exists as to whether a particular matter is subject to coverage by these procedures. In making a decision, the President will interpret the coverage of these procedures liberally, denying their application only when the matter in question clearly concerns issues of rule or policy in which the complaining party has no direct

interest, where there is good reason to believe that a grievance has been brought in bad faith for political or similarly inappropriate reasons, or for circumstances in which use of these procedures would clearly endanger their effectiveness as an instrument for the redress of grievances.

Informal Grievance Procedures

The college's informal student grievance procedures shall be implemented in the following sequence:

1. The aggrieved student shall first discuss his/her complaint with the instructor or faculty advisor concerned for resolution.
2. If the grievance remains unresolved, the student should refer it to the appropriate department or organizational unit head for resolution.
3. If the circumstances of the grievance preclude the use of steps 1 and 2, or if the department or organizational unit head does not resolve the grievance within ten (10) working days, the student should discuss the grievance with the Dean of Students, who will bring the matter to the attention of the President of the college.

If the grievance resulted from violation of college policies, the College Equity Plan, or FAC Rules, the President shall take, or cause to be taken, appropriate measures to ensure compliance with the policies, statutes or rules, and resolve the grievance.

If the grievance involves a question of judgment or opinion not covered by college policies, by the College Equity Plan, or the FAC Rules, the President or his designee shall counsel with the student, the faculty advisor, or the department or organizational unit head, and the appropriate principal administrator, in an endeavor to resolve the grievance.

Formal Grievance Procedures

If a grievance is not resolved by the informal procedure, the aggrieved student should submit a request, in writing, to the President of the college via the Dean of Students for a formal student grievance hearing. It shall set forth the nature of the grievance, the person(s) involved, and the resolution desired. It shall also include the nomination of one disinterested SGA Senator who is willing and available to serve as a member of the student grievance hearing committee.

If the request for a hearing is disapproved, the President shall state the reasons in writing. If approved, he shall appoint a student grievance hearing committee composed of the following members:

1. The SGA Senator named in the original request for the hearing or a substitute satisfactory to the grievant.
2. A college employee nominated by the Dean of Students.
3. An additional NWFSC employee who shall be nominated by mutual agreement of the other two members, who is a regular, full-time employee, and who, with the approval of the President, shall be designated chairperson. If the two members cannot agree on a nominee for chairperson, the chairperson will be appointed by the President.
4. The Dean of Students or his/her designee will serve as recording secretary to the committee but shall have no vote. If the grievance involves an equity issue, the College Equity Coordinator shall appoint a representative to serve as an advisor to the committee.

The committee shall, within seven (7) days of being constituted, meet to hear the grievance and interview such witnesses as it deems pertinent to the matter.

The committee shall report its findings and recommendations for resolution of the matter, in writing, to the President within four (4) working days of the close of the hearing.

The President shall advise all pertinent parties of his action on the grievance within three (3) working days after receipt of the committee's report.

The action by the President is final, except for cases of student expulsion, which may be appealed by the aggrieved student, in writing, to the Board of Trustees within three (3) working days of receipt of the decision. The decision of the Board in such matters is final.

• **Statement of Student Rights and Responsibilities (continued)**

Grievance Time Limits

A grievance must be filed in a timely fashion. If a student is filing a grievance, it must involve a specific event or incident occurring within thirty (30) days of filing the grievance.

Nothing in this procedure is intended to create any due process rights nor does it entitle the individual to seek redress in any court or administrative proceeding.

• **Student Organizations**

Northwest Florida State College has chartered several student organizations. These include general and special interest groups, honor societies, service clubs and social groups. These organizations cover a wide variety of interests and activities. Membership is open to all students who qualify, without regard to age, color, creed, handicap, marital status, national origin, race, religion or sex, except for those particular groups which are selective on the basis of scholarship. For more details on any of the organizations below, please call the Student Activities Office at (850) 729-5348 or visit www.nwfsc.edu/sa.

The names of recognized student organizations are owned by NWFSC. Students or others shall not organize independent groups of the same name nor function as a group independent of the college utilizing the name of a NWFSC student organization.

The following groups are recognized student organizations:

African-American Student Association

is dedicated to the development of African American students by creating an environment that is positive and conducive to enhance the leadership skills of its members. Many students just like you ask the same questions: "Just what do members of AASA do?" Members of AASA typically meet twice a month at a date and time that is convenient to the majority. During the meetings, the group plans different activities such as Open Mic Night, fundraising activities, and socials just to name a few. Meeting times are also used for special presentations by guest speakers on topics, from leadership skills to financial management. Contact: 729-4995 or aasa@nwfsc.edu for more information.

The Asian Pop-Culture Club is a social organization dedicated to all who love anime, manga, video games, Asian fashion, food, and music. All students are welcome whether having a long time interest or just curiosity about the subject. Contact: (850) 678-5111 x6219 or urbana@nwfsc.edu.

Brain Bowl Team is the college's academic team, which participates in 4 to 6 tournaments annually. The areas of concentration for competition are mathematics, humanities, social sciences, and natural sciences. There are eight full scholarships available for Brain Bowl students. Contact: (850) 729-5348 or adams5@nwfsc.edu for more information.

Christian Campus Fellowship/BLAST is an independent non-denominational Christian student organization that exists to promote Christian fellowship and growth on the NWFSC Campus and to equip students to defend and explain the Christian faith. Students will be challenged to live all of life under the Lordship of Jesus Christ. Contact: (850) 729-5246 or caf@nwfsc.edu for more information.

Circle K International (CKI) is the premier collegiate and university community service, leadership development and friendship organization in the world. With more than 12,600 members in 17 nations, CKI is making a positive impact on the world every day. The Northwest Florida State College Circle K Club is sponsored by the Destin Kiwanis Club. CKI is a self-governing organization and elects its own officers, conducts its own meetings and determines its own service activities. CKI blends community service and leadership training with the opportunity to meet other college students around the world. Projects such as the Six Cents Initiative, CKI's International fundraiser that aims to provide water to the 2.2 billion children worldwide who lack safe drinking water, bring CKI members together to make a difference in the world. Weekly membership meetings and community service projects are held during the school year. Contact: (850) 678-5111 x 5212 or cottonj@nwfsc.edu for more information.

Council of Student Organizations provides coordination among all of the student clubs and organizations. For more information contact (850) 729-5348 or wattsa@nwfsc.edu.

Dance Ensemble is open by audition to those students whose dance training has prepared them to meet the demands of stage performance. Students have the opportunity to study with guest artists in master classes, workshops and residency programs. Performance opportunities such as the Northwest Florida Symphony, 5th Grade Concerts, Dance Facets, The Soundsations and Summer Musical Theater, enable the dancers to influence, study and evaluate their work and the work of others. Contact (850) 729-5382 for more information.

Early Childhood Student Association promotes professional growth in childhood development, provides the opportunity for service projects, and provides the atmosphere for members to practice advocacy for children and their families. Contact: (850) 729-5386 or sandlinb@nwfsc.edu for more information.

NWFSC Film Club is composed of a group of both students and the public who meet to watch films and discuss them. This club incorporates commercial, independent, and foreign films. Contact: (850) 729-6074 or simmons@nwfsc.edu for more information.

Forensics Team (Speech & Debate) is divided into three major areas: speech, debate, and dramatic interpretation. Each area is broken down to various categories: persuasive and extemporaneous speech, Parliamentary debate, poetry interpretation, and many more. There are eight full scholarships available for Forensics students! Contact: (850) 729-5396 or scalfc@nwfsc.edu for more information.

International Club promotes a supportive and friendly campus that welcomes all students regardless of race, ethnicity, and/or nationality. Contact: (850) 729-6020 or ordonian@nwfsc.edu for more information.

Jazz Combo is a small ensemble open to any student instrumentalist who wants to develop performance and improvisational skills in the jazz idiom. All students enrolled will be auditioned for placement. This ensemble performs throughout the community during the year. Contact (850) 729-5382 for more information.

• Student Organizations (continued)

Jazz Singers, an auditioned, four-part mixed vocal performing ensemble limited to 16-20 members with good music-reading skills. Music studied consists of moderate to very difficult jazz arrangements of styles including blues, swing, skat, classic (early) pop, ballads, mellow gospel and original contemporary tunes. Contact (850) 729-5382 for more information.

Madrigals is a small, by audition-only, mixed choir. The group specializes in combined acappella music from the Renaissance to the modern. Contact (850) 729-5382 for more information.

Music Theatre produces at least one Broadway-style musical annually. Participation is open by audition to all students and members of the community. Contact (850) 729-5382 for more information.

Northwest Florida Symphony Chorus is open by audition to students, staff, and members of the community. The chorus performs major choral compositions during the Fall and Spring Terms of each year and maintains a membership of sixty or more auditioned singers. Contact (850) 729-5382.

Northwest Florida Symphony Orchestra at Northwest Florida State College is open by audition to musicians who have a demonstrable performance skill with an orchestral instrument. The orchestra draws its membership of more than sixty professional musicians from throughout the Panhandle and South Alabama. Contact (850) 729-5382.

Phi Theta Kappa is the national honor society for two-year colleges. Membership into Northwest Florida State College's Sigma Mu Chapter of Phi Theta Kappa is by invitation only. It is extended to those students currently enrolled at Northwest Florida State College who have completed a minimum of twelve credit hours at our college and have maintained a minimum grade point average of 3.5 in all college courses. Contact: (850) 678-5111 x6416 or piersond@nwfsc.edu for more information.

Pre-Professional Educators' Club was established in the fall of 2009 to enhance the Teacher Education program and to inspire and encourage pre-professional educators to be their best in the program and after

graduation. Electronic newsletters keep members informed of trends in federal, state and local education issues and provide information pertinent to the field of study. Finally, the organization offers opportunity for networking in the profession and provides fellowship that will last a life time. We hope you will consider joining today! Contact: (850) 729-4921 or dawsons@nwfsc.edu for more information.

PRIME Time Computer Club provides an opportunity for learning, sharing and enjoying computer knowledge. Membership is open to individuals who have taken at least one PRIME Time (Positive Retirement through Imaginative Education) computer course. Contact (850) 729-6085 or barkera@nwfsc.edu for more information.

Proscenium Playhouse is the drama group of the Fine and Performing Arts Department. Its goals are to foster an interest in and an appreciation of the theater arts, to produce plays, and to provide an outlet for the creative abilities of the students and community members. Contact (850) 729-5382 for more information.

Radiography Club promotes student awareness involving radiology programs. They also promote and encourage participation in activities related to health issues. Contact (850) 729-6462 or stewartg@nwfsc.edu for more information.

Rock and Jazz Ensemble in big band, combo and rock groups is open by audition to any student instrumentalist who wants to develop professional performance abilities. Students must have some experience in high school bands, etc. Contact (850) 729-5382 for more information.

Show Choir is a small, by audition only mixed choir, comprised of college students who are enrolled full-time. The group specializes in up-tempo, contemporary, entertainment oriented music ranging from jazz tunes of the 40's to the latest pop tunes, as well as show-stopping selections from Broadway and Hollywood. Choreography is incorporated into each performance. Contact (850) 729-5382 for more information.

Student Government Association (SGA) is elected by the students as their representative voice at the college. SGA sponsors picnics and entertainment, organizes food drives for the needy, and sponsors blood drives in the fall and spring.

SGA is also involved on a state level with other SGA's, attending state conferences and lobbying a state legislator for changes beneficial to all students. SGA meetings are open to all NWFS students. Contact: 850-729-5348 or wattsa@nwfsc.edu for more information.

Other Organizations

There are other chartered organizations which are not currently active such as:

Army ROTC Cadet Club
BACCHUS
Bahai Unity Club
Baptist Collegiate Ministries
Career Paths
College Democrats
College Republicans
Corner of the Sky Society
Creative Dramatics
Delta Psi Omega
Entertainment Club
Environmental Club
Florida Future Educators of America
Friendship Writers Guild
Gaming Association
Geology Club
Graphic Arts Club
Habitat for Humanity
Jefferson Democratic Association
Mu Alpha Theta Math Club
National Student Nurses Association
Outing Club
Phi Beta Lamda Business Education Fraternity
Phi Lambda Alpha
Philosophy Club
Pre-Law Society
Reader's Theatre
Sigma Delta Phi
Student Legal Association
Students Against Destructive Decisions (S.A.D.D.)
Students Against Drunk Driving
Students for Global Awareness
Surgical Technology Society
Utopian Society of United Comedians
Veterans Club

If you are interested in reactivation of one of these organizations, check with the Student Activities Office in the College Mall or call (850) 729-5348 to learn how this may be accomplished.

Students are encouraged to participate in student activities and enjoy them as long as they do not interfere with their studies.

Student Organization Rules

Students enrolled at the college are free to organize and are encouraged to join associations which promote their common interests, so long as the following apply.

• Student Organizations (continued)

1. The purposes, principles, and policies of the organization are consistent with the general philosophies and principles of the college;
2. Membership in the organization is open to all currently enrolled college students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion, or sex except for those particular groups which are selective on the basis of scholarship;
3. The purpose, criteria for membership, rules or procedures, and a current list of officers are filed with the Coordinator of Student Activities;
4. The policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization;
5. A faculty sponsor has been appointed by proper authority;
6. The Student Senate has recommended, and the Dean of Students of the college has approved recognition of the organization, and
7. The organization is in compliance with the general and specific policies enumerated in the Handbook for Student Organizations.

• Hazing

Florida Statute 240.326 prohibits hazing at colleges. "Hazing" means "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a college," which organization is hereafter referred to as a "college organization." Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which

could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual. For the purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a "forced activity," the willingness of any individual to participate in such activity not withstanding.

No form of hazing shall be permitted in connection with any initiations and/or activities of any college organization or group.

• Harassment

Harassment of Northwest Florida State College students is prohibited.

Harassment of college employees by students is prohibited. Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance.

Harassment related to an individual's race, sex, religion, national origin, age, marital status, or disability is a violation of this policy.

Unwelcome or uninvited conduct with sexual overtones, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment, including, but not limited to instances when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic achievement, or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting a student or college employee, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment.

The President of the college may act directly or through a designee to investigate and report harassment claims. Due process and/or Student Grievance procedures shall be followed in connection with such claims.

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, creed, disability, marital status, national origin, race, religion or sex in its admission and treatment of students.

• Children On Campus

Northwest Florida State College values family life and has worked to develop policies that are supportive of families. However, it is the policy of the NWFSC that employees, students and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances outlined below.

1. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. Kids on Campus, Children's Fine Arts Series, Child Development and Education Center).
2. Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college (e.g. registration).
3. Minor children are not permitted in labs, shops, construction/repair sites, classrooms, offices, labs, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site.
4. In an emergency or other compelling situation, students or staff may bring children to class or the workplace on an incidental, individual basis, provided advance approval is obtained from the appropriate administrator. In such cases, the children must be directly supervised by the parent/adult and must not disrupt or distract the flow of college work, services or instruction.
5. Minor children on campus must be directly supervised at all times. Individuals who bring minor children to campus are responsible for their supervision; leaving children unattended in the LRC, College Mall or other public area does not meet this standard.

• **Student Organization Activities**

The freedoms of speech and assembly guaranteed by the first and fourteenth amendments to the U.S. Constitution shall be enjoyed by the students of the college with regard to the opportunity to hear "off-campus" speakers and/or schedule activities on the college campus. Students at the college are expected to accept fully the responsibilities that accompany the freedoms of speech and assembly which they enjoy. When inviting a guest speaker or scheduling an activity, a student organization is charged with the responsibility of making a choice that reflects the students' genuine concern for the best interests and welfare - not only of the student organization - but of the college and the community as well.

The process for extending invitations to guest speakers who are not of the college community or scheduling a student organization activity shall be governed as follows:

1. Activities or guest speakers may be invited or scheduled only by recognized student organizations.
2. No activity shall be scheduled or invitation extended to a guest speaker without prior written approval. Approval or disapproval will be based on consideration of the appropriateness and availability of times, dates, and facilities. Northwest Florida State College reserves the right to determine the time, place, and manner of the presentation.
3. Approval to schedule an activity/ event or invite a guest speaker shall be requested at least two weeks prior to proposed speaking engagement/event by the president of the student organization scheduling the program. This request shall contain the name of the student organization, the proposed time, date and location of the program, the expected size and nature of the anticipated audience, and the topic of the speech or activity. The president of the student organization shall complete a Student Activity Events Proposal form which will be routed for review and approval to the Coordinator of Student Activities, with final approval by the Dean of Students or his designee.

• **Posting, Circulating, Exhibiting Printed Matter and Filmed Material**

Students are expected to use mature judgment and a sense of discretion in their selection, publication, display, presentation and circulation of any printed or filmed materials at any college location, and to realize that they must accept responsibility individually and collectively in the consequences of their choices on these matters. The appearance of the college name, seal or insignia on printed matter which is not published by the college is not authorized and does not imply college approval, support, or endorsement of the contents.

• **Notices**

Notices may be posted by students and recognized student organizations on appropriate bulletin boards. Notices and posters are not to be taped, glued, or pasted on painted or finished wood surfaces. All such posting must be cleared in advance by the Coordinator of Student Activities at the Niceville Campus. The Vice President, at the college's Fort Walton Beach Campus and College Center Directors may approve notices at their respective locations. This will provide the best use of available facilities.

The general distribution of notices is prohibited by anyone other than instructional and staff personnel in the performance of their duties or by recognized student organizations to advertise an approved event.

• **Student Publications**

Student publications (which may include video media newscasts) are intended to foster an atmosphere of free and responsible discussion and intellectual exploration. They are a means of bringing student concerns to the attention of faculty and staff members, and of formulating student opinion on various issues at the college and in the surrounding community.

The editorial freedom of student editors entails the corollary responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

Student publications shall contain a statement to the effect that the

opinions expressed therein are not necessarily those of the faculty, staff or student body of the college.

• **Religious Observance by Students**

The college shall accommodate recognized religious observances of students under existing State directives. Provision shall be made for students to complete the following activities when their religious observances interfere with:

1. Admission and registration;
2. Attendance in class, class activities, examinations, and official ceremonies, and
3. Class work assignments.

Students wishing to participate in any recognized religious holiday observances are to let the instructor know, in advance, of their absence. Students will be excused for such absences without penalty. Students are responsible for any material covered during their excused absence. A reasonable amount of time will be allowed to complete make up assignments. Students who believe they have been denied an education benefit because of their religious belief or practice may seek redress as outlined in the Student Grievance Procedures.

• **Student Fundraising**

The college does not approve fundraising activities by students and/or student organizations unless the specific purpose of the activity is to support institutional scholarships. Students/Student Organizations must have the approval of the Dean of Students for scholarship fundraising at least one month prior to the activity's scheduled date. The Dean of Students may also approve special fundraising projects, such as those supporting humanitarian/charitable efforts, on an individual project basis; approval must be obtained at least one month in advance of the activity.

• **Policy Formulation**

A student who wishes to suggest a change in any policy of the college should submit a written recommendation to the Student Senate for evaluation. If favorably received by the Senate, the proposal shall be submitted by the Student Senate to the appropriate standing committee/subcommittee of the college for consideration.

FINANCIAL AID



FINANCIAL AID



• Student Financial Aid

Northwest Florida State College's mission is to serve everyone who can benefit from a college education. No one should hesitate to apply for admission because of financial need. The college offers a variety of financial assistance for students. The chart within this section gives a brief description of programs available for students and the Financial Aid Office has handouts available that offer more detail on the basic types of financial aid: Grants, Scholarships, Loans and Work Programs. Information on these types of financial aid along with the Free Application for Federal Student Aid (FAFSA) are available on the NWFSC website at www.nwfsc.edu/financialaid or from the Office of Financial Aid on the Niceville Campus.

• Purpose of the Financial Aid Program

The purpose of financial aid is to make up the difference between what you can afford to pay and the actual cost of your education. This difference is the student's financial need. The amount of financial assistance a student receives is generally determined by the results of the application process and the availability of funds from federal, state, institutional and private sources. The final decision as to the types and amounts of aid received rests with the Financial Aid Office, in accordance with federal, state, and institutional guidelines.

Financial assistance administered by Northwest Florida State College does not discriminate on the basis of color, religion, age, sex, national origin, disability, or marital status. Specific non-discriminatory criteria and academic standing may be required for particular assistance or scholarships.

• College Costs

Northwest Florida State College's fees are designed to make college affordable for most students. Other

indirect education costs may include room and board, personal expenses, medical insurance, transportation and supplies. Dependent students usually have parental support, reducing indirect education costs. Students should refer to the college schedule of classes on the NWFSC website at www.nwfsc.edu/Schedule/ each term for special fees associated with courses.

• Steps in Applying for Financial Aid

Entering students seeking financial assistance should contact the Student Financial Aid Office that is located in the Student Services Center on the Niceville Campus. The following procedures need to be followed when applying for financial aid at NWFSC:

1. Complete the NWFSC Application for Admission and Residency forms available at www.nwfsc.edu/admissions.
2. Request appropriate supporting documents for admission (i.e. high school transcript, GED, college transcripts) as specified by the Enrollment Services personnel. If you attended any other postsecondary institutions, notify the Financial Aid Office. The college will request award information from the USDOE, and this must be received by the college before your eligibility for aid can be determined.
3. Complete the Free Application for Federal Student Aid (FAFSA). Students complete the FAFSA via the Internet at www.fafsa.ed.gov.
4. After submitting the FAFSA, the student will receive a Student Aid Report (SAR) via e-mail 24 hours after completing the FAFSA on the web. The SAR must be reviewed by the student for accuracy.
5. Students should monitor their RaiderNet account for red flags (Federal Verification Form, Institutional Application for Aid, signed federal income tax form, W-2 forms, SAP, etc.).

6. If a student's financial aid file has been considered to be "complete", then an award letter will be mailed to the student by the college's Financial Aid Office. Awards listed on a student's award letter are tentative and are not final. Awards can be either adjusted or cancelled at any time due to enrollment, academic standing or availability of funds.

Students needing assistance in completing application forms should contact the Financial Aid Office. Students have a right to understand how their financial aid award is determined. The Financial Aid Office is always willing to discuss financial aid decisions with students to promote a better understanding of financial aid opportunities.

• Deadlines for Applying for Financial Aid

Applications for federal financial aid should be made well in advance of registration by submitting the Free Application for Federal Student Aid (FAFSA).

The PRIORITY CONSIDERATION DEADLINES for applying for federal financial aid at Northwest Florida State College for the 2011-2012 year for each term are:

Fall Term	May 15, 2011
Spring Term	October 1, 2011
Summer Term	February 1, 2012

Students not meeting the priority deadline may still qualify for financial aid but may experience lengthy delays in receiving financial aid.

The absolute deadline for determining enrollment status (i.e. part-time, three-quarter time, or full-time) is the last day to register for Session 1 courses during each term. (These dates are listed in the Schedule of Classes each term and the calendar section of this catalog.)

• **Deadlines for Applying for Financial Aid (continued)**

All FAFSA applications for the Florida Student Assistance Grant (FSAG) dated May 15, 2011 or earlier will be given first priority in determining FSAG eligibility. All FAFSA applications for the Federal Work-Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG) dated May 15, 2011 or earlier will be given first priority in determining FWS and FSEOG eligibility.

• **Enrollment Status**

The amount of federal financial aid a student is eligible to receive is dependent on the student's enrollment status each term based on the following table. Credits are computed using all of the vocational, college prep and college credits in which the student is enrolled.

Full-Time Enrollment

12 or more credit hours

Three-Quarter Time Enrollment

9-11 credit hours

Half-Time Enrollment

6-8 credit hours

Less Than Half-Time Enrollment

1-5 credit hours

A student's enrollment status (full-time, half-time, etc.) will be based on the number of credit hours the student is enrolled for at the END OF THE SCHEDULE ADJUSTMENT PERIOD EACH TERM. If not enrolled full-time or for the appropriate number of credit hours at that time, a student's award will be reduced, according to the enrollment status. Awards will not be increased if students add courses after the end of the Schedule Adjustment Period. A student must begin attendance in all of his or her courses to retain an enrollment status and award amounts based on this enrollment status. A student is considered to have begun attendance if he or she attends at least one class for each course included in the enrollment status, or for Distance Learning courses, attends the course orientation, submits course assignments to the instructor, or initiates contact with the instructor concerning course requirements. Failure to begin attendance in any course will result in a lower enrollment status and an award reduction. For initial award letters sent after the Schedule Adjustment Period, the enrollment status will be determined by the number of credit hours in which a student was enrolled on the date a student's eligibility is verified.

NOTE: The end of the Schedule Adjustment Period is considered to be the last day to register for Session 1 courses during each term (Fall, Spring and Summer), as listed in the college catalog. These dates are firm. For other types of aid (state, private, etc.), the enrollment status and award amounts each term will be determined according to the requirements of each fund. For all types of aid, the enrollment status for block time, condensed or off-term classes will be determined by the Director of Financial Aid in consultation with the Vice President of Academic Affairs and the Dean of Enrollment Services/Registrar.

• **Student Eligibility**

FEDERAL PROGRAMS

For a student to be eligible for federal financial aid at NWFSC:

- A student must be a regular student, accepted for enrollment in an approved PROGRAM OF STUDY, have a high school diploma or the recognized equivalent, or for certain certificate and Applied Technology Diploma (ATD) programs, have passing scores on an approved ability-to-benefit (ATB test), and
- A student must be a U.S. CITIZEN, or an eligible non-citizen, and
- A student must NOT OWE A REFUND or REPAYMENT on a federal grant at any institution, and
- A student must NOT BE IN DEFAULT on a federally-funded or insured student loan, and
- A student must maintain satisfactory academic progress standards. Financial Aid Standards of Academic Progress includes the following three standards:

1. Grade Point Average

A student must meet the following grade point average on all college credits and vocational credits attempted, which includes credits attempted at NWFSC and all transfer credits.

<u>Credit Hours Attempted</u>	<u>Grade Point Average</u>
0-11.99	N/A
12-24.99	1.50
25 & Over	2.00

Students are given a grace period until 12 credits are attempted. Once the student attempts 12 or more credits, the required GPA will apply for all college credits and vocational credits attempted. Grades used in GPA calculation: A, B, C, D, F, WF Grades not used in

GPA calculation: AW, I, IP, IW, N, P, S, U, V, W, WN, X, XC.

Repeating Courses - Only credit from the last attempt of a course will be used in the calculation of a student's GPA.

2. Successful Completion Rate

A student must meet the following successful completion rate on all college credits and vocational credits attempted, which includes credits attempted at NWFSC and all transfer credits.

<u>Credit Hours Attempted</u>	<u>Successful Completion Rate</u>
0-11.99	N/A
12-24.99	50%
25 & Over	67%

Students are given a grace period until 12 credits are attempted.

Once the student attempts 12 or more credits, the required completion rate will apply for all college credits and vocational credits attempted.

Successful grades: A, B, C, D, P, S

Unsuccessful grades: AW, F, FN, I, IP, IW, NG, U, V, W, WF, WN, X, XC.

Repeating Courses - Only the grade from the last attempt of a course will be used to determine if a student successfully completed a course. All previous attempts are considered unsuccessful grades.

3. Maximum Time Frame: 150% Rule

Northwest Florida State College is required to establish a maximum time frame in which students are reasonably expected to complete their educational objectives. Students cannot attempt more than 150% of the total credit hours required for completion of their degree or certificate program. For example, a student working toward an A.A. degree needs 60 college credit hours to graduate. Once that student completes 90 college credit hours he/she is no longer eligible for financial aid (60 hours x 150% = 90 hours). Students enrolled in a one-year certificate program CANNOT ATTEMPT more than 150% of the total number of college credits and/or vocational credits required for their certificate. Transfer credits WILL be included in the maximum number of credits allowed.

Grades used to calculate the maximum time frame (150% Rule): A, AW, B, C, D, F, FN, I, IP, IW, NG, P, S, U, V, W, WF, WN, X, XC.

Repeating Courses - All attempts are used to calculate the maximum time frame.

• Student Eligibility (continued)

Ability-To-Benefit (ATB) Test

A student without a high school diploma or the equivalent enrolled in certain certificate or ATD programs can still qualify for federal aid by passing a USDOE approved ability-to-benefit test. The college administers approved ATB tests. Contact the Financial Aid Office for further information.

STATE OF FLORIDA PROGRAMS

For a student to be eligible for State of Florida financial aid (i.e. FSAG, FSAG-CE) at the college -

- A student must have demonstrated a FINANCIAL NEED (complete the FAFSA application), and
- A student must have met the ADVERTISED DEADLINE, and
- A student must have been a RESIDENT OF FLORIDA for one year or be classified as a Florida resident by Enrollment Services, and
- A student must be degree-seeking (enrolled in an A.A., A.S., A.A.S., B.S., B.A.S., or VC program), and
- A student must have a 2.0 or higher GRADE POINT AVERAGE on all previous college work, and
- A student must have earned credit hours equivalent to his/her enrollment status during each term of the prior academic year in which state aid was received, (12 credit hours or 360 vocational hours for each term of full-time enrollment, 9 credit hours or 270 vocational hours for each term of three-quarter-time enrollment and 6 credit hours or 180 vocational hours for each term of half-time enrollment), and
- A student enrolled as a full-time student (minimum 12 credit hours or 360 vocational hours) is eligible for a full-time FSAG or FSAG-CE award. A student enrolled part-time (6 to 11 credit hours per term or 180 to 330 vocational hours) is eligible for a part-time FSAG or FSAG-CE award. Part-time awards will be prorated according to enrollment status. FSAG and FSAG-CE awards will be offered until the limited funds are exhausted.

NOTE: An applicant who believes State of Florida financial aid has been wrongly denied has a right to appeal. The applicant may appeal to the Financial Aid Office if he/she believes an error has been made in determining eligibility.

• Additional Information and Requirements

Evaluation of SAP, Financial Aid Suspension and Notification

A student's Financial Aid Standards of Academic Progress (SAP) will be evaluated when NWFSC receives the student's FASFA. A student must meet the college's standards to be eligible for general financial aid during the current academic year. A student's financial aid file will not be completed and no federal financial aid will be awarded unless the student meets NWFSC standards. (See FEDERAL PROGRAMS eligibility criteria listed under Financial Aid Standards of Academic Progress on previous page in this section for more information.)

NWFSC will evaluate SAP following the completion of the fall term each academic year. This is the first term of the academic year. Students not meeting SAP following the fall term will be granted a one-term probationary status during the spring term. A student in a probationary status is still eligible for federal financial aid. Every student placed on a probationary status will receive a letter explaining the probationary status.

NWFSC will evaluate SAP following the completion of the spring term each academic year. This is the second term of the academic year. Any student not meeting SAP following the spring term will be suspended from federal financial aid. Every student suspended for federal financial aid will receive a letter explaining the suspension. Once a student is suspended from federal financial aid, the student must meet SAP to regain eligibility for federal financial aid.

Following the completion of the summer term each academic year, SAP will be evaluated for each student NWFSC has received a FASFA for the next academic year. This is the third and last term of the current academic year. A student must meet NWFSC's SAP to be eligible for federal financial aid prior to the beginning of each academic year. Students who initially met SAP and are notified of their financial aid eligibility for the next academic year, and enroll for courses after this notification, may lose federal financial aid eligibility based on the SAP evaluation following summer term.

Reinstatement and Appeals Process

A student who loses eligibility has an opportunity to appeal through an appeal process. The appeal must be submitted to the Director of Financial Aid IN WRITING by the student. (Special appeals forms are available in the Financial Aid Office, at any campus or center, or on the college's website at www.nwfsc.edu/financialaid/.) The appellant is required to provide documentation as necessary for determination of financial aid eligibility and shall fulfill reasonable requests with reference to submitting the appeal before the published deadlines and the submission of supporting documents. ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED OR THE APPEAL FORM WILL NOT BE ACCEPTED. The Financial Aid Director will determine if mitigating circumstances justify a student's academic record. Mitigating circumstances are defined as:

1. Death of a close relative affecting the student's academic performance.
2. Illness of the student or close family member having direct effect upon the student's academic record.
3. Special circumstances of a substantial nature or of a unique kind as determined by the committee.

After reviewing the written appeal and all documentation, the student will be notified of the decision in writing. A student will not be awarded financial aid or have suspended financial aid reinstated unless a mitigating circumstance exists and the appeal request is approved. If mitigating circumstances are found to exist, the student may be restored to satisfactory academic standing as stipulated in their approval letter.

Incomplete & Audit Grades

A grade of "I" or "X" or "XC" will not affect a student's grade point average in determining financial aid eligibility. The "I" grade will revert to an "F" grade if not removed by the last class day in the next 16-week term. Such a grade may contribute to suspension of financial aid eligibility. A grade of "I" or "X" or "XC" will affect a student's progression within a time frame towards adequate completion of all college coursework and the maximum time frame in which the student must complete his or her educational objective in determining financial aid eligibility.

• **Additional Information and Requirements (continued)**

Repeated Courses

A student may use financial aid to repeat a course in which an "AW", "D", "IW", "F", "NG", "U", "W", "WF", "WN", "X", or "XC" has been earned. A student may not repeat a course for credit in which a grade of "C" or better was earned (unless permission of the Vice President of Academic Affairs is obtained). The student may improve a grade in a course and the repeat credit(s) will be included in the total number of credits when determining enrollment status.

College Preparatory Courses

Northwest Florida State College approves college preparatory courses for the use of financial aid and includes college preparatory courses where necessary when determining a student's enrollment status. Admission placement testing requirements will determine if college preparatory courses are needed in a student's degree program. Financial aid will pay for no more than 30 credit hours of college preparatory coursework.

Program Objective Enrollment Compliance (POEC)

Federal Financial Aid (Pell Grants, Stafford Loans, Academic Competitiveness Grant (ACG), Supplemental Grants, VA, etc.) will only cover courses that are part of the student's declared program.

Courses that are not part of the student's declared program are not covered, and a student's eligibility will be adjusted to reflect only those courses that are within the program of study (i.e. full-time status vs. part-time status).

Verification

The U. S. Department of Education randomly flags a student's Student Aid Report (SAR) for verification. Students selected must provide all the necessary documents needed for this process (i.e. income tax forms, W-2 forms). Northwest Florida State College's Financial Aid Office retains the right to request supporting documents it deems necessary from any student to determine financial aid eligibility. For this reason, the college suggests that students do not file financial aid applications until the tax forms for the family are complete and correct. Inaccurate estimates of income and taxes paid may require extensive processing delays and

verification of corrected data. All financial information reported MUST BE CORRECT. Penalties or delays may occur if the data is incorrect or incomplete.

• **Return of Title IV Financial Aid Funds**

When a student awarded federal Title IV aid withdraws from or ceases attendance in **ALL COURSES** prior to completing more than 60% of a term, a portion of the student's Title IV aid must be returned to the federal programs. Title IV aid includes the Federal Pell Grant, Federal SEOG, Federal Direct Loans, and other grant assistance authorized by Title IV. Federal Work study aid and FSAG aid are not included. The college must determine the percentage of Title IV aid earned by the student. Up to the 60% point of the term, the percentage of earned aid is equal to the percentage of the term completed based on the day the student withdraws from or ceases attendance in **ALL COURSES**. After the 60% point of the term, the percentage of aid earned is 100%. If the student received more Title IV aid than the amount earned, the unearned amount is considered an overpayment and must be returned to the Title IV programs. Northwest Florida State College will be responsible for returning to the Title IV programs the lesser of the unearned amount of Title IV aid or the institutional charges (tuition and fees) incurred for the term, multiplied by the percentage of unearned aid. The student will be responsible for returning to the Title IV programs the unearned amount of aid (overpayment) minus the amount the college returns, and the amount of any unpaid institutional charges to Northwest Florida State College.

In some cases, when a student receives federal Title IV aid greater than the amount of institutional charges (tuition and fees), he or she will have to return a portion of the federal funds. A student will lose Title IV eligibility unless he or she returns the amount of unearned aid (overpayment) in full to the college within 45 days from the date the college notifies him/her of the overpayment, or signs a repayment agreement with the U.S. Department of Education after the 45-day period.

NOTE: This policy is derived from provisions of federal law. Students should contact the Financial

Aid Office regarding detailed information on this policy. Students receiving Title IV aid should consult with the Financial Aid Office prior to withdrawing from any or all classes.

• **Veterans' Educational Benefits**

Northwest Florida State College is certified for training by the State Approving Agency under the various veterans' training laws. Veterans planning to enroll should consult with the Veterans Affairs Office well in advance of registering. All new veteran students should apply for their benefits on-line at www.gbill.va.gov. The veteran must provide written certification of courses at the beginning of each semester of enrollment to be paid for that time frame. (The NWFSC Veteran's Handbook can be downloaded from our website www.nwfsc.edu/financialaid/Veterans.cfm.) The veteran (student) assumes responsibility for all fees from his/her own resources or out of monies paid to the individual by the Veterans Administration.

Veterans are normally expected to pay all fees at registration. Even if "advanced payment" is requested, the first check is sometimes delayed. The veteran should be prepared to meet all expenses until that check is received. Veterans attending the college under Public Law 894 (disabled veterans) who have approval from the Veterans Administration will have registration fees paid directly to the college by the federal government.

For VA purposes, training time for all programs except Chapter 33, Post 9/11 GI Bill, is usually computed as follows:

Full-Time Enrollment

12 or more credit hours

Three-Quarter Time Enrollment

9-11 credit hours

Half-Time Enrollment

6-8 credit hours

For the Summer Term and any accelerated session of any term, training time is computed differently. Veterans are advised to contact the Veterans Affairs Office before registering for Summer Term and accelerated term classes to determine training status.

• **Veteran's Educational Benefits (continued)**

All veterans who wish to receive VA benefits must provide a signed certification request for each semester. To expedite the request for subsistence allowance, this must be done immediately upon registration. Veterans, widows of veterans, and war orphans desiring information about benefits, requirements, and registration procedures should contact the NWFSC's Veterans Affairs Office at 729-5375 or the VA Regional Office at 1-888-442-4551 (1-888-GIBILL1).

• **Veterans' Fee Deferment Policy**

Any eligible veteran or other person who wishes to pursue an approved program of education or training at Northwest Florida State College (within the meaning of Chapter 30, 32, 33, 34, or 35, Title 38, United States Code, or Chapter 1606, 10 United States Code) and who meets the conditions stated in 240.345(2)(b)1 shall, in the first term of enrollment in any fiscal year, be granted upon request a sixty (60) day deferment for full payment of fees from the last date to pay fees, provided the period of deferment shall not extend beyond 10 days before the end of the term.

Deferment of fee payment for eligible persons after the first enrollment period in any fiscal year is not authorized. Under no circumstances shall any person be allowed to enroll or re-enroll at NWFSC who has unpaid fee deferment. A student who does not comply with the terms of the deferment policy will lose the right to receive future deferments. VA deferments are available on a limited basis for half-term courses offered during the Fall, Spring and Summer Terms.

Visit www.nwfsc.edu/financialaid/Veterans.cfm for more information.

FINANCIAL AID ADMINISTERED BY NORTHWEST FLORIDA STATE COLLEGE

NAME OF PROGRAM	FUNDING SOURCES	QUALIFICATIONS	MIN / MAX AWARDS	APP PROC.	APPLICATION PRIORITY DEADLINES	SPECIAL INFORMATION
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GRANTS

Federal Pell Grant	Federal	Available to students in a program of study who are citizens or eligible non-citizens; must not have a baccalaureate degree; must meet Financial Aid Standards of Academic Progress.	\$330-\$5,500	2011-2012 FAFSA	Fall – 5/15/11 Spring – 10/1/11 Summer – 2/1/12	Need-based Financial Aid Program.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal	Applicant must have a high need.	\$100 - \$500 Annual Awards	2010 2012 FAFSA	5/15/11	Very limited; generally goes to those applicants with a very high need.
Florida Student Assistant Grant (FSAG, FSAG-CE)	State	Applicant must be a degree-seeking student (A.A., A.S., A.A.S., B.A.S., B.S. or VC), half-time student who is a resident of Florida for at least one year, and demonstrates a need.	\$200 - \$1,800 Annual Awards	2011-2012 FAFSA	5/15/11	Early application recommended since state funding may be limited.

LOANS

William D. Ford Direct Loan	Federal	Available to students in a program of study. Must be enrolled at least half-time. The Office of Student Financial Assistance Ombudsmen is available to assist students dissatisfied with the servicing of their Federal student loans. Toll Free: 1-877-557-2575	\$3,500 First Year Student \$4,500 Second Year Student \$5,500 Third & Fourth Year Student	2011-2012 FAFSA and Loan Application	At least 12 weeks before the end of the term the student plans to attend.	Repayment starts six months after student stops attending school or drops below half-time.
Federal Plus Loan	Federal	Parent, borrowing must pass a credit check.	Student's cost of attendance minus other aid	2011-2012 FAFSA and Credit Application	At least 12 weeks before the end of the term the student plans to attend.	Repayment starts 60 days after loan is fully disbursed.
NelNet Tuition Installment Program	NelNet	Available to students with no financial holds or unpaid balances, and with a need and an ability to repay the agreement.	Partial tuition	NelNet	Normally completed during registration; closes the first day of classes each semester.	A non-refundable processing fee is assessed. Repayment of balance is required as prescribed in the promissory note. All applicants must register via the NWFSC RaiderNet portion of the college website.

FINANCIAL AID ADMINISTERED BY NORTHWEST FLORIDA STATE COLLEGE

NAME OF PROGRAM	FUNDING SOURCES	QUALIFICATIONS	MIN / MAX AWARDS	APP PROC.	APPLICATION PRIORITY DEADLINES	SPECIAL INFORMATION
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WORK

Federal Work Study (FWS)	Federal	Applicant must be an enrolled NWFSC student with a financial need.	\$500 - \$3,000 Per Year	2011-2012 FAFSA and NWFSC Student Employ. Contract	Fall 5/15/11 Spring 10/1/11 Summer 2/1/12	Jobs are on and off campus. Most positions are either 10, 15 or 20 hours per week.
Student Assistants	NWFSC	Student employment category available to students who have maintained a minimum 2.0 GPA.	\$100 - \$3,000 Per Year	2011-2012 FAFSA and NWFSC Student Contract	Normally completed just prior to the start of each term	Positions are usually 10 hours per week on campus.

SCHOLARSHIPS

Honors Scholars	NWFSC	Applicant must be a top-ranked student from one of the district public high schools.	In-state Tuition for 40 credit hours Lower division courses per semester.	NWFSC Scholarship App.	April 1	High School Principal's and Senior Counselor's recommendations. Two scholarships per district high school.
Minority Honors Scholars	NWFSC	Applicant must be a top-ranked minority student from one of the district public high schools.	In-state Tuition for 40 credit hours. Lower division courses per semester.	NWFSC Scholarship App.	April 1	High School Principal's and Senior Counselor's recommendations. One scholarship per district high school.
Fine and Performing Arts Scholarship	NWFSC	Auditions held each Spring by Fine and Performing Arts Division Director. Scholarships awarded in Show Choir, Orchestra, Theater, Jazz Band, Visual Arts and Madrigals.	Varies	NWFSC Scholarship App.	Open	High School Choir and/or Band Director's recommendations. This scholarship can be renewed.
Athletic Scholarship	NWFSC	Qualified applicants are recommended to contact the Athletic Director for more information.	Full Tuition and Fees (may include room and board)	NJCAA Form and Letter of Intent	Deadline Varies	Athletic Scholarships include basketball, softball, and baseball.
Forensics Team and Brain Bowl Team Scholarships	NWFSC	Recipients are selected by the Coordinator of Student Activities.	Varies	NWFSC Scholarship App.	Open	Recipients participate on the College Forensics Team and Brain Bowl Team.
Leadership Award	NWFSC	Recipients are selected by the Coordinator of Recruitment and Serve as College Ambassadors.	\$500 Per Year Tuition Award	NWFSC Scholarship App.	April 1	10 awards will be given to students selected for this program based on an application and interview.

FINANCIAL AID ADMINISTERED BY NORTHWEST FLORIDA STATE COLLEGE

NAME OF PROGRAM	FUNDING SOURCES	QUALIFICATIONS	MIN / MAX AWARDS	APP PROC.	APPLICATION PRIORITY DEADLINES	SPECIAL INFORMATION
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SCHOLARSHIPS - CONTINUED

Directed Work Study Scholarship	NWFC	Recommendation of Dept. Chair/Division Director and approval of Vice President of Academic Affairs.	No Financial Course Award. Fees Paid by Scholarship	Directed Works Study App.	NLT Last Day of Term Registration	One credit hour per term can be earned.
Student Government Association (SGA) Scholarship	NWFC	Student elected to the Office of President and Vice President of Student Government Association.	Varies	NWFC Scholarship App.	When Elected to Office	Contact Student Services for more information.
Regional Science and Engineering Fair/ NWFC Scholarship	NWFC	Awarded to thirteen Senior Grand Award winners and Senior Alternate selected yearly at area science fair.	Varies	NWFC Scholarship App.	Annual Science Fair	Must attend the College immediately upon high school graduation.
ACT-SO Scholarship	NWFC	Awarded to gold medal winners in the Okaloosa County ACT-SO Competition.	In-state Tuition for 40 credit hours Lower division courses per semester.	NWFC Scholarship App.	Annual ACT-SO Competition	Must attend the College immediately upon high school graduation.
Designated and Undesignated Donor Scholarship	Local Community Org. and NWFC Foundation	Various selection criteria established by donors.	Varies	App. Provided by Donors and NWFC Foundation	Dated Set by Donors and NWFC Foundation	A large number of scholarships are available. Best source of apps. is the College's Financial Aid Office, High School Guidance Office and local organizations.
Pacesetters Scholarship	NWFC	Awarded to outstanding African-American males graduating from Okaloosa-Walton County schools.	\$1,000 Per Year	NWFC Scholarship App.	April 1	Five awards will be given to students selected for this program. Recipients must attend full-time.
AmeriCorps Education Award	Federal	Complete the AmeriCorps Program.	\$4,725 Full-Time \$2,362 Half-Time App. \$1,000 For Students Who Serve 300 Hours	AmeriCorps App. Provided By NWFC		Students receive an educational award in exchange for one year of service as an AmeriCorps member.

The Office of Financial Assistance Ombudsman is available to assist you in the event you are dissatisfied with the servicing of your federal student loan. Call toll free at 877-557-2575 or visit Ombudsman on-line at www.ombudsman.ed.gov.

INSTRUCTIONAL STANDARDS AND REGULATIONS



INSTRUCTIONAL STANDARDS AND REGULATIONS



• Academic Advising

Academic advising and educational planning for students is offered through a variety of means. Educational Advisors are available at the following locations:

- **Niceville Campus:**
Student Services
- **Fort Walton Beach Campus:**
Building 4, Room 403A
- **Eglin Center:**
Education Center, Building 251
- **Hurlburt Field Center:**
Education Center, Building 90220
- **Chautauqua Center:**
DeFuniak Springs
- **Robert L. F. Sikes Education Center:**
Crestview
- **South Walton Center:**
Santa Rosa Beach

Educational advisors and counselors will help students with program planning, course selection, and graduation or transfer requirements. Students interested in pursuing a degree are strongly urged to make an appointment with an advisor or counselor during their first term at NWFSC to further explore educational goals and the various programs offered by the college. It is extremely helpful to have one's academic program fully planned no later than the beginning of the second term.

All degree-seeking students that are required to enroll in preparatory instruction based on placement testing must meet with an advisor or counselor prior to their first term of enrollment at the college. (See College Preparatory instruction on 58 for more information.)

Students who have already committed to a particular program or know the major area of study they wish to pursue may receive advising in that discipline through the appropriate department. Depending on the particular major, a student can be assigned a faculty advisor by contacting the following individuals:

Advanced Technology & Design/ Drafting/Graphics

Mr. Ray Rickman
Bldg. B; 729-5218

Athletics, Health & Fitness

Mr. Ramsey Ross
Bldg. T; 729-5229

Bachelor of Applied Science in Project Management

Ms. June Gibson
Bldg. P; 729-4900

Bachelor of Science in Nursing

Dr. Beth Norton
Bldg. E; 729-6400

Business and Computer Technology

Mr. D. Keith Burns
Bldg. P; 729-5369

Communications and Social Sciences

Dr. Joyce Goldstein
Bldg. E; 729-5391

Dental Assisting

Ms. Mary Thomas
Bldg. E; 729-6444

Early Childhood Education

Ms. Beverly Sandlin
Bldg. M; 729-5386

eCampus/Distance Learning

<http://ecampus.nwfsc.edu>

EMT/Paramedic

Mr. Barry Reed
Bldg. F; 729-4924

Humanities, Fine and Performing Arts

Dr. Cliff Herron
Bldg. J; 729-5382

Law Enforcement

Mr. Sean Lynch
Bldg. F; 729-5378

Mathematics/Pre-Engineering

Dr. Michelle Ragle
Bldg. L; 729-5377

Nursing AS/RN

Ms. Charlotte Kuss
Bldg. E; 729-6400

Public Safety, Emergency Management

Mr. Brian Shonk
Bldg. A; 729-5363

Radiography

Ms. Grace Stewart
Bldg. E; 729-6457

Sciences/Biological and Physical Pre-Medical and Pre-Pharmacy

Dr. Darryl Ritter
Bldg. S; 729-5376

Teacher Education, including the Bachelor of Science in Education

Dr. Sam Dawson
Bldg. A; 729-6440

In addition, a computerized advising system is also available to aid department heads, faculty, educational advisors, counselors and students in understanding program requirements and progress toward graduation. The system is available via the college website at www.nwfsc.edu, follow the link to RaiderNet, or www.facts.org.

Student Development Classes

Several courses focusing on college and personal success strategies are offered throughout the college year:

- SLS 1101
College Success
- SLS 1102
Freshman Seminar
- SLS 1201
Service Learning Seminar
- SLS 1341
Job Search Techniques
- SLS 1501
Effective Study

These courses are credit courses that can be used as an elective in most degree programs. Presidential Scholarship students are required to enroll in SLS 1201. The SLS 1101 course is required for all students enrolled in the first level of preparatory instruction of reading, mathematics or English, or for any student that is required to take any two or more preparatory courses regardless of the level.

• Stay on Track

All degree-seeking students should understand that taking courses that are not part of their stated program may have an adverse effect on their education. Northwest Florida State College is dedicated to assisting students to progress through their chosen education paths in an effective and timely manner. There are specific programs where taking courses outside of the declared program may be penalized.

- Financial Aid - Federal Financial Aid (Pell Grants, Stafford Loans, Supplemental Grants, etc.) will only pay for courses that are part of the student's declared program.
- Veteran's Affairs - VA requirements are similar to those of Federal Financial Aid. Courses that are not part of the student's declared program are not covered by VA.

If you do not know what major you plan to pursue now is the time to explore! You need to declare a major that aligns with a university program by the time you have accumulated 24 college credit hours or sooner. Need help, check out the tips below:

- Visit the Career Development/ Student JOBS Center (see Career Planning Assistance on page 25 for more information).
- Check out the Florida Academic Counseling and Tracking for Students at www.facts.org and explore the Career Planning link under "Finding a College or Program".
- Check with an academic advisor for the major you are pursuing (see Academic Advising above for more information).
- Run a Degree Audit from the www.nwfsc.edu RaiderNet link, or
- Run a 2 + 2 University Transfer evaluation from www.facts.org.

• Excess Hours Advisory Statement

Florida Statutes section 1009.286, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. This surcharge only applies to courses taken at a Florida public university and does NOT apply to any programs offered by Northwest Florida State. However, it is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as hours that go beyond 115% 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 138 credit hours (120 X 115%).

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

• Registration

Registration is the process of enrolling in courses and obtaining your schedule for the next term. Registration is required before a student can attend classes. Specific information about registration for a particular term is given in the Schedule of Classes which is available in print or at the NWFSC website at www.nwfsc.edu about four weeks prior to the beginning of the term.

Returning Student:

If you are a returning student you may register by computer via the college website or in person. A returning student is a student who has taken a class within the last academic year at the college. Returning students are assigned an appointment for early registration through web registration. Appointments are assigned on a priority basis as determined by the number of credit hours a student has earned. Any student who has previously attended the college, and who has not been in attendance within one academic year, must submit a Readmission Form to the Office of Enrollment Services to update personal data, verify education goals, and residency, and will need to contact the Admissions Office to obtain a registration appointment.

New Student:

As a new student, you may be authorized access to computer registration after participating in a

New Student Orientation session and meeting with an educational advisor. For more information about New Student Orientation sessions contact Student Services at 729-6922.

Web/Computer Registration:

Returning students may register for courses either from a home computer or by using computer terminals available at each campus or center via the NWFSC website www.nwfsc.edu during the advertised registration times.

Payment of Fees:

The payment of fees is subject to a "due date". When a student's registration has been completed, a student is given a date by which to pay fees. It is the student's responsibility to obtain this information and honor this due date. Fees may be paid immediately, or by the due date that is assigned. **Students who have not met their fee obligations by the established deadline are not permitted to attend class.** Students who fail to meet this due date will be dropped from all classes. Although the student is free to re-register, the student may not be automatically re-enrolled in his/her original class schedule. In some instances, scheduled classes may be canceled due to the lack of adequate enrollment, or may be full. Students with certain obligations, such as overdue library materials or parking fines, will be "blocked" from registration until the outstanding obligation is satisfied. Likewise, students with unmet pre/corequisites courses may be restricted from registering for courses for which they are academically ineligible. If a student is already pre-registered for the next term, and fails a prerequisite course, the student will be disenrolled (dropped) from the course(s) for which the prerequisite is required.

• Full-Time and Part-Time Status

Students are considered to be full-time or part-time according to the course load at the time of registration. A student enrolled in twelve (12) or more college, vocational, or college prep credits during the term is considered a full-time student. For adult basic education, ESL, and GED students, full-time is defined as enrolled in twenty-four (24) or more contact hours per week. Full-time and part-time status for students attending special condensed sessions, block-time programs, or off-term classes will be determined by the Dean of Enrollment Services/Registrar.

• Classification of Students

Students are classified according to the number of semester hours they have earned. At NWFSO the lower level classifications are:

Freshman:

A student who has fewer than 24 hours of earned credit toward their program and has been accepted for admission to a lower level college program.

Sophomore:

A student who has 24 hours or more of earned credit toward their program and has been accepted for admission to a lower level college program.

Students in the upper division categories must have completed an associate degree or 60 hours, to include all appropriate general education course requirements, and received approval from the Dean of Enrollment Services/Registrar for admission to a baccalaureate program at the college.

The Northwest Florida State College upper level classifications are:

Junior:

A student who has 60 to 89 hours of earned credit toward their program and has been accepted for admission to an upper division college program.

Senior:

A student who has 90 or more of earned credit toward their program and has been accepted for admission to an upper division college program.

• Academic Load

The maximum load that may be carried by a student each term is eighteen (18) credit hours. Students seeking to enroll in more than eighteen (18) college prep, vocational, and/or college credits in a single term must have the prior approval of an advisor, department head, division director, or appropriate program coordinator. Factors to weigh in granting approval include the following: student's GPA and past record, nature and level of courses, total course time requirements, student's work schedule and/or other outside commitments.

• Audit Status

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. Students auditing a class are not

required to complete examinations but are expected to attend classes and participate in other activities and requirements on the same basis as students seeking credit. Excessive absences for audit students are treated the same as for credit students; the instructor may recommend to the Vice President of Academic Affairs that the student be dropped from the course with a "W" grade. Audit students must meet the same admission standards as credit students and must pay the same fees. Some occupational courses may not be available on an audit basis. A student wishing to audit an occupational course must obtain permission in advance from the appropriate department head or division director. Audit enrollment in studio art classes is permitted on a space-available basis only. A list of these courses is available from the Division of Fine and Performing Arts and the Office of Enrollment Services. Students whose placement scores require enrollment in college preparatory instruction may not enroll for audit status in any required college preparatory course. Only students voluntarily enrolling in college preparatory courses for personal enrichment or review may enroll with audit status provided declaration deadlines and approvals have been satisfied.

Students may register or declare audit status at any time during regular registration, as well as through the end of the schedule adjustment period. After close of the schedule adjustment period, students may not change from audit status to credit status or from credit status to audit status unless they obtain both the written permission of the instructor and the approval of the Vice President of Academic Affairs.

If a student declares audit status prior to the close of the schedule adjustment period, the enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations. If a student changes to audit status after the close of the schedule adjustment period, the enrollment will be considered an attempt under such regulations.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor prior to enrolling in a course as audit status.

• Schedule Changes

Changes in courses or sections may be made during the schedule adjustment period specified in the college

calendar and/or in the Schedule of Classes each term. Any such change can be accomplished either in person, by completing and processing the required forms through the registration area at any campus, center, or the college website at www.nwfsoc.edu.

• Withdrawing From Courses

Student Initiated Withdrawal (Drop) prior to or during the Schedule Adjustment Period

If a student withdraws from a course within the established schedule adjustment period, the transaction is considered dropping a course and no record of the enrollment will appear on the student's transcript, nor will the enrollment count as an attempt for purposes of full cost and repeat rules. Requests to drop a course must be either submitted in writing on the appropriate form, signed, presented at the registration desk at any campus or center, OR through the college website, by the established deadline for the term of enrollment.

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without first meeting with an Advisor, Counselor or Center Director, and then obtaining prior approval of the Vice President of Academic Affairs or the Dean of Enrollment Services/Registrar.

Student Initiated Withdrawal after the Schedule Adjustment Period

Students are permitted a maximum of two withdrawals per course in college credit, vocational credit, or college preparatory courses. Upon the third and any subsequent attempt in such a course, the student will not be permitted to withdraw and will receive a grade for the course (A, B, C, D, F, or P).

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without first meeting with an Advisor, Counselor or Center Director, and then obtaining prior approval of the Vice President of Academic Affairs or the Dean of Enrollment Services/Registrar. It is important to note that the student must remain enrolled in at least one college prep course each term of enrollment until the prep requirement is satisfied. The student will not be allowed to withdraw if it is the student's only prep course for the term.

• **Withdrawing From Courses** (continued)

A student-initiated withdrawal must be submitted in writing on the appropriate form, signed, and presented at the registration desk at any campus or center by the established deadline for the term of enrollment. If these conditions are met and the student has not exceeded the approved number of withdrawals, the student will receive a grade of “W” on his/her final grade report and transcript.

Students unable to withdraw under one of the three conditions above must contact the Dean of Enrollment Services/Registrar on the Niceville Campus to officially notify the college of their intent to withdraw. A withdrawal form will be mailed to the student to collect the appropriate signatures.

Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term. See “Grade Change/Errors” section on page 30. A written request, including justification and appropriate documentation, must be submitted to the Office of Academic Affairs. If approved, a grade of “W” will appear on the student’s transcript. Student initiated withdrawals are considered “attempts” for purposes of full cost and repeat course regulations.

Students receiving financial aid or veterans benefits should consult a financial aid advisor before withdrawing from a class.

Withdrawals for Non-Attendance

A student with excessive absences under NWFSC attendance policy may be withdrawn from class for non-attendance. Withdrawal for non-attendance prior to the established withdrawal deadline will appear as “W” on the student’s transcript. If the student incurs excessive absences beyond that date, he or she will be withdrawn from the class and the grade appearing on the transcript will be determined by the instructor according to the grading policies of the course; normally the grade will be “F”. Withdrawals under these circumstances will be counted as “attempts” for purposes of full cost and repeat course rules.

• **Directed Independent Study**

Directed independent study provides opportunities for students to earn

college credits in standard courses by working with a college instructor on an independent basis. Students enrolling for courses under Directed Independent Study (DIS) are expected to accomplish the goals and objectives as specified in the course syllabus and are expected to attend such class meetings, group sessions, and working conferences as specified by the instructor. Courses are scheduled on a flexible basis as approved by the instructor, the department chair, and by the Vice President of Academic Affairs with the understanding that final exams will be taken and grades awarded during the term in which they begin.

DIS course enrollments are authorized under the following conditions:

- (1) a documented need exists for the student(s) to enroll for the course immediately rather than taking an alternate course or waiting until the next term in which the desired course would be offered;
- (2) the student is able to identify an instructor who is willing to teach the course as DIS;
- (3) the student understands the extensive burden which he or she is undertaking;
- (4) enrollment is approved by the Department Chair and Vice President of Academic Affairs, and
- (5) when it is not feasible for the course/section to be scheduled concurrently and taught at the same time and locations as another course/section.

All regular fees apply to DIS courses.

• **Class Attendance**

Students are expected to attend all of their scheduled classes, as class attendance is one of the strongest predictors of student success. The effect of absences upon grades is determined by the instructor who may assign a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two evening class absences, or three absences in a month, and/or absences in excess of 25% of the class meetings will be reported to the Office of Enrollment Services as excessive absences. Excessive absences for Fast-Track, weekend, blended classes and similar formats are determined on a proportionate basis. Excessive absences for Distance Learning classes may be determined by failure to attend the mandatory orientation, lack of contact with the instructor, or failure

to make progress by not completing Distance Learning coursework. Further, each time a student has been tardy three times to a class it will count as one absence. Certain career/professional programs may have additional attendance requirements based upon accreditation and licensure mandates.

Except for absences related to college approved activities (e.g. academic competitions, Forensics, FCAT testing, athletic events, etc.) for which advance announcement of student participants is provided through the appropriate college office or official, this attendance policy is not intended to distinguish between excused and unexcused absences, as flexibility for absence provided in the previous paragraph is designed to accommodate emergencies, illness and other unavoidable reasons for missing class. Individual instructors may provide for additional flexibility in their course policies through make-up exams, alternate assignments, etc.; however, this practice varies by instructor and course. Students should not assume that their absence from class will automatically be accommodated and should stay in contact with their instructors regarding the impact of missing class for any reason.

Veterans are subject to the same attendance requirements as all other students (see page 42).

• **Incomplete Grades**

At the instructor’s discretion, a grade of “I” may be given when a student is unable to complete the required work because of clearly documented extenuating circumstances and if the student has demonstrated through successful completion of a significant portion of the course requirement that he/she has a reasonable chance of making a passing grade. The instructor files with the department chair, and with the student concerned, an outline of the work that must be completed, including an estimate of the student’s grade standing for work already completed during the term. Work for the removal of the “I” must be completed prior to the LAST CLASS DAY in the next 16-week term immediately following except where course requirements mandate otherwise. Students completing course work to remove the “I” must do so outside the regular classroom setting. The grade will revert to an “F” on the official transcript if not removed by that time. A student will not be

• Incomplete Grades (continued)

permitted to re-enroll in a course which he/she has an outstanding grade of "I" or for a class that has that course as a prerequisite.

In extraordinary circumstances, a deferred incomplete grade of "V" may be awarded when approved absences preclude satisfactory course completion by the end of the next 16-week term of enrollment.

• Final Examinations

Final examinations for both traditional and Distance Learning classes are held at the end of each term and must be taken at the scheduled time unless other arrangements are approved in advance by the appropriate division director or department head. Final exam schedules are printed in the Schedule of Classes and on the NWFSC website for each term. If a student is absent from a final examination because of an emergency, substantive illness, or other compelling reason, a late examination may be given.

• Grades

Grades are awarded in all college, vocational, and college prep courses, as well as in certain non-credit courses. Northwest Florida State College maintains permanent records for all students registering for courses; grade reports are provided approximately five days following the published date that grades are due in the Office of Enrollment Services for each term. A cumulative record of the student's grades appears on the transcript. Letter grades are assigned according to the following Grades Table.

Grade Point Average (GPA)

The student's permanent record also contains grade point average (GPA) calculations. The student's GPA is used in determining academic standing, graduation readiness, eligibility for the President's and Dean's Lists, and in other academically related decisions. In general, a GPA is computed as follows.

Total Grade Quality Points Earned
÷ Total Hours Pursued

Grade quality points are awarded as follows.

Grade	Grade Quality Points
A	4
B	3
C	2
D	1
F	0

Credit hours pursued is defined as those credits in which a grade of A-F has been awarded. Grades of S, P, U, I, V, N, W, and X, do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA's, credits which carry these grades may be included in the GPA computation. An information sheet on calculating grade point average is available from the Office of Enrollment Services.

• Repeating Courses

Repeating a Course to Improve the Grade

If a student receives a grade of D, F, W, or U in a college credit, vocational credit, or college preparatory course, he/she may repeat the course to improve the grade. Students are permitted a maximum of three enrollment attempts in such courses. A fourth attempt may be allowed only through an academic appeal process based on major extenuating circumstances. Any attempt to enroll in a course for a fourth attempt should be directed to either the Vice President of Academic Affairs or the Dean of Enrollment Services/Registrar. On the third attempt, and any subsequent attempts, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw from the course or to repeat the course. If a course withdrawal (drop) is processed prior to the close of the schedule adjustment period, or if audit status is declared prior to the end of the schedule adjustment period, the enrollment will not count as one of the attempts. Normally, once a student has successfully completed a course (received a grade of A, B, C,) he/she will not be permitted to repeat the course. In certain special or compelling circumstances, it may be possible to re-enroll after successful completion, but advance written approval must be obtained from the Vice President of Academic Affairs.

For any course repeated, whether at Northwest Florida State College or elsewhere, only credit from the last attempt will be used in the computation of the student's grade point average and for meeting program requirements. Repeating a course results in an adjusted grade point average; however, if a course is repeated after the student has earned his/her A.A. degree, the student's

grade point average will not be changed or recomputed. Students should be aware that some private colleges and universities, as well as out-of-state institutions, and some Florida public universities (depending on the student's major) may not accept the revised GPA or treat the repeated course in the same manner.

In certain circumstances, students may be allowed to repeat a course in which a satisfactory grade has already been earned. Such circumstances include, for example, NWFSC program requirements, teacher recertification, license renewal, and mandated professional development. Grades earned in this manner will not replace grades earned in prior enrollments but will appear on the transcript. Advance permission must be obtained from the Vice President of Academic Affairs. Approved requests to repeat courses will be subject to the full-cost of instruction rule if retaking the course will result in a third attempt (see below).

Per Florida statute, after the second attempt in a college preparatory course, college credit or vocational credit, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of Academic Affairs or the Office of Enrollment Services. Students receiving financial aid or veterans benefits should consult with a financial aid advisor before repeating a course; benefits and aid may not be available for certain repeat enrollments.

(See Grades Table on page 52)

Repeating A Course for Credit Toward Graduation

Certain courses, such as those in the fine and performing arts areas, physical education, and communications areas, may be repeated for credit toward graduation. The specific courses and the number of allowable repeat enrollments are provided in the course description section of this catalog. Only those courses designated as repeatable for credit fall into this category.

When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades

• Repeating Courses (continued)

and credits associated with the allowable number of repeats will be considered in the student's GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

Repeating Non-credit Courses

Courses taken through Continuing Education, PRIME Time, the Institute for Professional Development, Kids on Campus, or other similar non-academic or self-support instructional options are generally not subject to repeat rules. Enrollment in certain Adult Education courses, including ABE, GED, and ESOL offerings, may be subject to certain restrictions.

• Recognition of Academic Achievement

When the quality of a student's work is superior, the college is pleased to honor such work for students enrolled in all programs - Baccalaureate, Associate or Certificate programs through recognition as follows:

PRESIDENT'S LIST:

Any student with nine (9) or more college credits in the term and a term grade point average of 3.80 - 4.00 in college level courses is placed on the President's List.

DEAN'S LIST:

Any student with nine (9) or more college credits in the term and a term grade point average of 3.50 - 3.79 in college level courses is placed on the Dean's List.

Graduation Honors:

For students enrolled in a degree program (Baccalaureate and Associate) at the time of graduation, a student's total academic record is reviewed to determine eligibility for recognition of outstanding academic achievement. If the student's cumulative grade point average for all college and vocational credit courses completed at Northwest Florida State College and at other prior institutions of higher education meets the standards, and if the student meets all other graduation requirements, he or she will be graduated with the appropriate level of recognition. The recognition will be posted on the diploma and the transcript. The levels

of recognition for students enrolled degree programs include:

Summa Cum Laude:

Cumulative GPA of 4.00

Magna Cum Laude:

Cumulative GPA of 3.80 - 3.99

Cum Laude:

Cumulative GPA of 3.50 - 3.79

For students enrolled in a certificate or diploma program (Career and Technical, Vocational, College Credit or Applied Technology Diploma) at the time of graduation, all coursework pursued for the certificate or diploma will be reviewed to determine eligibility for recognition of outstanding academic achievement. If the student's grade point average for the certificate or diploma course meets the standards, and if the student meets all other graduation requirements, he or she will be graduated with the appropriate level of recognition. The recognition will be posted on the diploma and the transcript. The level of recognition for the students enrolled in certificate or diploma programs include:

Highest Honors:

Cumulative GPA of 4.00

High Honors:

Cumulative GPA of 3.80 - 3.99

Honors:

Cumulative GPA of 3.50 - 3.79

• Standards of Academic Progress

The college has set academic standards ranging from recognition of excellence for superior progress to discontinuance of enrollment for inadequate progress towards these standards. In determining academic progress, college credit and vocational credit are combined. The standards apply to full and part-time students. They apply to those students who are seeking a degree or award and those who are not. A student's cumulative grade-point average (GPA) will include all work which is transferred from any previously attended institutions of higher education and not just selected courses. For part-time college-credit students, the cumulative grade-point average will not be computed for sub-standard academic performance until the student has attempted a minimum of twelve (12) cumulative college credit hours and thereafter, will be computed every term in which the student is enrolled.

Students enrolled in a Limited Admission or Limited Access program should contact the appropriate department or division office for information on programmatic certification and/or professional accreditation standards as they pertain to demonstrating satisfactory academic progress as these may vary by program.

Good Standing:

A student is considered in academic good standing at the college as long as the student maintains the appropriate cumulative grade-point average (GPA) specified in the following schedule for satisfactory academic progress. However, students who complete less than 50% of their attempted course work may be subject to additional advising requirements prior to future registration. Students on academic suspension are not considered to be in good standing:

Credit Hours Attempted	Minimum Required
0 - 11.99	N/A
12 - 24.99	1.50
25 & Over	2.00

Not in Academic Good Standing:

When students fail to achieve the schedule of credit hours with the appropriate cumulative GPA, the college may place certain restrictions on their future registrations and the courses for which they may enroll. In order to return to "Academic Good Standing", a student must increase his/her cumulative grade point average for all work attempted to at least the level specified for "Academic Good Standing." Students "Not in Academic Good Standing" are encouraged to take advantage of the tutorial services offered in the Academic Success Center. There are three states of being while "Not in Academic Good Standing" and the following regulations apply to these states:

Academic Warning:

The first time students fail to achieve "Academic Good Standing" (after twelve [12] credits have been accumulated), they will be placed on "Academic Warning". Their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to "Academic Good Standing". This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student's time available for academic requirements.

GRADE TABLES

ACADEMIC GRADE ¹	GENERAL MEANING	GRADE APPEARANCE ON ROSTER	GRADE APPEARANCE ON TRANSCRIPT	POINTS ASSIGNED PER CREDIT QUALITY PTS. ²	CREDIT COUNT TOWARD GRADUATION	DOES CREDIT TRANSFER? ³	CAN BE REPEATED TO IMPROVE GPA FOR GRADUATION? ⁴	DOES IT AFFECT CUMULATIVE GPA?	DOES IT COUNT AS "ATTEMPTS" FOR CREDITS? FOR STUDENTS' PROGRESS? ^{5*}
A	Excellent	A	A	4.0	Yes	Yes	No	Yes	Yes
AW ⁵	Administrative Withdrawal	AW	W	0.0	No	No	Yes	No	Yes
B	Good	B	B	3.0	Yes	Yes	No	Yes	Yes
C	Average	C	C	2.0	Yes	Yes	No	Yes	Yes
D	Poor/Passing	D	D	1.0	Yes ⁶	Sometimes	Yes	Yes	Yes
ES ⁹	Early Completion of Non-Credit	ES	S	0.0	No	No	No	No	No
F ⁷	Failure	F	F	0.0	No	No	Yes	Yes	Yes
FN ⁸	Failure Never Attended	FN	F	0.0	No	No	No	Yes	Yes
I ⁹	Incomplete	I	I	0.0	No	No	No	No	No
IP	In Progress	IP	IP	0.0	No	No	No	No	No
IW ¹⁰	Instructor Withdrawal	IW	W	0.0	No	No	No	No	No
NG	No Grade	NG	NG	0.0	No	No	Yes	No	Yes
P ¹¹	Passing	P	P	0.0	Yes	Yes	No	No	No
S ¹²	Satisfactory	S	S	0.0	No	No	No	No	No
U ¹²	Unsatisfactory	U	U	0.0	No	No	No	No	No
V ¹³	Deferred Incomplete	V	V	0.0	No	No	No	No	No
W ¹⁴	Withdraw	W	W	0.0	No	No	Yes	No	Yes
WF ¹⁵	Withdraw Failing	WF	F	0.0	No	No	Yes	Yes	Yes
WN ¹⁶	Withdraw Never Attended	WN	W	0.0	No	No	Yes	Yes	Yes
X ¹⁷	Audit	X	X	0.0	No	No	Yes	No	No
XC ¹⁸	Changed to Audit	XC	X	0.0	No	No	No	No	No

* Standards of Academic Progress listed for this column may not reflect Financial Aid Standards of Academic Progress used to determine a student's eligibility to receive aid. Students should check with the Office of Financial Aid for more information.

- Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.
- Grade points are assigned as listed for all college credit classes. Grades earned through college preparatory courses are not used in grade point calculations.
- Upon written request, transcripts will be furnished without charge.
- Courses with final grades of P, or C or higher, cannot be repeated for credit or to improve one's GPA without permission of the Vice President of Academic Affairs or if so designated as a repeatable course in the Catalog course description. Beginning Fall Semester 1997, Florida Statutes may impact the fees/tuition you will be charged for classes you repeat. (See page 54 of the Catalog for more information.)
- AW grades appear only on the grade roster and are a result of an administratively initiated or approved withdrawal (e.g. withdrawal for non-payment of fees, withdrawal for disciplinary action, or by the Vice President of Academic Affairs approved withdrawal after the end of the "last day to withdraw with a W grade" period). AW grades "convert" to W grades on the official transcript.
- D grades DO NOT count towards graduation under the Associate in Arts and Associate in Science degrees for English, mathematics, humanities or Gordon Rule social science general education requirements.
- F grades can either be earned, assigned by an instructor for non-attendance, or if a student withdraws past the advertised "last day to withdraw with a W grade" each semester/term an F grade will be assigned and appear on the official transcript.
- FN grades appear only on the grade roster and are a result of an instructor withdrawal due to non attendance on a third or subsequent attempt. The FN grades "convert" to F grades on the official transcript.
- I grades may be awarded only by mutual agreement between the student and the instructor. An I grade will become an academic F if course requirements are not completed by the end of the next sixteen-week semester.
- IW grades appear on the grade roster and are a result of an Instructor Withdrawal from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term due to excessive absences. (See page 31 of the catalog for more information.) IW grades "convert" to W grades on the official transcript.
- Credits earned by examination such as Advanced Placement (AP) and International Baccalaureate (IB), College Examination (CLEP), and the Institutional Course Challenge Examination Option show a grade of P. These credits or scores are not included in these calculations of grade point averages. They count as credits toward graduation and are counted as meeting certain course requirements.
- Assigned in non-credit courses.
- V (Deferred Incomplete) grades must be approved by the Vice President of Academic Affairs and are assigned only for approved extended absences beyond the normal Incomplete time frame (i.e. military deployments, serious illness.)
- W grades are received if a student withdraws from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term.
- WF grades appear only on the grade roster and are a result of a late withdrawal by the student after the advertised "last day to withdraw with a W grade" period each semester/term or are a result of an instructor withdrawal non-attendance report on a third or subsequent attempt after the start of the semester/term. The WF grades "convert" to F grades on the official transcript.
- WN grades appear only on the grade roster and are a result of an instructor withdrawal due to non attendance. The WN grades "convert" to W grades on the official transcript.
- Not to be assigned by instructor. A student may elect to audit a course at registration, before drop/add ends, or until the advertised deadline each semester (usually around mid-term.) If a student registers as an audit before the end of the drop/add period, the course will NOT count as an attempt toward full cost of instruction/repeat rules. If the student changes to audit status after the "drop/add period", the course WILL count as an attempt toward full cost of instruction/repeat rules.
- Not to be assigned by instructor. A student may elect to change to audit after the end of the advertised drop/add period. An XC will count as an attempt toward full cost of instruction/repeat rules. XC grades "convert" to X on the official transcript.
- ES grades appear only on the grade roster and are a result of early successful completion of a non-credit Adult Education course. The ES grades will "convert" to a S grades on the official college record.

● Standards of Academic Progress (continued)

Academic Probation:

Students who are in the status of “Academic Warning” and fail to achieve “Academic Good Standing” at the end of that term, will be placed on “Academic Probation”. Their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to “Academic Good Standing.” This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student’s time available for academic requirements. The student has one term to return to “Academic Good Standing.” Students who during this term achieve a term GPA of “C” will be continued in this status one more term; however, veteran students are ineligible for VA benefits beyond two consecutive terms if they are on academic warning/academic probation. Veteran students who are removed from VA benefits following the second term of their academic warning/academic probation period may be recertified for veteran benefits only after attaining the minimum required grade point average.

Academic Suspension:

Any student who has for one term been in the status of “Academic Probation” and has not attained a term GPA of “C” or better during that term shall be considered as not making satisfactory progress and may be suspended for a term. If the student is registered for credit courses in the next term, he/she may be administratively withdrawn from those courses and a refund will be processed for any tuition/fees paid for that term. In this status, a student is eligible to register only for non-credit continuing education courses. After the terms of the suspension have been met, upon return to the college, the student will be placed on “Academic Probation” and subject to the regulations under that state.

Students may appeal the decision of “Academic Suspension” through the Admissions Committee. Contact the Office of Enrollment Services (729-5373) for details. If approved, the student will meet with a counselor or an academic advisor to determine what course of action will return them to “Academic Good Standing”,

and the student will be placed on “Academic Probation” and subject to the regulations under that state.

● Academic History: Grade Relief Option

A student who has been unsuccessful academically (i.e. grades of “D’s” and “F’s”) and whose credits are ten or more years old may seek relief from the effect of those credits on his/her grade point average at NWFSC by submitting a written request to the Vice President of Academic Affairs. If the request is granted, it will apply to all credits and grades earned prior to the date specified, and the student will not be permitted to count any of those credits toward graduation or program completion. The courses and grades will remain on the student’s permanent record (transcript), but will not be considered in grade point average computations at NWFSC.

A student requesting this option should be aware that the relief may not be honored by other colleges and universities; other institutions may continue to consider the older credits and grades in evaluating the student’s work. Relief through this process does not excuse the student from restrictions related to repeating courses or from compliance with other applicable college policies.

● Credit by Alternative Means of Study

NWFSC will award credit for certain types of non-traditional study or credits earned through alternative means of study. No more than 45 alternative study credits may be earned toward graduation in an A.A., A.A.S. or A.S. degree program; no more than 75% of the credits in a certificate or baccalaureate program may be earned by alternate study. Alternative study methods covered under these limits include: Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Excelsior College, Military Service School Credits, Correspondence Credits, the NWFSC’s Course Challenge Exam Option, and Credits through Prior Learning Assessment. Credits for accelerated mechanisms defined under Florida rules and regulations will be awarded in accordance with Florida Administrative Code FAC 6A-10 and the Articulation Coordinating Committee Credit-by-Exam equivalents.

(AP) Advanced Placement Credits:

Northwest Florida State College participates in the Advanced Placement program conducted by the College Board. Advanced Placement Tests may be taken at participating high schools or centers. Upon receipt of official score reports from the College Board, college credits will be awarded as determined by the Registrar under guidelines established by the State Board of Education. Scores of 3, 4, and 5 will be accepted for credit. No credit will be allowed for scores of 1 or 2.

(CLEP) College Level Examination Program:

College credits may be earned through the successful completion of general and subject level examinations. A 50th percentile score is required for credit. Upon receipt of official score reports from the College Board, specific courses in which credit may be awarded is determined by the Registrar under guidelines established by the State Board of Education.

(IB) International Baccalaureate:

Students may receive up to 30 college credits for International Baccalaureate (IB) program higher level and subsidiary level examinations. Upon receipt of an official score report college credit will be awarded as determined by the Registrar under guidelines established by the State Board of Education.

DANTES/DSST:

NWFSC will award credit through the DANTES Standardized Subject Tests (DSST) upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

Excelsior College (formerly Regents or PEP):

NWFSC will award credit through the Excelsior College exam program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

Cambridge (AICE) A-Level Exams:

NWFSC will award credit through the AICE program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

• Credit by Alternative Means of Study (continued)

Course Challenge Examination Option (Comprehensive Examination for Credit):

Eligible students may earn credit in designated vocational and college credit courses through successful completion of the college's Course Challenge Examination. The comprehensive examination is intended to verify skills and knowledge acquired through prior learning experiences and is available for designated courses. Normally this examination is not available for credit in courses for which a CLEP examination is available; the challenge exam option is not available for college preparatory instruction or most general education courses; and is intended for degree-seeking students that have accumulated a minimum of fifteen (15) hours in residence with NWFSC. (Dual enrolled students are not considered degree-seeking.) To be eligible for a course challenge exam, the student:

- a) must be currently or previously enrolled at NWFSC;
- b) must be in good academic standing at NWFSC;
- c) must be otherwise eligible for enrollment in the course (e.g. have met placement and prerequisite standards, be within the allowable number of course attempts);
- d) must not be currently enrolled in the course;
- e) must not previously have received a grade in the course (except "W");
- f) must not have been enrolled in the course for at least one full term previous to the request term;
- g) must not previously have attempted to challenge the course;
- h) must have completed the appropriate request forms, obtained the appropriate approvals, and paid the established fee.

If the student passes the examination, he/she will receive full credit for the course with a transcript grade of "P"; if the student fails the exam, no grade will be recorded on the transcript. Credits will be withheld from the transcript until or unless the student meets NWFSC's residency requirement.

• Articulation of Vocational Courses/Credits

For students who meet certain requirements, the college may award credit for certain types of non-traditional study such as Tech Prep, High School Career Academy Courses and Certifications, Certified Professional Secretary Exam, Child Development Associate Certification, Licensed Practical Nurse (LPN) Bridge, Fire Science Training, Certified Law Enforcement or Correctional Officers, Licensed EMT/Paramedic, External PSAV to PSV or Internal PSAV to PSV agreements, or other such agreements as established by the NWFSC Curriculum Committee.

Credits awarded through these means will be documented on the NWFSC Articulation Analysis form, which will reside in the student's permanent file in Enrollment Services. Credits received through these methods may not be transferable or applicable to the A.A. degree.

Students who complete a diploma or certificate from a vocational or technical school at less than the college level may receive credit toward partial completion of a related technical program at the college. Credit is awarded based upon the nature of the training, current skill levels, and relationship to college program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment and departmental recommendations. Students receiving credit under this option must complete credits in residence at Northwest Florida State College, per established agreements, before the alternate credits will appear on the student's permanent record (transcript). Additional minimum grade or course requirements, as well as demonstration of competencies may also be required.

Students who complete a vocational school certificate program, which is contained in an approved articulation agreement with the college, will receive credit toward completion of a related technical program at the college per the details of the agreement. Credits received in this manner may not be transferable to upper division schools nor be applicable to the A.A. degree.

Students who complete a vocational credit certificate at NWFSC may receive credit toward partial

completion of a related technical program at the college according to the credit/ competency equivalents established by the NWFSC Curriculum Committee.

Final decisions regarding the award of credits and the recording of credits on the student's transcript rest with the Dean of Enrollment Services/Registrar.

• Credits for Armed Services Schools and Military Training

Credits resulting from classroom-type instruction (i.e., excluding on-the-job training and correspondence-type courses) at U.S. Air Force, Army, Coast Guard, Marine or Naval Schools will be evaluated as stated on the official transcripts issued by the Community College of the Air Force (CCAF), the Sailor/Marine/ACE Registry Transcript (SMART), the Army/American Council on Education Registry Transcript System (AARTS) or the Military Education Transcript from the Coast Guard Institute. Credits for occupational and vocational technical courses may apply toward an A.A.S., A.S. degree or Technical Certificate. Credits received in this manner may not be transferable nor be applicable to the B.A.S. or A.A. degree. CLEP and DANTES credits will be evaluated by the Registrar in keeping with the state of Florida Articulation Agreement between community colleges and universities, upon receipt of official score reports from the College Board. Four (4) credits in Physical Education are awarded for basic military training as certified on the DD214 military form or from the military transcripts (CCAF, SMART, AARTS, Coast Guard) listed above.

• eCampus

Northwest Florida State College's eCampus (<http://ecampus.nwfsc.edu>) supports student learning through various methods. The site provides access to on-line classes for Distance Learning students and for students in traditional and blended classes using the web to supplement instruction. In addition, all students may access other technology tools from this site, such as videos of instructors' lectures, web conferencing software, and plagiarism prevention software. Technical support for students using these resources is also available on the eCampus site. At NWFSC, the following learning opportunities serve students who elect to learn outside the traditional classroom:

• eCampus (continued)

On-line

- On-line, web-based instruction: the Desire2Learn platform is used to deliver on-line classes.

Mixed Media Instruction

For students without adequate Internet access or computer skills but whose schedules require that they take Distance Learning classes, these options are available:

- Mixed media, text-based classes: coursework is delivered via textbook and instructor materials.
- Mixed media, text-based classes with e-mail support: coursework is delivered via textbook and instructor materials with e-mail contact with the instructor.
- Mixed media, text-based classes with on-line instructional support options: coursework is delivered via textbook and instructor materials with optional supplemental resources.

Blended Classes

Blended classes are traditional college classes combined with independent study or web activities to reduce class seat time. Blended classes provide the advantages of class meetings with the professor and face-to-face instruction combined with convenience of Distance Learning. Thus, blended classes meet about half the number of class meetings required in a traditional class and provide the same course credit as a traditional class.

• On-line and Mixed Media Instruction

Northwest Florida State College offers students the convenience and flexibility of earning course credits through various forms of Distance Learning. Through a creative mix of textbooks, on-line classrooms, study guides, written assignments, exams, e-mail, and ongoing communications with faculty, students may take control of their own education by working and learning at times and places convenient to them. On-line and mixed media classes carry the same course numbers and credits as their traditional counterparts and appear on the student's transcript just as any other course does; there is no designator identifying a course as distance. Credits earned through on-line and mixed media classes are transferable and are applicable to graduation requirements in the same manner

as traditional classes. Students can search for these classes by clicking the Class Schedules link at <http://ecampus.nwfsc.edu>.

The on-line/mixed media experience is different from the traditional college classroom experience, but the learning should be equivalent. While it offers students greater freedom, it also requires more self-discipline. On-line and mixed media courses are not easier than traditional college courses – students should be prepared to spend as much time or possibly more when learning at a distance. While many students thrive in and may even prefer the on-line/mixed media experience, others may find it unsuitable. To help determine if it is the right option for you, take the time to complete the brief questionnaire linked from the Student Resources menu of the eCampus website at <http://ecampus.nwfsc.edu>.

Both general education and elective courses are offered as on-line/mixed media. Selected business, computer science, drafting, biological sciences, allied health, education, mathematics, and natural and social science courses, as well as general education courses, such as English Composition I and II, Art Appreciation, and American Government, are offered in various delivery formats. Selected upper division nursing and business courses are also available to students pursuing the Bachelor of Science in Nursing and Bachelor of Applied Science in Project Management programs. All NWFSC on-line and mixed media courses are taught by faculty who hold credentials in the relevant subject matter. The majority are full-time faculty who also teach traditional classes and whom distance students can contact or visit during office hours.

• On-line and Mixed Media Class Orientations

To help students be successful, each on-line/mixed media course offered at NWFSC holds a mandatory face-to-face orientation at the Niceville Campus. If a student is unable to attend, prior arrangements must be made with the instructor. Orientation sessions contain crucial information, such as whether or not the course is self-paced, how to submit assignments, grading requirements, testing arrangements, and strategies for improving student success. In addition, instructors provide course handouts at orientations. Orientation sessions also provide the opportunity for students to meet other individuals enrolling in the same

class and to evaluate enrollment in classes they might consider taking in the future. Institutional research has demonstrated that these orientation sessions are a considerable factor in the positive success rates of students participating in on-line and mixed media classes.

The orientation date/time/room schedule is posted on the "Orientations" section of the eCampus website, printed on the receipt students receive when enrolling for a class, and posted on the doors of most of the buildings on the Niceville Campus the day of orientation.

For more information, contact the eCampus/Learning Technologies Office at (850) 729-6464 or visit the eCampus website at <http://ecampus.nwfsc.edu>.

• On-line and Mixed Media Support Services

NWFSC is committed to offering students the same quality of education through on-line and mixed media courses as it offers in the classroom. To that end, distance students have full access to college services at all locations. They may use on-campus resources, such as the Academic Success Center, the JOBS Center, advising services and computer labs. Many other services, such as library resources and databases, "Ask-a-Librarian," interlibrary loans, enrollment and fee payment services, financial aid applications, request forms for unofficial transcripts and grades, and a listing of remedial and supplemental resources available at the college are all available both at locations and on-line at www.nwfsc.edu. In addition, on-line and mixed media faculty members maintain websites with syllabi and other resources for specific courses; these websites can be accessed from the Academics link on the NWFSC website www.nwfsc.edu.

On-line and mixed media courses are subject to the same rules as traditional, in-class courses for refunds, prerequisites, placement, withdrawal, repeat rules, grading, and other academic policies. Depending on student eligibility, financial assistance is generally available for these courses in the same manner as it is for traditional courses.

For more information, contact the eCampus/Learning Technologies Office at (850) 729-6464 or visit the eCampus website at <http://ecampus.nwfsc.edu>.

• **College Preparatory Instruction**

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide competency-based instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward B.S., B.A.S., A.A., A.S., A.A.S., A.T.D. or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

Required Enrollment in College Prep Courses

Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college credit work in those areas. Students whose placement scores fall below the minimum in the computation area must satisfy the appropriate college preparatory mathematics requirement prior to enrollment in any college credit mathematics course or in any college credit course for which a college credit math course is a prerequisite. Students whose placement scores fall below the minimum in the English area must satisfy the appropriate college prep English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to “Entry-Level Testing” on page 12 of the Admissions Section of this catalog.)

Students that are required to enroll in preparatory instruction based on placement testing must meet with an advisor or counselor prior to their first term of enrollment at the college. Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as: a) a grade of “C” or higher in each required college prep course and b) attainment of a passing score on each required college prep exit examination. A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

Full-time degree-seeking students must begin prep instruction in their first term of enrollment as a degree-seeker and continue in the appropriate

college prep sequence until they have successfully satisfied all preparatory requirements. Part-time students who have accumulated twelve (12) or more credits must begin their college prep courses and continue in the appropriate college prep sequence until they have satisfied all prep requirements. Once required to begin college prep instruction, the student must enroll in at least one college prep course each term of enrollment until the prep requirement is satisfied. In certain circumstances, attainment of the appropriate placement score may be sufficient to permit the student to progress to college credit courses.

Students enrolled in college prep courses may, at the same time, take college credit courses for which they are qualified. In this manner, a student may begin earning credits that apply toward his/her program of study while completing college prep requirements.

Non-degree seeking students, who have successfully completed appropriate college credit course work in English, mathematics, and/or reading, and students who have already completed an A.A. or higher level degree may be excused from college preparatory instruction. In such cases, official verification of previous course work or degree is required.

Required Enrollment for College Preparatory Students in Credit Student Development Classes

Several courses focusing on college and personal success strategies are offered throughout the college year. These credit courses can be used as an elective in most degree programs. SLS 1101 is a required course for all students enrolled in the first level of preparatory instruction of reading, mathematics or English, or for any student that is required to take any two or more preparatory courses regardless of the level. Students whose entry level placement scores in either the mathematics, English or reading sub-test of the PERT place them in the first level of instruction in mathematics, reading and/or English or for any student that is required to take any two or more preparatory courses regardless of the level must take SLS 1101 during their first term of enrollment.

Alternatives for Traditional College Preparatory Instruction

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation

requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and private providers. Students who elect to pursue an alternate option may enroll in up to twelve credits of other college courses. To continue enrollment after completion of twelve credits, the student must 1) retake the PERT and demonstrate an appropriate cut-off score, 2) provide official transcripts showing successful completion of an equivalent college preparatory course at another accredited institution, or 3) enroll in traditional college preparatory course(s) at NWFSC.

Students who elect to pursue one of the alternate options must meet with an advisor prior to registration in order to discuss the impact of the choice on his/her degree progress. In addition, student should be aware of the following:

- The college can certify and recommend only those instructional options offered through NWFSC and does not endorse, recommend, evaluate or rank any other providers or alternative.
- Students who pursue options other than college preparatory classes must retake and pass the college placement test before advancing to college courses.
- Students who are receiving financial aid, military tuition assistance, or VA benefits should consult with the Financial Aid Office regarding the impact of alternate options on their benefits.

College Preparatory Exit Examination

Beginning with the Fall 1998 Term, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination.

• College Preparatory Instruction (continued)

Elective Enrollment in College Prep Courses

Students whose placement scores are above the established minimum level may still enroll in college preparatory courses if such enrollment would enhance future academic success. Many students find the courses an excellent way to refresh skills learned in the past. However, as college prep courses do not apply toward program completion, students are advised to enroll in prep courses only after very careful consideration. Students receiving financial aid or veterans benefits should consult with an advisor prior to enrolling in college prep courses in these circumstances.

Repeat Enrollments/Attempts in College Preparatory Courses

Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after Summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of Academic Affairs. If a student receives a grade of D, F, W, X, or U in a college preparatory course, he/she may repeat the course to improve the grade and meet prep requirements. On the third attempt, however, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw or to re-enroll. The prohibition for re-enrollment extends to any public postsecondary institution in Florida.

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution. Students not eligible to re-enroll in a given college prep course may, however, continue enrollment at the college in other prep courses, or in other courses for which they are eligible. In the latter case, an appeal through the Office of Academic Affairs may be necessary to continue

enrollment. College prep students should work closely with an advisor to determine the best plan under such circumstances.

Florida Statutes also mandate that after the second attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating circumstances, an exception to the full cost requirement may be granted. Exceptions must be appealed through the Office of Academic Affairs or the Office of Enrollment Services prior to registration. Financial Aid will pay for no more than thirty (30) credit hours of college preparatory coursework.

Alternatives for Students No Longer Eligible for College Prep Enrollment

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a postsecondary institution.

NWFSC is committed to student success and has developed several strategies for students in this circumstance. The student should work closely with an advisor to identify alternatives for which he/she is eligible and to develop a plan for continued study. These strategies are also appropriate for an individual who is subject to the full cost requirement and is unable to afford the increased cost of enrollment.

1. The student may continue enrollment in other appropriate college prep courses, or continue enrollment in other appropriate college prep and college credit courses and pursue one of or a combination of the following strategies. After an appropriate skill-building effort, the student may then retake the placement exam.
 - Enroll in an appropriate alternate college prep course in the subject area
 - Enroll in an adult basic education class(es) to build skills in the given area
 - Pursue individualized study in the Academic Success Center

and/or Math Lab to build skills in the given area

- Work with a college tutor to build skills in the given area
 - Enroll in a college non-credit basic skill refresher course in the given subject/skill area
 - Attend a Skill Refresher Workshop(s) in the given subject/skill area
2. The student may consider a revised program of study which does not carry a college preparatory requirement. The college offers several college credit and vocational credit certificates for which placement testing and college prep instruction are not applicable. Students pursuing an A.S. degree may wish to change to a companion college credit certificate which offers the technical skills needed for employment. After completion of the certificate courses, the student may acquire sufficient skills to perform better on the placement examination and eventually progress to an associate degree program of study. See the "Certificates" section of this catalog.
 3. The student may temporarily "stop-out" of credit courses, concentrate on skill development, through his/her own resources, then retake the placement examination.
 4. The student may enroll in an equivalent or higher level course in the subject area at a postsecondary institution. Upon successful completion of that course work, the student may transfer the course back to NWFSC and/or re-take the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.

• English Course Sequence

Students with a minimum PERT Reading Score of 104 and English score of 99 – 112 are advised to enroll in LIN 1670 Writing and Grammar. LIN 1670 is a college credit course that serves as a prerequisite to other higher level college credit English courses. LIN 1670 may be used as an elective, but does not meet Gordon Rule requirements for B.S., B.A.S., A.A.,

• English Course Sequence (continued)

or A.S. transfer students. LIN 1670 may be used to meet general education requirements by non-transfer A.A.S. students.

Students with a minimum PERT Reading score of 104 and minimum English score of 113 may enroll in ENC 1101 English Composition I. Students with a PERT Reading score less than 104 and English placement score of less than 99 must enroll in college preparatory courses as prerequisite to enrolling in any college credit course.

• Mathematics Course Sequence

Students who score 50 to 95 on the PERT will be required to take MAT 0018. Students who (1) earn a grade of "C" or better in MAT 0018 or (2) score 96 to 112 on the PERT will be required to take MAT 0028 Developmental Mathematics II.

Students with PERT math scores that fall between 113-122 must enroll in MAT 1033A Intermediate Algebra. MAT 1033A is a college credit course that serves as a prerequisite to other higher level college credit math courses.

MAT 1033A may be used as an elective, but does not meet Gordon Rule requirements for B.S., B.A.S., A.A. or A.S. transfer students.

MAT 1033A Intermediate Algebra, and MTB 1103 Business Mathematics, may be used to meet general education requirements only for some non-transfer A.A.S. Programs. (See page 83)

Students with PERT math scores greater than or equal to 123 should consult with an advisor to determine the mathematics courses most appropriate for their background and program of study.

• Reading Course Sequence

Students with PERT reading scores between 50-83 shall be placed in College Preparatory Reading I, REA 0007. Students with PERT Reading scores between 84-103 shall be placed in College Preparatory Reading II, REA 0017. Students with PERT reading scores of 104 or higher may enroll in any college credit reading course or Gordon Rule writing course. Students with PERT Reading scores less than 104 shall not be eligible to enroll in any college credit Gordon Rule

courses until all preparatory courses are completed or until a PERT Reading score of 104 is obtained.

• College Level Academic Skills Test (CLAST)

Prior to July 1, 2009, the College Level Academic Skills Test (CLAST) was required by the Florida Department of Education for all A.A. or baccalaureate degree candidates prior to graduation to measure student achievement in the areas of reading, English, and math. The CLAST was not funded by the Florida Legislature for 2009-10 and the requirement to pass CLAST in order to be awarded an A.A. or baccalaureate degree was repealed by the Florida Legislature effective July 1, 2009 with the passage of Senate Bill 1676. However, students are still required to meet College Level Academic Skills (CLAS) requirements for graduation.

At catalog press time, CLAS requirements were under review by the 2011 Florida Legislature. Students should check with the Office of Enrollment Services to receive updated information on the status of CLAS as graduation criterion for the Associate in Arts degree and as admission criterion for the baccalaureate programs.

• Test of Adult Basic Education (TABE)

The TABE Test is required for students enrolling in most vocational credit certificate programs (PSAV) and is administered at the Niceville Campus. Students who are registered to take the TABE test for programs other than Northwest Florida State College programs, should contact the Testing Center at 729-6922 regarding test administration dates and times. There is a \$15 testing fee for individuals who take the TABE test for non-NWFSC programs.

• Graduation Requirements

General requirements for graduation from Northwest Florida State College must be met by all students seeking a degree or certificate without regard to the specific degree/certificate to be awarded. Final responsibility for all graduation requirements rests with the student. If the student is in doubt about course, program, or college requirements, he/she should contact an advisor for clarification and guidance. During the next to last term of enrollment, the student should contact an advisor or the

Office of Enrollment Services to ensure all graduation requirements can be met as expected. Students are also encouraged to periodically check their degree audit located on the RaiderNet to verify the status of their degree requirements.

General Graduation Requirements for All Degrees and Certificates

Students seeking a Bachelor of Applied Science, Bachelor of Science, Associate in Arts, Associate in Science or Associate in Applied Science degree or a Technical Certificate (Applied Technology Diploma, College Credit Certificate or Career and Technical or Vocational Credit Certificate) must meet all of the following graduation requirements:

1. Complete the requirements as specified in the program of study from which the student wishes to graduate, as well as satisfy any other applicable state or college requirements.
2. Complete at least 25% of the coursework towards the program of study from which the student wishes to graduate in residence at NWFSC. Normally these credits will be completed in the final term of enrollment.
3. Satisfy all outstanding obligations, financial or otherwise, to the college.
4. Complete all applicable admissions requirements.
5. Make application for graduation by the deadlines established.

Additional Graduation Requirements for the Bachelor of Science in Education Degree

In addition to the general college graduation requirements, students seeking the Bachelor of Science in Elementary Education (K-6) with ESOL and Reading Endorsements, the Middle Grades Mathematics Education, or the Middle Grades General Science Education degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Earn a minimum grade ("C") in all upper division course work.

• Graduation Requirements (continued)

4. Successfully complete all coursework within the major field of study with a cumulative GPA of at least 2.50.
5. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades (“C”).
6. Successfully complete the Florida foreign language requirement.
7. Complete at least 50% of the upper division program course work in residence at NWFSC.
8. Pass the three Florida Teacher Certification Examinations: General Knowledge, Professional Education and appropriate Subject Area.
9. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.S. degree.

Additional Graduation Requirements for the Bachelor of Science in Nursing (BSN) Degree

In addition to the general college graduation requirements, students seeking the Bachelor of Science in Nursing (BSN) degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Earn a minimum grade (“C”) in all upper division course work.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades (“C”).
5. Successfully complete the Florida foreign language requirement.
6. Complete at least 50% of the upper division program course work (not to include portfolio assessment) in residence at NWFSC.
7. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.S.N. degree.

Additional Graduation Requirements for the Bachelor of Applied Science Degree

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades (“C”).
4. Successfully complete the Florida foreign language requirement.
5. Successfully complete at least forty (40) credits of approved upper division coursework in the major.
6. Complete at least 50% of the upper division program course work in residence at NWFSC.
7. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.A.S. degree.

Additional Graduation Requirements for the Associate in Arts Degree

In addition to the general college graduation requirements, students seeking the Associate in Arts degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades (“C”).
4. Complete a minimum of sixty (60) college credits applicable toward the A.A. degree.

Additional Requirements for the Associate in Science Degree

In addition to the general college graduation requirements, students seeking the Associate in Science degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.

2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Complete A.S. General Education requirements, including all Gordon Rule course requirements with minimum grades (“C”).
4. Complete at least fifteen (15) program credits in residence at NWFSC from the core or technical area of the degree, unless there is an established articulation agreement.

Additional Requirements for the Associate in Applied Science Degree

In addition to the general college graduation requirements, students seeking the Associate in Applied Science degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued for the degree.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC, unless an exception is granted by formal appeal to the Office of Academic Affairs.
3. Complete the A.A.S. General Education requirements as appropriate.
4. Complete at least fifteen (15) program credits in residence at NWFSC from the core or technical area of the degree, unless there is an established articulation agreement.

Additional Requirements for Applied Technology Diploma and College and Career and Technical or Vocational Credit Certificates

In addition to the general college graduation requirements, students must also meet the following requirements.

1. Maintain a cumulative grade point average of not less than 2.00 in all coursework pursued for the certificate or diploma.
2. For the career and technical or vocational certificate only, meet the basic communications, reading, and mathematics skill levels specified for the program of study by the State of Florida.

• **Graduation Requirements (continued)**

Additional Degrees

A student who earns a degree may be granted a second or additional degree under the following conditions:

1. No more than one Associate in Arts degree may be granted.
2. A Bachelor of Science, Bachelor of Applied Science, Associate in Science or Associate in Applied Science degree may not be earned in the same program (where the program title is the same).
3. The written degree plan for an additional Bachelor of Science or Bachelor of Applied Science degree shall specify the prerequisite and core courses for the additional degree. In meeting these requirements, the student may use courses completed for a previous degree. However, the student must complete at least 30 additional credits. The additional 30 credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate Department Chair, the college Registrar and the Vice President of Academic Affairs.
4. The written degree plan for an additional Associate in Science or Associate in Applied Science degree shall specify the prerequisite and core courses for the additional degree. In meeting these requirements, the student may use courses completed for a previous degree. However, the student must complete at least 15 additional credits unless otherwise approved by an approved program of study. The additional 15 credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate Department Chair, the College Registrar and the Vice President of Academic Affairs.
5. All other requirements for graduation remain in effect for students pursuing additional degrees.

Graduation Check

Contact your advisor by mid-term of the term prior to the one in which graduation is anticipated to schedule an appointment to have your records checked.

Diplomas

Diplomas are mailed 6-8 weeks after the close of each term to the address on the graduation application.

PROGRAMS OF STUDY



PROGRAMS OF STUDY



Northwest Florida State College offers several types of degree programs and certificate options, as well as adult education, high school equivalency instruction, and non-credit continuing education. A program of study may also be custom developed to meet the needs of an individual student. Many of the program options are designed to provide educational ladders for students who wish to alternate their college studies with employment or to work while attending college.

• **Bachelor of Applied Science**

Northwest Florida State College is approved by the State of Florida Board of Education to offer a **Bachelor of Applied Science Degree in Project Management (B.A.S.)**.

The B.A.S. degree in Project Management offers students a unique opportunity to gain the skills and knowledge necessary for career advancement in a variety of areas. Program content has been developed with input from local employers and is reflective of traditional business management degrees, as well as of the technical skills identified by various professional organizations.

There are six pre-planned areas of emphasis in the B.A.S. program and an option for developing a “customized” program plan that allows a student, in consultation with an advisor, to select the set of upper division courses most complementary to his or her education and career goals. Areas of specialization include:

- Acquisitions
- Project Management
- Public Service Management
- Quality Improvement
- Training & Development/
Human Resources
- Technology Management
- Customized Track

The B.A.S. program provides a career-ladder for students who have already

completed an associate’s degree and who wish to continue their education at the bachelor’s level or, beginning students may design a program of study for the degree as early as the freshman year if they have not yet obtained an associate’s degree.

In addition to the 36-credit general education requirement (1000 and 2000 level courses) for a baccalaureate degree, students build upon their associate’s degree coursework to complete a comprehensive 120-credit curriculum. The junior and senior-level curriculum (3000 and 4000 level courses) consists of a 27-credit core and 15-33 credits of emphasis and elective courses.

Coursework for the degree is designed with the working student in mind and is offered with classes available evenings, weekends, in concentrated fast-track terms, through eCampus/ Distance Learning or structured as “blended” classes (part traditional classroom and part non-traditional format). Coursework incorporates internships, seminars, and other work-based learning activities designed to ensure students acquire the latest skills and content. Students receive the full range of articulation and transfer rights guaranteed by Florida law through common course numbering and the statewide articulation agreement.

• **Bachelor of Science**

NWFSC is approved by the Florida Board of Education to offer three bachelor’s degrees in teacher education: the **Bachelor of Science in Elementary Education**, the **Bachelor of Science in Middle Grades Mathematics Education** and the **Bachelor of Science in Middle Grades General Science Education**. These degrees are designed to provide a career ladder for those who have already completed an Associate in Arts (A.A.) degree or have 60 hours of acceptable lower division coursework and who wish to continue their

education at the bachelor’s level. The Bachelor of Science in Elementary Education also includes endorsements in Reading and English as a Second Language.

• **Bachelor of Science in Nursing (B.S.N.)**

The B.S.N. program is nationally accredited by the Commission of Collegiate Nursing Education (CCNE) and is approved by the Florida Department of Education. The program is an RN to B.S.N. degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited ADN or diploma program. The program can be completed in three to four semesters. Program content for the B.S.N. program meets those specified in Florida’s A.S. to B.S. Articulation Manual. All theory courses are taught on-line from the NWF State College Niceville Campus and clinical instruction targets the specific needs of Okaloosa and Walton healthcare providers.

• **Associate in Arts Degree (A.A. Degree)**

The **Associate in Arts** degree represents the first two years of the four-year bachelor’s degree and is generally referred to as the two-year transfer degree. Completion of the A.A. degree, which consists of 36 general education credits and 24 college credit electives, prepares the student to continue studies at the university level. Although the number of credits and specific courses required for a bachelor’s degree may vary across upper-division schools, the Florida community colleges and universities enjoy an articulation agreement, which guarantees certain transfer rights for students who complete the A.A. degree. See the “Student Bill of Rights” and the A.A. degree requirements later in the next section.

• Associate in Science Degree (A.S. Degree)

The **Associate in Science** degree provides students with college credit curricula designed to prepare them for employment in various semi-professional, technical, and supervisory fields. The A.S. degree programs include a minimum of 60 college credit hours, of which at least 18 are general education courses. The A.S. degree is not generally intended for transfer; however, many students eventually pursue upper division study after completing the A.S. degree. In recognition of this practice, the general education courses required for the A.S. degree meet all applicable Gordon Rule standards and minimum grade requirements; all are transferable as general education credits to upper division institutions in the Florida State University System. Many of the technical courses in the A.S. degree are also transferable, but students should work closely with an advisor in selecting technical courses if transfer is an eventual goal.

• Associate in Applied Science Degree (A.A.S. Degree)

The **Associate in Applied Science** degree is a two-year, non-transfer college credit curricula designed to prepare students for employment in various technical and semi-professional fields. The A.A.S. degree consists of a minimum of 60 college credits, of which at least 18 are general education courses. Because the A.A.S. degree is not intended for transfer, the selection of general education and technical courses is broader and more flexible than that of the A.S. degree.

• Certificate Technical Education Programs

Northwest Florida State College offers a variety of short-term programs referred to as certificates or diplomas. All are designed to provide students with the skills necessary for entry into employment.

A **College Credit (Technical) Certificate** is awarded for the completion of a program of instruction of fewer than 60 credits of college-level courses, which are a part of any A.S. or A.A.S. degree program offered in the State of Florida. Many technical certificates represent all or part of the non-general education requirements for a specific A.S. or A.A.S. degree and can serve as the first step toward completion of that degree.

An **Applied Technology Diploma (ATD)** is awarded for the completion of a specific short term program of study approximately 30 college credits in length. All ATD courses are applicable to the A.A.S. degree or A.S. degree in the same subject/career area.

A **Career and Technical or Vocational Certificate** is awarded for the completion of the vocational credits prescribed in a planned program of study in a specific professional, technical, or career area. Normally, a career and technical or vocational certificate is a short-term program designed to be completed in less than a year.

• Achievement Award

A student who has successfully completed a given set of skill courses within a particular degree or certificate program may be recognized for his/her mastery of these competencies with a Northwest Florida State College Achievement Award. Although the award does not indicate completion of an official, approved program of study, it does verify the student's proficiency with a specified group of skills. Achievement awards are not noted on the student's transcript or permanent record; however, the student will receive an NWFSC Achievement Certificate from the Office of Academic Affairs and Professional Programs that may be presented to an employer or agency as a record of this educational milestone.

• Adult General Education

NWFSC offers a comprehensive program of non-credit instruction designed to improve the employability and life skills of adult students. Courses are offered in literacy, adult basic education, English as a Second Language, GED preparation, basic skills review, and vocational preparatory skills. Each adult education course is offered for a small set fee of \$30 per semester, which includes materials and supplies. The adult education program is designed for adults who have academic skills below the ninth grade level, those who do not have a high school diploma or those who have a primary language other than English. Special program emphasis is placed on preparing the student to become college ready. Students enrolled in adult education will receive free transition services to become college ready. These services include preparation for the college placement test, career exploration

and assessment, developing a career pathway, financial aid and scholarship assistance, and career readiness skills. Call (850) 729-5387.

• Continuing Education and Professional Development

Non-credit continuing education courses provide an opportunity to increase occupational efficiency, enhance leisure time, or pursue personal development goals. Typical subjects range from computer skills, insurance, and supervision, to painting, gardening, cooking, and exercise. Instruction is offered through a variety of programs, including PRIME Time (Positive Retirement through Imaginative Education) and the Institute for Professional Development. Continuing Education Units (CEU's) may be earned upon completion of certain continuing education courses. CEU's allow individuals to accumulate, update, and transfer their records of professional development. Call (850) 729-6085.

• Recreation and Leisure (Personal Enrichment)

A variety of non-credit personal enrichment courses are offered throughout the year. Topics range from computer skills, fitness, gardening, nutrition, and travel tips to painting, cooking, foreign languages, safety and first aid, and consumer education.

Fees vary with the length and type of course offered; most classes are held on the Niceville Campus.

DEGREES



BACHELOR OF SCIENCE IN NURSING (B.S.N.) DEGREE



The Bachelor of Science in Nursing degree is nationally accredited by the Commission of Collegiate Nursing Education (CCNE) and is approved by the Florida Department of Education. The program is designed as an RN to B.S.N. degree career ladder and is open to applicants who currently hold a clear and active Florida Registered Nursing license and have completed an accredited ADN or diploma program held at a regionally accredited college or school. The program is generally completed in three to four semesters. Theory courses are taught on-line from the NWFSC Niceville Campus with flexible clinical times to meet the scheduling needs of Registered Nurses, many of whom work full-time while earning a B.S.N. at NWFSC.

• Bachelor of Science in Nursing Degree

Admission Program Objective Code S100

LOWER DIVISION COURSES

Unless otherwise specified, select courses from each category: see page 79-80.

General Education Course Requirements Credit Hours (To include GE courses that are required B.S.N. Common Prerequisites)

ENC 1101	English Composition I.....	3
ENC 1102	English Composition II.....	3
_____	General Education Math.....	3
STA 2023	Statistics.....	3
_____	General Education Humanities (SATC).....	6
BSC 1085C	Anatomy and Physiology I.....	4
BSC 1086C	Anatomy and Physiology II.....	4
_____	General Education Physical Science.....	4
PSY 2012	Psychology.....	3
OR		
SYG 2000	Sociology.....	3
_____	GE Social Science/History/Government.....	3

Total General Education Credits 36

B.S.N. Common Prerequisite Courses Credit Hours (Additional Common Prerequisites to those listed above under GE)

DEP 2004	Human Growth and Development.....	3
HUN 2201	Nutrition (or NUR equivalent).....	3
MCB 2010C	Microbiology.....	4
_____	CHM, BSC, BCH, PCB, PHY Course.....	3
(CHM, PHY may be used for GE if 4 hours)		

Total Common Prerequisite Courses 13

Foreign Language

Credits must be earned in the same foreign language; the requirement may also be satisfied with two years of the same high school foreign language or appropriate score on an approved CLEP examination.....8

Lower Division Nursing and Other Courses

Generally, these are the NUR courses required in the associate degree nursing program; credits may vary depending on how many additional non-NUR credits are needed to meet associate degree requirements..... 10-44

Total Lower Division Credits

Lower division credits may differ from this number depending on whether or not the student must complete additional prerequisites or foreign language credits 76

UPPER DIVISION COURSES

Courses	College Credits	
NUR 3080	Dimensions of Baccalaureate Nursing Practice.....	3
NUR 3955	Portfolio I.....	1
NUR 3067C	Health Assessment.....	4
NUR 3679	Nursing Care of Complex Clients.....	3
NUR 4165	Evidence-Based Practice.....	3
NUR 4615C	Family & Community Health.....	5
NUR4827C	Nursing Management & Leadership.....	5
NUR 4956	Portfolio II.....	1
NUR 3837	Health Care Issues.....	2
NUR ____*	Upper Division Nursing Electives.....	3

Total Upper Division Nursing Credits 30

*Available Upper Division Nursing Electives Credits

NUR 3678	Nursing Care of Vulnerable Populations.....	3
NUR 3826	Nursing Ethics.....	3
NUR 4125	Clinical Pathophysiology.....	3
NSP 4275	Intro to Critical Care Nursing.....	3

Portfolio

Credits are awarded after successful completion of the Portfolio I and II courses..... 14

Total Upper Division Credits 44

TOTAL CREDITS FOR THE B.S.N. DEGREE 120

BACHELOR OF APPLIED SCIENCE (B.A.S.) DEGREE



The Bachelor of Applied Science in Project Management (B.A.S.) offers six pre-planned areas of emphasis: Acquisitions, Project Management, Public Service Management, Quality Improvement, Technology Management and Training & Development/Human Resources. There is also an option for developing a "customized" program plan that allows a student, in consultation with an advisor, to select the set of upper division courses most complementary to his or her education and career goals.

In addition to the 36-credit general education requirement (1000 and 2000 level courses) for a baccalaureate degree, students will build upon their associate's degree coursework to complete a comprehensive 120-credit curriculum. The junior and senior level curriculum (3000 and 4000 level courses) consists of a 27-credit core and 15-33 credits of emphasis and elective courses.

Most students will complete the core first, but some specialized courses may be taken prior to completion of the core. Students may select the area of emphasis that best fits his/her career goals. There are six areas of emphasis from which to choose, each requiring at least fifteen credits to meet degree requirements.

• Bachelor of Applied Science Degree in Project Management

LOWER DIVISION REQUIREMENTS*

Unless otherwise specified, select courses from each category: see page 79-80.

General Education Course Requirements*		Credit Hours
ENC 1101	English Composition I.....	3
ENC 1102	English Composition II.....	3
MAC 1105	College Algebra or other General Education Math.....	3
STA 2023	Statistics or other General Education Math.....	3
___	General Education Humanities (SATC).....	6
___	General Education Biological Science.....	4
___	General Education Physical Science.....	4
___	General Education Science or HLP 1081.....	3-4
___	Social Science/History/Government.....	3
___	Social Science/Behavioral Science.....	3
___	General Education Elective.....	1
Total General Education Credits		36

Lower Division Electives*.....24 - 42

Foreign Language

Credits must be earned in the same foreign language; the requirement may also be satisfied with two years of the same high school foreign language or appropriate score on an approved CLEP examination..... 8

**TOTAL LOWER DIVISION
(ASSOCIATE DEGREE) REQUIREMENTS** 60

* Students entering with an A.S. or A.A.S degree will have more than 24 elective credits and may need additional general education credits to meet the 36 general education credits required for the baccalaureate degree. Students entering with an A.A. degree may need additional electives to provide appropriate business and/or technical background for the baccalaureate program.

UPPER DIVISION REQUIREMENTS**

Core Requirements**	Credit Hours
ACG 3083 Accounting Concepts and Practice.....	3
BUL 3320 Law and Business	3
FIN 4402 Financial and Economic Management.....	3
GEB 3031 Contemporary Business Practices.....	3
GEB 3213 Business and Administrative Communication.....	3
GEB 3434 Ethical Issues for Business Leaders	2
GEB 3444 Business Trends and Issues.....	3
GEB 3933 Business Research	1
MAN 3052 Management Philosophy and Practice.....	3
MAN 3583 Project Management.....	3
Total Core Course.....	27

Required Courses for the Specific Area of Emphasis

Specific emphasis courses are listed separately on the next page under each Area of Emphasis..... 6-15

Additional Upper Division Course Requirements**

Students will work with an advisor to develop a program of study that includes electives from the approved list depending on the student's selected Area of Emphasis..... 18-33

**TOTAL UPPER DIVISION ELECTIVE
CREDITS REQUIRED**** 60

**TOTAL CREDITS REQUIRED
FOR THE DEGREE** 120

** Depending on the student's associate's degree, with approval, some lower division credits may be substituted for upper division electives; however, all students must complete at least 40 upper division credits to meet baccalaureate degree requirements.

AREAS OF EMPHASIS

• **Requirements for an Emphasis in Acquisitions**

Admission Program Objective Code R100C

Required Courses for the Emphasis in Acquisitions

BUL 4333	Contract Formation and Administration.....	3
BUL 4931	Acquisitions Law Seminar.....	3
MAN 3120	Leadership and Group Dynamics.....	3
MAN 3574	Acquisitions Management.....	3
MAN 4930	Applications Seminar: Acquisitions.....	3

Total Emphasis Requirements..... 15

• **Requirements for an Emphasis in Project Management**

Admission Program Objective Code R100D

Required Courses for the Emphasis in Project Management

BUL 4333	Contract Formation and Administration.....	3
MAN 3120	Leadership and Group Dynamics.....	3
MAN 4931	Applications Seminar: Project Management.....	3

Total Required Emphasis Credits..... 9

• **Requirements for an Emphasis in Public Service**

Admission Program Objective Code R100G

Required Courses for an Emphasis in Public Service Management

MAN 3120	Leadership and Group Dynamics.....	3
MAN 4720	Strategic Planning and Management.....	3
PAD 3003	Public Service Operations.....	3
PAD 3882	Issues in Public Service Administration.....	4

Total Required Emphasis Credits..... 13

• **Requirements for an Emphasis in Quality Improvement**

Admission Program Objective Code R100F

Required Courses for the Emphasis in Quality Improvement

MAN 4520	Quality Management.....	3
MAN 4555	Quality Certification: ISO 9000.....	3

Total Emphasis Requirements..... 6

• **Requirements for an Emphasis in Technology Management**

Admission Program Objective Code R100H

Required Courses for the Emphasis in Technology Management

GEB 4454	Business in High Technology Environment.....	3
ISM 3232	Software Essentials.....	3
ISM 3220	Network Technologies for Info Professionals.....	3
ISM 3323	Applications in Information Security.....	3
MAN 3120	Leadership and Group Dynamics.....	3

Total Required Emphasis Credits..... 15

• **Requirements for an Emphasis in Training and Development/Human Resources**

Admission Program Objective Code R100E

Required Courses for the Emphasis in Training and Development

MAN 3120	Leadership and Group Dynamics.....	3
MAN 3310	Issues in Human Resource Management.....	3
MAN 3350	Training and Development.....	2

Total Required Emphasis Credits..... 8

• **Requirements for a Custom Program Plan**

Admission Program Objective Code R100B

Students pursuing the custom option will work with an advisor to develop a program of study which includes the 33 upper division credits most helpful to his/her career goals.

ELECTIVES

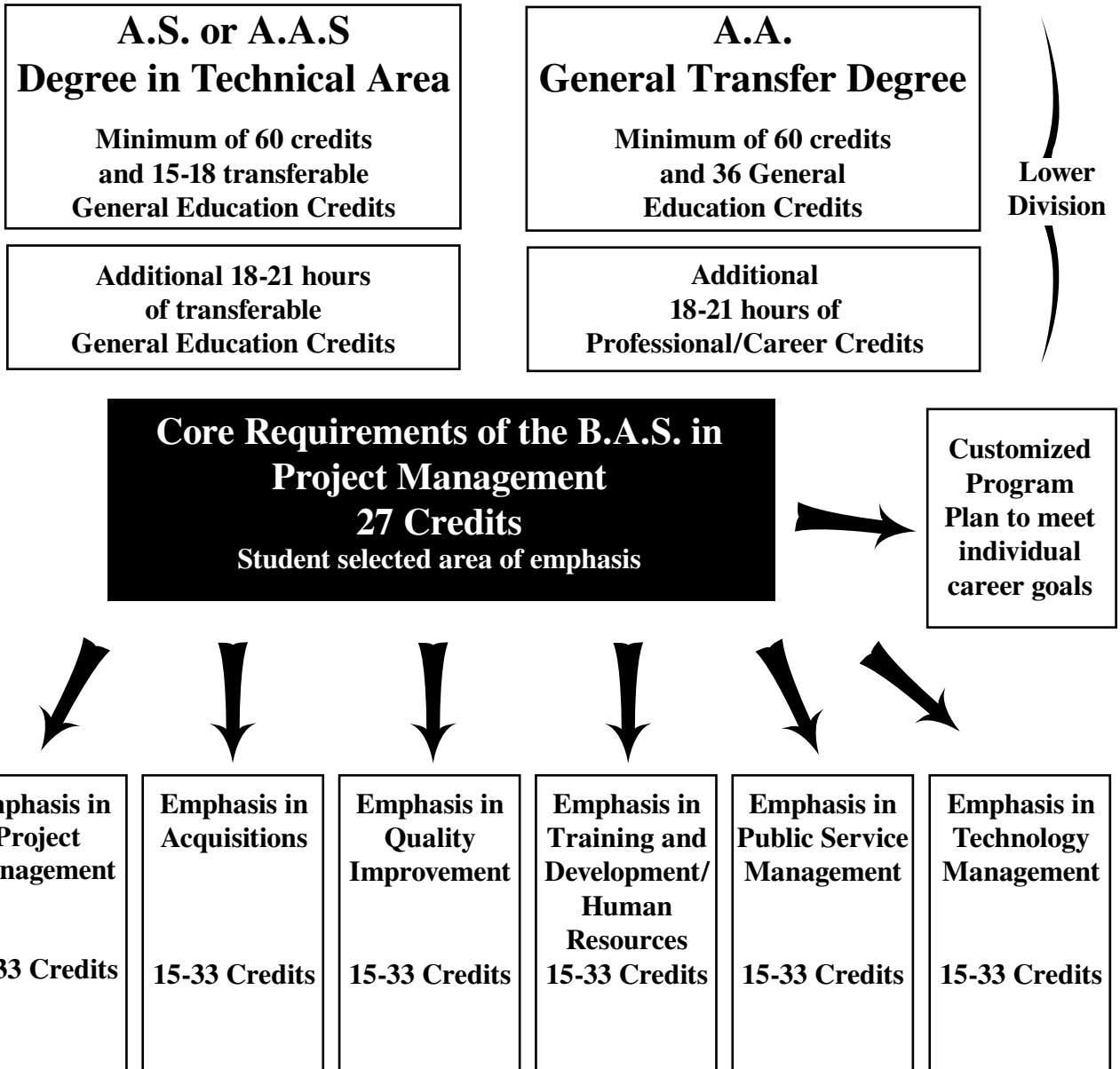
Upper Division Elective Course Requirements 18 - 33**

Students will work with an advisor to develop a program of study that includes electives from the list below depending on the selected Area of Emphasis:

ACG 4901	Independent Study - Accounting.....	1
BUL 4333	Contract Formation and Administration.....	3
BUL 4931	Acquisitions Law Seminar.....	3
GEB 3930	Business Project and Acquisitions Terms and Concepts.....	1
GEB 4454	Business in a High Technology Environment.....	3
GEB 4901	Independent Study - Business Administration.....	1
GEB 4930	Special Topics: Project Management.....	3
GEB 4931	Special Topics: Acquisitions.....	3
GEB 4932	Special Topics: Management.....	3
GEB 4933	Special Topics: Management.....	3
GEB 4934	Special Topics: Business Administration.....	3
GEB 4941	Internship: Business.....	3
GEB 4950	Special Topics in Business Administration.....	3
ISM 3220	Network Technologies for Info Professionals.....	3
ISM 3232	Software Essentials.....	3
ISM 3323	Applications in Information Security.....	3
ISM 4480	Electronic Commerce Systems & Strategies.....	3
ISM 4930	Special Topics - Technology Management.....	3
ISM 4931	Internship - Technology Management.....	3
MAN 3120	Leadership and Group Dynamics.....	3
MAN 3310	Issues in Human Resource Management.....	3
MAN 3320	Employee Staffing and Benefits.....	2
MAN 3350	Training and Development.....	2
MAN 3574	Acquisitions Management.....	3
MAN 4401	Labor Relations.....	2
MAN 4520	Quality Management.....	3
MAN 4555	Quality Certification: ISO 9000.....	3
MAN 4720	Strategic Planning and Management.....	3
MAN 4901	Independent Study - Management.....	1
MAN 4930	Applications Seminar: Acquisitions.....	3
MAN 4931	Applications Seminar: Project Management.....	3
MAN 4932	Contract Negotiations Seminar.....	3
MAN 4933	Best-Value Source Selection Seminar.....	3
MAN 4934	Logistics Management Seminar.....	3
MAN 4940	Internship: Management.....	3
PAD 3003	Public Service Operations.....	3
PAD 3393	Advanced Emergency Management.....	3
PAD 3882	Issues in Public Service Administration.....	4
PAD 4933	Special Topics: Public Service.....	3
_____	Other Approved Upper Division Elective(s).....	1-3
_____	Other Approved Lower Division Elective(s).....	3

Bachelor's Degree Project Management

BACCALAUREATE DEGREE PROGRAMS



120-CREDIT BACHELOR OF APPLIED SCIENCE IN PROJECT MANAGEMENT

revised 5/09

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION WITH ESOL AND READING ENDORSEMENTS (B.S.E.)

The first sixty credits in the following program of study are designed to prepare students not only for the A.A. degree, but also for the General Knowledge exam and Elementary Subject Area exam in the Florida Teacher Certification Exam (FTCE).

If you plan to be an elementary school teacher and are just beginning your A.A. degree, this program of study will best prepare you for that career choice. If you have already completed your A.A. degree and some of your general education courses differ from those listed below, your A.A. degree will still meet that component of the admission process; however, you may need to complete additional coursework, independent study, or workshops to be well prepared for the Elementary Subject Area FTCE exam. A passing score on the FTCE Elementary Subject Area exam is one of the graduation requirements for this degree. For a detailed summary of graduation requirements for this degree program, see page 60.

Courses with the "C" designation include an extra number of lab hours to accommodate field experiences.

Substitutions for any coursework in this program of study must be approved by the Teacher Education Department Chair. Please note that some courses below may require lower division prerequisites not specified as program requirements. Requirements for teacher education programs may change due to legislative mandate. Candidates must inquire with the Teacher Education Department Chair to obtain the most current requirements.

• Bachelor of Science in Elementary Education with Endorsements in ESOL and Reading

Admission Program Objective Code S200E

LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see page 79-80.

General Education Course Requirements	Credit Hours
ENC 1101 English Composition I	3
ENC 1102 English Composition II	3
___ ___ General Education Mathematics (MGF 1106 and MAC 1105 recommended) ...	6
___ ___ General Education Humanities (HUM 1020 recommended)	6
GLY 2010C Physical Geology ^{1,2}	4
PHY ___ Physical Science ¹	4
BSC ___ Biological Science ¹	4
___ ___ Two of the following classes: POS 1041, GEA 1000, AMH 20X0, ECO 20X3 ³	6
Total General Education Credits	36

¹ At least one physical or biological science must include a lab.

² Other general education natural science courses may meet program requirements; see your advisor.

³ The two courses not taken here should be taken as lower division electives below.

Common Prerequisites	Credit Hours
EDF 1005 Introduction to the Teaching Profession	3
EDF 2085 Introduction to Diversity for Educators	3
EME 2040 Introduction to Technology for Educators	3
Total Common Prerequisites Credits	9

LOWER DIVISION ELECTIVES

With the approval of an advisor, select 15 credits from the following:

Lower Elective Courses	College Credits
AMH ___ American History I or II	3
DEP 2100 Child Growth and Development I	3
ECO ___ Economics I or II	3
EDP 2002 Educational Psychology	3
EEX 2010 Introduction to Exceptional Children	3
GEA 1000 World Geography	3
POS 1041 American Government	3
PSY 2012 Psychology	3
SPC 1608 Speech	3
SYG 2010 Social Problems	3
Total Lower Division Elective Credits	15

TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS⁴ 60

⁴ Students who do not have foreign language requirement at the high school level will need to complete eight (8) credits of foreign language.

UPPER DIVISION COURSES

Core Professional Education Courses	Credit Hours
EDE 3301 Elementary School Teaching Strategies	3
EDE 4223 Integrating Art, Music, & Physical Education Methods	3
EDF 3214 Human Development and Learning	3
EDF 3430 Measurement, Evaluation and Assessment in Education	3
EEX 3070 Methods of Inclusion & Collaboration	3
EDG 3410C Classroom Management, School Safety, Law and Ethics	3
TSL 3081C TESOL Issues and Practice	3
RED 3309C Early and Emergent Literacy K-2	3
RED 3511C Intermediate Literacy 3-6: Reading and Thinking	3
RED 4312 Integration of Assessment into Classroom Reading	3
RED 4519C Diagnostic and Instructional Interventions in Reading	3
Total Core Professional Education Credits	33

Methods Courses	College Credits
EDE 4266C Integrated Language Arts, Social Science and Literature	3
MAE 3310C Teaching Elementary School Mathematics Methods	3
SCE 3310C Teaching Science in the Elementary School Methods	3
EME 3410C Integrating Technology in the Classroom	3
TSL 4140C ESOL Methods, Curriculum & Assessment	3
Total Method Courses Credits	15

Internship	College Credits
EDE 4940 Internship: Elementary Education	9
EDE 4930C Seminar in Elementary Education	1
RED 4854C Reading Field Experience	2
Total Internship and Seminar Credits	12

TOTAL UPPER DIVISION CREDITS 60

TOTAL CREDITS FOR THE DEGREE 120

BACHELOR OF SCIENCE IN MIDDLE GRADES MATHEMATICS EDUCATION (B.S.E.)

The first sixty credits in the following program of study are designed to prepare students not only for the A.A. degree, but also for the General Knowledge exam and Middle Grades Math Subject Area exam in the Florida Teacher Certification Exam (FTCE).

If you plan to be a middle grades math teacher and are just beginning your A.A. degree, this program of study will best prepare you for that career choice. If you have already completed your A.A. degree and some of your general education courses differ from those listed below, your A.A. degree will still meet that component of the admission process; however, you may need to complete additional coursework, independent study, or workshops to be well prepared for the Middle Grades Math Subject Area FTCE exam. A passing score on the FTCE Middle Grades Mathematics Subject Area exam is one of the graduation requirements for this degree. For a detailed summary of graduation requirements for this degree program, see page 60.

Courses with the "C" designation include an extra number of lab hours to accommodate field experiences.

Substitutions for any coursework in this program of study must be approved by the Teacher Education Department Chair. Please note that some courses below may require lower division prerequisites not specified as program requirements. Requirements for teacher education programs may change due to legislative mandate. Candidates must inquire with the Teacher Education Department Chair to obtain the most current requirements.

• Bachelor of Science in Middle Grades Mathematics Education

Admission Program Objective Code S200M

LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see page 79-80.

General Education Course Requirements		Credit Hours
ENC 1101	English Composition I.....	3
ENC 1102	English Composition II.....	3
___	General Education Mathematics.....	6
___	General Education Humanities.....	6
___	General Education Social Science/History/ Government.....	3
PSY 2012	Psychology.....	3
GLY 2010C	Physical Geology ^{1,2}	4
___	General Education Biological Science ¹	4
___	General Education Science ¹	4
Total General Education Credits		36

¹ At least one physical or biological science must include a lab.

² Other general education natural science courses may meet program requirement; see your advisor.

Common Prerequisites		Credit Hours
EDF 1005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
MAC 2311	Calculus I.....	4
MAC ___	4
Total Common Prerequisites Credits.....		17

LOWER DIVISION ELECTIVES

Select 7 credits from the following:

MAC 1105	College Algebra	3
MAC 1140	Pre-Calculus Algebra.....	3
MAC 1114	Trigonometry	3
MAC 1147	Pre-Calc Algebra & Trigonometry	5
MAC 2233	Calculus for Business.....	3
Total Lower Division Elective Credits		7

TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS³ 60

³ Students who have not met the foreign language requirement at the high school level will need to complete (8) college credits of foreign language.

UPPER DIVISION COURSES

Core Professional Education Courses		Credit Hours
EDF 3131	Learning and the Developing Adolescent.....	3
EDF 3430	Measurement, Evaluation & Assessment in Education	3
EEX 3070	Methods of Inclusion & Collaboration	3
EDG 3410C	Classroom Management, School Safety, Law & Ethics	3
EDG 3343	Instructional Strategies	3
EME 3410C	Integrating Technology in the Classroom.....	3
TSL 3081C	TESOL Issues and Practice	3
RED 3335C	Teaching Reading in the Content Areas	3
RED 3324C	Teaching in the Middle Grades Curriculum.....	3
Total Core Professional Education Credits.....		27

Additional Methods and Content Courses Required		Credit Hours
MAE 4312C	How Children Learn Math.....	3
MAE 4320C	Teaching Methods in Middle Grades Math.....	3
MAE 4940C	Teaching Methods in Middle Grades Math Field Experience	1
MTG 2206	College Geometry.....	3
MAC 2312	Calculus II or another department approved Math elective	4
MHF 4404	The History of Math.....	3
MHF 3202	Set Theory and Logic.....	3
OR		
MAD 3107	Applied Discrete Mathematics.....	3
STA 2023	Statistics or another department approved Statistics course	3

Total Additional Methods and Content Required Credits 23

Internship		Credit Hours
MAE 4945	Internship: Middle Grades Math Education.....	9
MAE 4930C	Seminar in Math Education.....	1
Total Internship and Seminar Credits		10

TOTAL UPPER DIVISION CREDITS 60

TOTAL CREDITS FOR THE DEGREE 120

BACHELOR OF SCIENCE IN MIDDLE GRADES GENERAL SCIENCES EDUCATION (B.S.E.)

The first sixty credits in the following program of study are designed to prepare students not only for the A.A. degree, but also for the General Knowledge exam and Middle Grades General Science Subject Area exam in the Florida Teacher Certification Exam (FTCE).

If you plan to be a middle grades science teacher and are just beginning your A.A. degree, this program of study will best prepare you for that career choice. If you have already completed your A.A. degree and some of your general education courses differ from those listed below, your A.A. degree will still meet that component of the admission process; however, you may need to complete additional coursework, independent study, or workshops to be well prepared for the Middle Grades General Science Subject Area FTCE exam. A passing score on the FTCE Middle Grades General Science Subject Area exam is one of the graduation requirements for this degree. For a detailed summary of graduation requirements for this degree program, see page 60.

Courses with the "C" designation include an extra number of lab hours to accommodate field experiences.

Substitutions for any coursework in this program of study must be approved by the Teacher Education Department Chair. Please note that some courses below may require lower division prerequisites not specified as program requirements. Requirements for teacher education programs may change due to legislative mandate. Candidates must inquire with the Chair of the Bachelor of Science in Education to obtain the most current requirements.

• Bachelor of Science in Middle Grades General Science Education

Admission Program Objective Code S200S

LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see page 79-80.

General Education Courses		Credit Hours
ENC 1101	English Composition I.....	3
ENC 1102	English Composition II.....	3
MAC 1105	College Algebra.....	3
MAC 1140	Pre-calculus Algebra.....	3
_____	General Education Humanities.....	6
_____	General Education Social Science/ History/Government.....	3
PSY 2012	Psychology.....	3
GLY 2010C	Physical Geology ¹	4
BSC 1010C	Principles of Biology I ²	4
CHM 1025	Chemical Science OR	
PHY 1020	Physical Science.....	4
Total General Education Credits		36

Common Prerequisites		Credit Hours
EDF 1005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
GLY ____C	Department approved Geology course ^{1,3}	4
BSC 1011C	Principles of Biology II ²	4
OCE ____C	Department approved Oceanography course.....	3
Total Common Prerequisites Credits		20

Lower Division Elective		Credit Hours
_____	Physical Science Elective	4
Total Lower Division Elective Credits		4

TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS⁴ 60

¹ Other general education natural science courses may meet program requirement; see your advisor.

² All students must take a two-course science sequence with a lab. If you substitute CHM 1045C or PHY 1053C for BSC 1010C in our General Education, then you must substitute CHM 1046C or PHY 1054C for BSC 1011C in the Common Prerequisites. However, NWFSC General Education requirements include biological science; these college requirements cannot be waived for students completing their degree at NWFSC.

UPPER DIVISION COURSES

Core Professional Education Courses		Credit Hours
EDF 3131	Learning and the Developing Adolescent.....	3
EDF 3430	Measurement, Evaluation & Assessment in Education	3
EEX 3070	Methods of Inclusion & Collaboration	3
EDG 3410C	Classroom Management, School Safety, Law & Ethics	3
EDG 3343	Instructional Strategies	3
EME 3410C	Integrating Technology in the Classroom.....	3
TSL 3081C	TESOL Issues and Practice	3
RED 3335C	Teaching Reading in the Content Areas	3
RED 3324C	Teaching in the Middle Grades Curriculum.....	3
Total Core Professional Education Credits		27

Additional Methods and Content Courses Required		Credit Hours
SCE 4320C	Teaching Methods in Middle Grades Science	3
SCE 4940C	Teaching Methods in Middle Grades Science Field Experience.....	1
ISC 4145	Environmental Systems.....	3
CHM 1025	Chemical Science OR	
PHY 1020	Physical Science.....	4
_____	Three department approved science electives ...	12
Total Additional Methods and Content Required Credits		23

Internship		Credit Hours
SCE 4945	Internship: Middle Grades Science Education.....	9
SCE 4930C	Seminar in Science Education	1
Total Internship and Seminar Credits		10

TOTAL UPPER DIVISION CREDITS

TOTAL CREDITS FOR THE DEGREE

³ Some students may have satisfied this requirement in their General Education courses, in which case another college credit course may be substituted here.

⁴ Students who have not met the foreign language requirement at the high school level will need to complete (8) college credits of foreign language.

Teacher Education

*Programs in Elementary, Middle Grades Mathematics
and Middle Grades General Science*

BACHELOR OF SCIENCE IN
ELEMENTARY EDUCATION

A.A. degree or 60 hours approved lower division credits; must include the three lower division education prerequisites in addition to prerequisites specific to Middle Grades Mathematics and to Middle Grades General Science.

**Elementary
Education Program**

**Middle Grades
Mathematics
Education Program**

**Middle Grades
General Science
Education Program**

Core Professional Courses
33 Credits

Core Professional Courses
27 Credits

Core Professional Courses
27 Credits

Methods Courses (15
credits)

Methods and
Content Courses
(23 credits)

Methods and
Content Courses
(23 credits)

Internship, Seminar, and
Reading Field Experience
(12 credits)

Internship and Seminar
(10 credits)

Internship and Seminar
(10 credits)

**Bachelor of Science
in Elementary Education**

**Bachelor of Science
in Middle Grades
Mathematics Education**

**Bachelor of Science
in Middle Grades
General Science Education**

ASSOCIATE IN ARTS (A.A.) DEGREE



● Admission Program Objective Code 1043

The Associate in Arts degree is equivalent to the first two years of a bachelor's degree program and is offered for those students planning to transfer to a four-year institution, or remain at Northwest Florida State College to complete the last two years of a bachelor's degree program. The A.A. degree is awarded upon satisfactory completion of 60 credit hours of general education and college credit electives, attainment of the appropriate minimum grade point averages, and completion of all other applicable college graduation requirements, including the Speaking-Across-the-Curriculum and computer literacy requirements.

A.A. degree students should work closely with a counselor or faculty advisor to select the appropriate courses to meet their degree goals.

● A.A. Degree Requirements

The A.A. degree curriculum requires the following.

1. Complete a minimum of 60 college credits per the following distribution:
 - Complete 36 credit hours of general education courses distributed appropriately across the Communications, Humanities, Social Sciences, Mathematics, Natural Sciences, and General Education Elective Categories presented on page 79 and 80.
 - Complete 24 credit hours of non-occupational college credit electives. (Students should consult with a counselor or advisor to select the electives most appropriate to their intended baccalaureate program.)
2. Meet the minimum grade and writing requirements specified in FAC Rule 6A-10.030 (the "Gordon Rule"):
 - Attain a grade of "C" or higher in each Gordon Rule writing course (any general education course from the Communications or Humanities Categories, and those designated as Gordon Rule in the Social Science Category), whether credits in such courses are earned at Northwest Florida State College or elsewhere.
 - Complete the Gordon Rule writing requirement; (students who complete 6 credits each from the Communications and Humanities Categories, and an additional Gordon Rule Social Science course, will satisfy this requirement).
 - Attain a grade of "C" or higher in each Gordon Rule Mathematics course (any course from the Mathematics Category that is used to meet A.A. general education requirements), whether credits in such courses are earned at Northwest Florida State College or elsewhere.
3. Complete at least 15 credits at Northwest Florida State College; (normally, an A.A. degree seeking student will be required to complete his/her last fifteen credits at Northwest Florida State College).
4. Maintain minimum GPA standards as specified in the graduation requirements section, on page 60.
5. Meet all general college graduation requirements.

Custom Designed Associate in Arts Degree Programs:

Students who wish to pursue a planned program of transfer studies customized to meet the requirements of a specific program or upper-division school may request development of a customized A.A. degree plan by submitting a written request to the Vice President of Academic Affairs. If approved, the student will work with an advisor from the specialty area to develop his/her sequence of courses. Customized plans must accommodate the NWFSC general education requirements, as well as all applicable college graduation policies.

Articulation Agreement with the Florida A&M University (FAMU) School of Architecture:

An articulation agreement between NWFSC and Florida A&M University (FAMU) School of Architecture allows students to earn an Associate in Arts (A.A.) degree that could qualify them for entrance to the upper-division of the Bachelor of Science in Architectural Studies degree program at FAMU. It is highly recommended that, in addition to the common prerequisites listed below, students should consult the current catalog from FAMU. Some SUS programs have restricted access or are considered Limited Access programs. Students are responsible for completing the specific requirements for admissions. For more information on the FAMU A.A. to B.S. articulation, contact Mr. Ray Rickman at 729-5218 or rickmanr@nwfsc.edu.

Associate in Arts Degree/Pre-Architecture FAMU Prerequisites

Pre-Architecture (Minimum 62 college credits)

Please consult the Course Description section of this catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.

● **A.A. Degree Requirements
(continued)**

Articulation Agreement with the Florida A&M University (FAMU) School of Architecture: (continued)

GENERAL EDUCATION

Undesignated courses are to be selected from the General Education Requirements listed on page 79 and 80 for the A.A. degree

ENC 1101, ENC 1102	6
LIT 2090, ARH 2060.....	6
MAC 1114, MAC 2311.....	7
GEA 1000, SYG 2010	6
BSC 1005, PHY 1053C, HLP 1081 ...	<u>11</u>

TOTAL HOURS 36

Program Electives

ARC 1301C	4
ARC 1302C	4
ARC 1311	3
ARC 2201	3
ARC 2303A	6
ARC 2304	6
ARC 2472	4
ARC 2501	3
ETD 1310C	<u>3</u>

TOTAL HOURS 36

Transferring to another Four-Year College or University within the State of Florida:

Faculty members, counselors and advisors will gladly assist students in achieving a smooth transfer to other institutions in Florida. Liaison representatives from the respective public institutions in the state are eager to help. Several of the liaisons make regular visits to campus and will meet directly with students to answer questions. The names of the liaisons and dates of upcoming visits are available in the Office of Enrollment Services. In addition, Common Prerequisite Manuals for the Florida State University System are available on RaiderNet at nwfsc.edu or at www.facts.org.

It is desirable that students transferring to a senior institution plan their program so that common prerequisites can be completed for the upper-division transfer school for their major. It is best for the student to complete the entire two-year degree program prior to transfer, as A.A. graduates who transfer to one of the institutions in the Florida State University System (SUS) enjoy certain protections under the statewide articulation agreement.

These rights are presented in the "Student Bill of Rights".

Northwest Florida State College offers the necessary prerequisites for most of the State of Florida University Baccalaureate Programs. Students are encouraged to consult a current catalog from the upper-division school where they plan to transfer in addition to meeting with a college advisor or faculty member to acquire an official program plan of study for their intended major.

Special Foreign Language Requirements for Entry into Upper-Level Florida Universities:

Effective August 1, 1990, according to requirements of the Florida Board of Regents, new applicants to any of the state universities must have completed two years of one foreign language in high school, or eight-ten credit hours in one foreign language at the college level. There are two exceptions to this requirement: 1) students who received an A.A. degree prior to September 1, 1989, or 2) students who enrolled in a program leading to an A.A. degree prior to August 1, 1989 and maintained continuous enrollment. Students who are not exempt but fail to satisfy the requirement, may be admitted to the university as part of the 5% admissions exceptions group but will be required to complete eight-ten credit hours in one foreign language as a graduation requirement, regardless of the requirements in the student's major. Students transferring into the Florida SUS without an A.A. degree or fewer than 60 transferable credits must meet this foreign language requirement before going on to the upper division. Northwest Florida State College offers the necessary coursework in French, Spanish, and American Sign Language (ASL) to meet the Florida SUS admission requirements.

● **Student Bill of Rights**

Florida Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the state universities, except to Limited Access* programs.
2. Acceptance of at least 60 credit hours by the state university toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, DANTEs, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for Limited Access* programs.
8. Equal opportunity with native university students to enter Limited Access* programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers. At Northwest Florida State College, students may contact the Vice President of Academic Affairs or the Dean of Students.

* **Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.**

GENERAL EDUCATION



GENERAL EDUCATION



All Northwest Florida State College degree programs contain both specialized courses and general education courses. Bachelor of Applied Science, Bachelor of Science and Associate in Arts students complete at least thirty-six (36) general education credits from five subject area categories. Associate in Science and Associate in Applied Science students complete at least eighteen (18) general education credits from five (5) subject areas. The general education component of each program is designed to further the mission and goals of the college. Upon successful completion of general education coursework, the student will:

- demonstrate proficiency in reading, writing, speaking and listening;
- apply reflection, analysis, synthesis, logical reasoning and evaluation to formulate judgments, reach decisions and solve problems;
- understand and apply mathematical and scientific principles and methods;
- find, evaluate, organize and use information accurately and effectively;
- and participate actively as informed and responsible citizens in social, cultural, global and environmental matters.

The Northwest Florida State College General Education Program is designed to conform to all applicable regional accreditation criteria, Florida State Board of Education Rules, and the Florida Statewide Articulation Agreement. To that end, the program incorporates a computer technology component, an oral communication requirement, and minimum grade and writing requirements as stipulated in Florida's "Gordon Rule."

• Technology-Across-the-Curriculum

Competence in basic computer technology skills is an essential component of life. Accordingly, Northwest Florida State College has incorporated computer technology throughout its programs and courses.

Each two-year degree program contains at least one course, which requires the student to demonstrate fundamental computer skills. All ENC 1101 (English Composition) classes are taught in a computer classroom and students are required to complete assignments and other activities via the personal computer. CGS 1100 (Microcomputer Applications) is a requirement or prerequisite course in many A.S. and A.A.S. degrees. Other courses such as BSC 1085C (Anatomy and Physiology I), ACG 2001 (Accounting I), EME 2040 (Introduction to Educational Technology), and MUT 1121 (Music Theory) are either taught in a computer lab or specify computerized learning activities. In support of the computer technology requirement, NWFSC offers student access to open computer labs at all college sites.

B.A.S., B.S., A.A. and A.S. degree-seeking students will meet the computer technology skill requirement through completion of ENC 1101 and/or CGS 1100 and may encounter more advanced computer skills in other elective, technical or general education courses. A.A.S. degree-seeking students will meet the computer technology skill requirement through completion of ENC 1101, CGS 1100, or another designated course among the technical credits for the specific degree program. See the course descriptions section of this catalog for the courses designated as part of the Technology-Across-the-Curriculum program.

• Writing-Across-the-Curriculum

All associate degree students must complete at least one three-credit writing class as part of their general education program. Additional writing activities are required in all general education humanities courses. Bachelor of Applied Science, Bachelor of Science and Associate in Arts students must complete twelve (12) to fifteen (15) college credits from designated general education Gordon Rule Communication, Humanities and

Social Science subject areas. See page 79 and 80 for specific courses.

• Oral Communication Speaking-Across-the-Curriculum

Oral communication is an integral part of the Northwest Florida State College general education program, thus several general education courses include graded activities designed to build speaking and communication skills. All B.A.S., B.S., A.A., A.S., and A.A.S. degree-seekers must satisfy an oral communication requirement and may do so by completing at least one of the general education courses designated as part of the Speaking-Across-the-Curriculum component of the General Education Program. Students who successfully complete other speech, forensics, or oral interpretation courses may request that such courses be used to satisfy this requirement. See page 79 and 80 for specific courses.

• Minimum Grades in General Education Courses

Florida's "Gordon Rule" includes a legislative mandate that all baccalaureate and Associate in Arts graduates successfully complete specific math and writing requirements. B.A.S. and A.A. graduates must have successfully completed at least twelve (12) to fifteen (15) college credits from designated general education Gordon Rule Communication, Humanities and Social Science subject areas and at least six credits of mathematics at the College Algebra or higher level. Accordingly, all B.A.S., B.S., A.A. and A.S. degree-seekers must earn a grade of "C" or higher in each Gordon Rule Communications, Humanities or Social Science course used to satisfy general education requirements, whether the credits are earned at NWFSC or elsewhere; and all B.A.S., B.S., A.A. and A.S. degree-seekers must earn a grade of "C" or higher in each mathematics course used to satisfy general education requirements, whether the credits are earned at Northwest Florida State College or elsewhere.

A.A. DEGREE GENERAL EDUCATION REQUIREMENTS

Associate in Arts students must complete sixty (60) college credits to complete the degree. Thirty-six (36) of these credits must be general education credits distributed across five subject area categories. A student must satisfy the minimum number of credits in each category. No more than one credit (1) may be selected from the list of General Education Electives (category G). The remaining twenty-four (24) elective credits should be selected in consultation with an advisor, who will assist the student in selecting college credits most advantageous to the student's educational goals.

Courses Meeting General Education Requirements

Numbers in parentheses represent the minimum and maximum credit hours in each category allowable toward the total 36 general education credits. If the maximum is taken in one category, the lower number becomes the maximum allowable in the other disciplines. See Section "G" for one-credit electives.

A. Communications Skills 6*

ENC 1101 △	English Composition I.....	3
ENC 1102	English Composition II.....	3

B. Mathematics..... 6-7

Select two general education Gordon Rule mathematics courses from the list below.**

MAC 1105	College Algebra	3
MAC 1140	Pre-Calculus Algebra.....	3
MAC 1114	Trigonometry	3
MAC 1147	Precalculus Algebra/Trig.....	5
MAC 2311	Calculus I.....	4
MAC 2312	Calculus II.....	4
MAC 2313	Calculus III.....	4
MAC 2233	Calculus for Business	3
MAD 2104	Introduction to Discrete Mathematics.....	3
MAP 2302	Differential Equations.....	3
MAS 2103	Linear Algebra	3
MGF 1106	Math for Liberal Arts I.....	3
MGF 1107	Math for Liberal Arts II.....	3
MTG 2206	College Geometry.....	3
STA 2023	Statistics	3
OR		
STA 2122	Statistical Applications.....	4

- * Communications courses listed on this page and under General Education Electives meet the writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall Term of 1982 or later at the college or by transfer shall be based on a minimum grade of "C."
- ** Mathematics courses listed on this page meet the mathematics requirements for FAC Rule 6A-10.030. Credits earned in the Fall Term of 1982 or later at Northwest Florida State College or by transfer that are applicable toward A.A. general education require a minimum grade of "C."
- *** Humanities courses listed on this page and under General Education Electives meet the writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall Term of 1982 or later at the college or by transfer shall be based on a minimum grade of "C".
- **** Social Science courses listed on the following page meet the writing assignment as required by FAC Rule 6A-10.030. Credits earned in these courses in the Fall Term of 2002 or later at the college or by transfer shall be based on a minimum grade of "C".
- ***** Only 1 credit of the total credits for this course may apply toward A.A. degree general education; the remaining credits may be counted toward the twenty-four credit electives required for the A.A. degree.
- † Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.
- ❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
- △ Technology-Across-the Curriculum Course

C. Humanities 6*

Select two general education Gordon Rule Humanities courses*** following either Plan A, B, or C:

- A. Choose one course from Area I, and one course from Area II, OR
- B. Choose two courses from Area II, and a SPC course from Category G to meet Speaking-Across-The-Curriculum (SATC) requirement.
- C. Choose two courses from Area I.

I. Speaking-Across-The-Curriculum (SATC) Humanities

ARH 2050 † ❖	Art History: Pre-Renaissance	3
ARH 2051 † ❖	Art History: Renaissance - 18th Century Neo-Classicism	3
ARH 2060 † ❖	Architecture History.....	3
ARH 2402 † ❖	Art History: Modern Art.....	3
HUM 1020 † ❖	Humanities - Introduction.....	3
HUM 2250 † ❖	Humanities - A Contemporary Perspective ...	3
MUH 1001 †	Humanities - Music.....	3
PHI 2600 † ❖	Introduction to Ethics.....	3
THE 2071 †	Humanities - Cinema Appreciation.....	3
THE 2100 †	Introduction to Theater History.....	3
THE 2300 †	Dramatic Literature.....	3

II. General Humanities

AML 2010	American Literature I	3
AML 2020	American Literature II	3
ARH 1000	Humanities Art.....	3
ENL 2012A	English Literature I	3
ENL 2022	English Literature II	3
HUM 2700 ❖	Humanities - Foreign Study.....	3
LIT 2090 ❖	Contemporary Literature.....	3
LIT 2100 ❖	World Literature I.....	3
LIT 2120 ❖	World Literature II.....	3
PHI 2010 ❖	Introduction to Philosophy	3
REL 2300 ❖	Introduction to World Religions	3

See next page for other A.A. Degree General Education Requirements

D. Natural Sciences11-12
Science course from each of the three areas below:

I. Biological Science: (Choose One)

BOT 1010C	Botany	4
BSC 1005△	Biology	4
BSC 1010C△	Principles of Biology I	4
BSC 1011C	Principles of Biology II	4
BSC 1085C△	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
ZOO 1010C	Zoology	4

II. Physical Science: (Choose One)

AST 1002	Astronomy	4
CHM 1025	Chemical Science	4
CHM 1032C	General Chemistry for Life Sciences	4
CHM 1045C	College Chemistry I.....	4
CHM 1046C	College Chemistry II	4
ESC 1000	Earth Science	4
EVS 1001C	Environmental Sciences.....	4
GLY 2100C	Physical Geology	4
GLY 2100C	Historical Geology	4
ISC 1003	Natural Disasters – Causes, Consequences, Human Response.....	4
MET 1010	Introduction to Meteorology	4
OCE 1001C	Introduction to Oceanography	4
OCE 1013C	Aquatic Environmental Science.....	4
PHY 1020	Physical Science	4
PHY 1053C	Physics I	4
PHY 1054C	Physics II	4
PHY 2048C	College Physics I	4
PHY 2049C	College Physics II	4

III. Choose one additional science course from either Area I or Area II above OR (Choose One)

BSC 2020C	Human Structure and Function	4
GLY 2601C	Intro to Paleontology	4
HLP 1081	Wellness: Practice/Theory	3
— — —	OR	
— — —	any Biological or Physical Science	
— — —	Course from Area I or Area II above.....	4

E. Social Sciences/History/Government 3

Select one general education Gordon Rule social science course**** from the list below:

AMH 2010	American History I	3
AMH 2020	American History II	3
AMH 1041	American Civilization.....	3
POS 1041	American Government.....	3
POT 1002	History/Ideas of Political Science.....	3
SYG 2010❖	Social Problems.....	3
WOH 1012❖	World Civilization I.....	3
WOH 1022❖	World Civilization II	3
WOH 2040❖	Twentieth Century	3

F. Social Science/Behavioral Science 3

Select one general education social science course from the list below OR a second general education social science course from Category E:

ANT 2000❖	Introduction to Anthropology.....	3
ANT 2100❖	Introduction to Archaeology	3
ECO 2013	Economics I.....	3
GEA 1000❖	World Regional Geography.....	3
PSY 2012	Psychology	3
SYG 2000❖	Sociology.....	3

G. General Education Electives

Maximum of 1 credit in the total 36 required for the A.A. degree

ASL 1140❖	American Sign Language I.....	1 of 4****
BSC 1005L	Biology Lab	1
DEP 2004	Human Growth & Development....	1 of 3****
FRE 1120❖	French I.....	1 of 4****
CHI 1120❖	Mandarin Chinese I.....	1 of 4****
CHM 1045L	College Chemistry Lab I.....	1
CHM 1046L	College Chemistry Lab II.....	1
ESC 1000L	Earth Science Lab	1
ENG 1001	Research Papers.....	1*
HUN 2201△	Nutrition	1 of 3****
LIS 1001	Library Skills	1
LIS 2004△	Internet Research.....	1
LIT 2335❖	Introduction to Children’s and Adolescent Literature.....	1 of 3****
LIT 2603❖	Literature of War/20th Century.....	1 of 3****
PHY 1020L	Physical Science Lab.....	1
SLS 1101	College Success	1 of 3****
SLS 1501	Effective Study.....	1
SPC 1006 †	Essentials of Speech.....	1
SPC 1608 †	Speech	1 of 3****
SPC 2300 †	Interpersonal Communications	1 of 3****
SPN 1120❖	Spanish I.....	1 of 4****

For symbol explanation see previous page.

A.A. Degree Checklist – Let’s Review:

- Have you completed a minimum of 60 credit hours in the following areas?
- 36 Hours of General Education
- 6 hours in Communications – Gordon Rule (minimum grade of “C”)
- 6 hours in Humanities – Gordon Rule (minimum grade of “C”)
- 3 hours in Social Science/History/Government – Gordon Rule (minimum grade of “C”)
- 3 hours in Social Science/Behavior Science
- 6 hours in Mathematics – Gordon Rule (minimum grade of “C”)
- 11-12 hours in Natural Science
- 1 hour in General Education Elective - If areas A thru F do not equal 36
- 24 hours of College Credit A.A. Transferable Electives
- Have you completed at least 15 of the 60 credits at Northwest Florida State College?
- Have you completed the Speaking-Across-the-Curriculum requirement? (Look for courses marked with †)
- Have you completed the Writing-Across-the-Curriculum requirement?
- Have you completed the Technology-Across-the-Curriculum requirement? (Look for courses marked with △)
- Have you met the minimum 2.0 GPA requirements for the A.A.?
- Have you Applied for Graduation by the advertised deadline?

ASSOCIATE IN SCIENCE (A.S.) DEGREE AND ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE



The Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees are designed to prepare students for employment in a technical or semi-professional capacity. Both the A.S. and A.A.S. degrees are two-year programs containing a general education component of at least 18 general education courses in five subject area categories and at least 42 college credits in a specific technical or professional skill area. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing the A.S. or A.A.S. degree. To that end, the general education requirements for the A.S. degree are restricted to transferable credits, which also satisfy Gordon Rule standards and minimum grade requirements for the Florida State University System. General education courses for the A.A.S. degree are broader and more flexible.

• A.S. and A.A.S. degrees

Northwest Florida State College offers numerous separate A.S. and A.A.S. programs, several of which contain specialization options.

Associate in Applied Science Degrees

- Architectural Design and Construction Technology
 - Architectural Design/CAD Option
 - Building Construction Option
- Business Administration
 - Business Management Option
 - Business Specialist (Marketing) Option
- Computer Engineering Technology
 - CISCO Academy Option
 - Microsoft IT Academy (MCITP) Option
 - Comp TIA A+ Option
- Criminal Justice Technology
 - Criminal Justice Option
 - Law Enforcement/Corrections Academy Option
- Customer Relationship Management
- Database Technology
- Digital Media/Multimedia Technology
- Drafting and Design Technology
 - Mechanical Design/CAD Option
 - Technical Illustration/CAD Option
- Early Childhood Education
- Emergency Administration and Management
 - Fire Science Option
 - Homeland Security Option
 - Criminal Justice Option
 - Emergency Administration Option
- Graphic Arts Technology
 - Graphic Design Option
 - Visual Artist Option
- Health Services Management
- Industrial Management Technology
- IT Security

- Manufacturing Technology
- Music Production Technology
- Networking Services Technology
 - Networking Administrator Option
 - UNIX/Linux System Administrator Option
- Office Administration
 - General Office Administration Option
 - Legal Office Administration Option
 - Medical Office Administration Option
- Recreation Technology
- Theater and Entertainment Technology
 - Acting Specialization Option
 - Costuming Specialization Option
 - Dance Specialization Option
 - Musical Theater Option
 - Technical Theater Option

Associate in Science Degrees

- Accounting Technology
- Computer Engineering Technology
- Computer Information Technology
- Computer Programming and Analysis
- Database Technology
- Drafting and Design Technology
- Digital Media/Multimedia Technology
- Early Childhood Education
- Emergency Medical Services
- Graphic Arts Technology
- IT Security
- Networking Services Technology
- Nursing (RN)
- Radiography
- Recreation Technology

• Companion Certificate Programs

Many of the technical certificate programs offered by Northwest Florida State College provide the initial step in meeting selected course requirements for an A.S. or an A.A.S. degree in a related area. Courses from those certificates are the same as or equivalent to comparable courses in the companion degree program. Likewise, courses used in the degree program may be applied to a certificate in a related area; in many cases, completion of the technical courses in the degree program can automatically qualify the student to receive the companion certificate. Applied Technology Diploma (A.T.D.) students should work closely with an advisor to plan their studies in order to take advantage of both curricular options.

• A.S. and A.A.S. Degree Program Requirements

A.S. degree students must satisfy the following requirements:

1. Complete the A.S. or A.A.S. general education courses as appropriate to the program of study, including Speaking-Across-the-Curriculum and computer literacy requirements. (**NOTE:** A.S. degree-seekers must also meet Gordon Rule course and minimum grade requirements.)
2. Complete at least fifteen credits of the technical core courses and technical elective courses specified in the degree program at Northwest Florida State College, unless there is an established articulation agreement.
3. Complete at least 25% of the credits at Northwest Florida State College.
4. Maintain minimum GPA standards as specified in the graduation requirements section of this catalog.
5. Satisfy all other program and college graduation requirements.

• Customizing an A.S. or A.A.S. Degree Program to Meet a Specific Career Goal

In order to provide a student with the strongest technical background feasible, some technical courses within a given degree program may be adjusted to meet the student's targeted career goal. In these special cases, course substitutions may be approved upon request of the appropriate department chair to the Vice President of Academic Affairs.

A.S. AND A.A.S. DEGREE GENERAL EDUCATION REQUIREMENTS

All A.S. and A.A.S. degree programs at Northwest Florida State College require a minimum of eighteen (18) college credits in general education. Unless otherwise specified in the program requirements, students must complete one course from each of the following categories to meet general education requirements. **A.S. degree-seeking students must also meet Gordon Rule course and minimum grade requirements. A.S. and A.A.S. degree-seekers must also satisfy the general education oral communication and computer literacy requirements described on page 78.**

A.S. AND A.A.S. DEGREE GENERAL EDUCATION COURSE REQUIREMENTS

GENERAL EDUCATION CATEGORY	NUMBER OF COLLEGE CREDITS REQUIRED	COURSE SELECTIONS
Communication Skills	3	ENC 1101, ENC 1102, ENC 2210 , LIN 1670
Humanities	3	ARH 2050, ARH 2051, ARH 2060, ARH 2402, HUM 1020 HUM 2250, MUH 1001, PHI 2600, THE 2100, THE 2071, THE 2300
Mathematics	3	MAC 1105, MAC 1140, MAC 1114, MAC 1147, MAC 2311, MAC 2312, MAC 2313, MAC 2233, MAD 2104, MAP 2302, MAS 2103, MAT 1033A , MGF 1106, MGF 1107, MTG 2206, STA 2023, STA2122 MTB 1103 can only be used for the following A.A.S. degrees: <ul style="list-style-type: none"> • Digital Media/Multimedia Technology • Early Childhood Education • Graphic Arts Technology • Industrial Management Technology • Music Production Technology • Recreational Technology • Theater and Entertainment Technology
Science	4	AST 1002, BOT 1010C, BSC 1005, BSC 1010C, BSC 1011C, BSC 2020C, BSC 1085C, BSC 1086C, CHM 1025, CHM 1032C, CHM 1045C, CHM 1046C, ESC 1000, EVS 1001C, GLY 2010C, GLY 2100C, GLY 2601C, ISC 1003, MET 1010, OCE 1001C, OCE 1013C, PHY 1020, PHY 1053C, PHY 1054C, PHY 2048C, PHY 2049C, ZOO 1010C
Social Science	3	AMH 1041, AMH 2010, AMH 2020, ANT 2000, ANT 2100, ECO 2013, GEA 1000, POS 1041, POT 1002, PSY 2012, SYG 2000, SYG 2010, WOH 1012, WOH 1022, WOH 2040
General Education Electives	2	BSC 1080 , CGS 1100, DEP 2004, ENC 2210 , HUN 2201, SLS 1101, SPC 1608, SPC 2300, or any other A.A. General Education Course listed on page 79 and 80.
Total General Education Credits Required	18	

A.S. & A.A.S. DEGREE PROGRAMS

NOTE: Courses printed in ***Bold Italic*** type are applicable to A.A.S. programs only and will not meet general education requirements for the A.S. degree.

ASSOCIATE IN SCIENCE (A.S.) AND ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS

ACCOUNTING TECHNOLOGY A.S.

Admission Program Objective Code 2370

Students who successfully complete 27 core/technical credits in this degree program may be eligible to receive the college credit certificate in Accounting Applications.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
ENC 1101 English Composition I..... 3 or higher English course	
_____ Humanities..... 3	
MAC 1105 College Algebra..... 3 or higher/comparable math course	
_____ Science..... 4	
_____ Social Science..... 3	
_____ General Education Electives..... 2	
Total General Education Credits Required..... 18	

Core Courses	College Credits
CGS 1100 Microcomputer Applications..... 3	
MTB 1103 Business Math..... 3	
ECO 2013 Economics I..... 3	
ACG 2001 Accounting I..... 3	
ACG 2011 Accounting II..... 3	
ACG 2071 Managerial Accounting..... 3	
ACG 2450 Computer Applications in Accounting..... 3	
ACO 1806 Payroll Accounting..... 3	
GEB 1011 Introduction to Business..... 3	
CGS 1570 Computer Applications for Business..... 3	
TAX 2000 Federal Income Tax..... 3	
Total Core Credits Required..... 33	

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 13 credits from the following:

Technical Elective Courses	College Credits
CTS 2104 Introduction to Windows..... 3	
ECO 2023 Economics II..... 3	
BUL 2241 Business Law I..... 3	
BUL 2242 Business Law II..... 3	
GEB 2430 Business Ethics..... 3	
OST 2335 Business Communications..... 3	
MAN 2021 Management..... 3	
STA 2023 Statistics..... 3	
CTS 2134 Network Technology..... 3	
GEB 1940 Internship-Business..... 3	
_____ Other Approved College Credits.....	
Total Technical Elective Credits Required..... 13	

Total Program Credits Required..... 64

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY A.A.S.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar..... 3 or higher English course	
_____ Humanities..... 3	
MAT 1033A Intermediate Algebra..... 3 or higher math course	
_____ Science..... 4	
_____ Social Science..... 3	
_____ General Education Electives..... 2	
Total General Education Credits Required..... 18	

Core Courses	College Credits
ETD 1102 Introduction to Technical Drawing..... 3	
ETD 1320C Auto CAD I..... 3	
ETD 1340C Auto CAD II..... 3	
EGS 1110C Engineering Graphics..... 3	
BCN 1230 Building Construction Materials and Processes..... 3	
BCN 1272 Blueprint Reading for Commercial Construction..... 3	
TAR 2121C Architectural Drafting..... 3	
ARC 2303A Design 2.1..... 6	
Total Core Credits Required..... 27	

ARCHITECTURAL DESIGN/CAD OPTION Admission Program Objective Code A540A

TECHNICAL ELECTIVES

With the approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
BCN 2231 Building Construction Materials and Processes II..... 3	
ARC 2201 Theory of Architecture..... 3	
ARC 2304 Design 2.2..... 6	
BCN 2721 Construction Management/Planning..... 3	
BCT 2770 Construction Estimating..... 3	
EGS 1130C Descriptive Geometry..... 3	
ETD 2350C Auto CAD III..... 3	
ETD 1355C Auto CAD 3D Modeling I..... 3	
ETD 2360C Auto CAD 3D Modeling II..... 3	
ETD 2542 Structural Drafting I..... 3	
ETD 2543C Structural Drafting II..... 3	
ETD 2377C 3D Studio Max I..... 3	
GIS 1040C Intro to Geographic Information Systems..... 4	
SUR 2100C Surveying I..... 3	
SUR 2140C Surveying II..... 3	
ARC 1131 Architectural Presentations..... 3	
_____ Other Approved College Credits.....	
Total Technical Elective Credits Required..... 21	

**Total Program Credits Required for
Architectural Design Option..... 66**

• ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY (continued) A.A.S.

**BUILDING CONSTRUCTION OPTION
Admission Program Objective Code A540B**

TECHNICAL ELECTIVES

With the approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
BCN 2231 Building Construction Materials and Processes II.....	3
BCN 2721 Construction Management/Planning.....	3
BCN 2560 Mechanical Systems in Construction.....	3
BCN 1520 Electrical Systems in Construction.....	3
BCN 1567 Plumbing and Gas Construction Practices.....	3
BCT 1763 Construction Safety and Health.....	3
BCT 2761 Structural Systems in Construction.....	3
BUL 2241 Business Law I.....	3
ETD 2542 Structural Drafting I.....	3
ETD 2543C Structural Drafting II.....	3
GIS 1040C Intro to Geographic Information Systems.....	4
SUR 2100C Surveying I.....	3
SUR 2140C Surveying II.....	3
_____ Other Approved College Credits.....	—

Total Technical Elective Credits Required 21

**Total Program Credits
Required for Building Technology Option 66**

• BUSINESS ADMINISTRATION A.A.S.

Students who successfully complete 24 core/technical credits in this degree program may be eligible to receive the college credit certificate in Business Management.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar..... or higher English course	3
_____ Humanities.....	3
MAT 1033A Intermediate Algebra..... or higher math course	3
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses	College Credits
GEB 1011 Introduction to Business.....	3
BUL 2241 Business Law I.....	3
CGS 1100 Microcomputer Applications.....	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
MAN 2021 Management.....	3
ECO 2013 Economics I.....	3
CGS 1570 Computer Applications for Business.....	3

Total Core Credits Required 24

**BUSINESS MANAGEMENT OPTION
Admission Program Objective Code A380A**

TECHNICAL ELECTIVES

With the approval of an advisor, select 22 credits from the following:

Technical Elective Courses	College Credits
OST 2335 Business Communications.....	3
MNA 2100 Organization Behavior.....	3
MAR 2011 Introduction to Marketing.....	3
ACG 2071 Managerial Accounting.....	3
BUL 2242 Business Law II.....	3
MTB 1103 Business Math.....	3
MAN 2300 Personnel Management.....	3
CTS 2104 Introduction to Windows.....	3
GEB 2430 Business Ethics.....	3
MKA 2021 Professional Selling.....	3
MKA 2041 Retail Management.....	3
GEB 1940 Internship-Business.....	3
_____ Other Approved College Credits.....	—

Total Technical Elective Credits Required 22

**Total Program Credits
Required For Management Option 64**

**BUSINESS SPECIALIST (MARKETING) OPTION
Admission Program Objective Code A380B**

TECHNICAL ELECTIVES

With the approval of an advisor, select 22 credits from the following:

Technical Elective Courses	College Credits
MKA 2021 Professional Selling.....	3
MKA 2511 Advertising.....	3
MAR 2011 Introduction to Marketing.....	3
HFT 1000 Introduction to Hospitality Management.....	3
MKA 2041 Retail Management.....	3
GEB 1940 Internship-Business.....	3-6
_____ (can be completed two times for credit)	
_____ Other Approved College Credits.....	—

Total Technical Elective Credits Required 22

**Total Program Credits
Required for the Marketing Option..... 64**

COMPUTER ENGINEERING TECHNOLOGY **A.A.S./A.S.**

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

GENERAL EDUCATION
Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar.....	3
or higher English course	
A.S.: ENC 1101 English Composition I	
or higher English course	
_____ Humanities.....	3
Mathematics (one course)	3
A.A.S.: MAT 1033A Intermediate Algebra or	
higher math course	
A.S.: MAC 1105 College Algebra or	
higher/comparable course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses	College Credits
CIS 1000 Introduction to Computer Science.....	3
OR	
COP 1000 Intro to Programming Concepts	
and Logic.....	3
CTS 2134 Network Technology	3
CET 2172C Microcomputer Servicing.....	4
CET 1660 Intro to Network Security.....	3
COP ___ Programming (VBasic, C, etc.).....	3

Total Core Credits Required 16

CISCO ACADEMY OPTION
A.A.S. Admission Program Objective Code A140B
A.S. Admission Program Objective Code 2140B

The first four courses listed under the technical requirements comprise the CISCO CCNA curriculum. Successful completion of these twelve credits is designed to prepare the student for CCNA certification. Students who complete these twelve technical requirements for this option may also be eligible to receive the CISCO CCNA college credit certificate. The remaining twenty-two credits in this option will allow the student to complete the A.A.S. degree program.

TECHNICAL REQUIREMENTS

CCNA		College Credits
CET 1600C	Network Fundamentals.....	3
CET 1610C	Routing Protocols and Concepts	3
CET 2615C	LAN Switching and Wireless.....	3
CET 2620C	Accessing the WAN.....	3

CISCO Specialist Certifications		College Credits
CET 2854C	Fundamentals of Wireless LANs	3
CET 2685C	Fundamentals of Network Security	3

Total Technical Requirements..... 18

TECHNICAL ELECTIVES
With the approval of an advisor, select 16 credits from the following:

Technical Elective Courses		College Credits
ETG 1941	Internship	3
CTS 2162C	Windows Vista Operating System	3
	OR	
CTS 2163C	Windows 7 Client Operating System.....	3
CET 2182C	PC Hardware A+	3
CET 2179C	PC Operating Systems A+	3
CTS 1156C	Desktop Support	3
CTS 1347C	Windows Network Infrastructure 2008.....	3
COP _____	Programming.....	3
MAD 2104	Introduction to Discrete Mathematics.....	3
_____	Other Approved College Credits.....	—

Total Technical Electives Required 16

Total Technical Credits Required 34

Total Program Credits Required
for the CISCO Academy Certification Option..... 68

COMPUTER ENGINEERING TECHNOLOGY (continued) A.A.S./A.S.

**MICROSOFT IT ACADEMY (MCITP) OPTION
A.A.S. Admission Program Objective Code A140D
A.S. Admission Program Objective Code 2140D**

Successful completion of these twenty-seven credits is designed to prepare the student for MCITP certification. The remaining thirteen credits in this option will allow the student to complete the A.A.S. degree program.

TECHNICAL REQUIREMENTS

Technical Requirements	College Credits
CTS 2162C Windows Vista Operating System.....	3
OR	
CTS 2163C Windows 7 Client Operating System.....	3
CTS 1347C Windows Network Infrastructure 2008.....	3
CTS 2302C Windows Active Directory.....	3
CET 2182C PC Hardware A+	3
CET 2179C PC Operating Systems A+	3
CET 1156C Desktop Support	3
CTS 2346C Windows Server 2008 Administrator.....	3

MCITP: EA

CTS 2343C Windows Server 2008 Application Infrastructure.....	3
CTS 2342C Windows Server 2008 Enterprise Administration	3

Total Technical Requirements.....27

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 7 credits from the following:

Technical Elective Courses	College Credits
CIS 1940 Internship in Computer Studies.....	3
CTS 1106 Fundamentals of UNIX.....	3
CTS 2321 UNIX Administration.....	3
CGS 1843 Introduction to E-Commerce	3
CET 1600C Networking Fundamentals	3
CET 1610C Routing Protocols and Concepts	3
COP ____ Programming.....	3
ETG 1941 Internship	3-12
MAD 2104 Introduction to Discrete Mathematics.....	3
____ ____ Other Approved College Credits.....	-

Total Technical Electives Required..... 7

Total Technical Credits Required 34

**Total Program Credits Required for the
Microsoft IT Academy (MCITP) Option..... 68**

**COMP TIA A+ CERTIFICATION OPTION
A.A.S. Admission Program Objective Code A140C
A.S. Admission Program Objective Code 2140C**

The first two courses listed under the technical requirements comprise the COMP TIA A+ curriculum. Successful completion of these six credits is designed to prepare the student for COMP TIA A+ certification. The remaining twenty-eight credits in this option will allow the student to complete the A.A.S. degree program.

TECHNICAL REQUIREMENTS

Technical Requirements	College Credits
CET 2182C PC Hardware A+	3
CET 2179C PC Operating Systems A+	3

Total Technical Requirements..... 6

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 28 credits from the following:

Technical Elective Courses	College Credits
CTS 1156C Desktop Support	3
CTS 2162C Windows Vista Operating System.....	3
OR	
CTS 2163C Windows 7 Client Operating System.....	3
CGS 1843 Introduction to E-Commerce	3
COP ____ Programming.....	3
CTS 1347C Windows Network Infrastructure 2008.....	3
CTS 2302C Windows Active Directory.....	3
CET 1600C Networking Fundamentals	3
CET 1610C Routing Protocols and Concepts	3
CET 2615C LAN Switching and Wireless.....	3
CET 2620C Accessing the WAN.....	3
ETG 1941 Internship	3-12
MAD 2104 Introduction to Discrete Mathematics.....	3
____ ____ Other Approved College Credits.....	-

Total Technical Electives Required..... 28

Total Technical Credits Required 34

**Total Program Credits Required for the
Comp TIA A+ Certification Option..... 68**

COMPUTER INFORMATION TECHNOLOGY **A.S.**

Admission Program Objective Code 2040

Students who successfully complete at least 33 credits from this program of study may be eligible to receive the college credit certificate in Computer Programmer.

GENERAL EDUCATION
Select one course from each category; see page 83.

Courses	College Credits
ENC 1101 English Composition I.....	3
_____ or higher English course	
_____ Humanities.....	3
MAC 1105 College Algebra.....	3
_____ or higher/comparable math course	
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives.....	2
Total General Education Credits Required.....	18

Core Courses	College Credits
COP 1000 Intro to Programming Concepts and Logic.....	3
CGS 1100 Microcomputer Applications.....	3
CTS 2134 Network Technology.....	3
CGS 1550 Introduction to the World Wide Web.....	3
CTS 2104 Introduction to Windows.....	3
CGS 1570 Computer Applications for Business.....	3
COP 2010 Visual Basic.....	3
CET 1660 Intro to Network Security.....	3
Total Core Credits Required.....	24

TECHNICAL ELECTIVES
With the approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
CIS 1000 Introduction to Computer Science.....	3
CTS 2334 Windows Server Environment.....	3
CIS 1940 Internship in Computer Studies.....	3-6
_____ (can be completed two times for credit)	
GEB 1940 Internship-Business.....	3-6
_____ (can be completed two times for credit)	
CTS 1156C Desktop Support.....	3
COP 2840 Web-Based Programming I.....	3
COP 2360 Programming in C#.....	3
COP 2362 Advanced Programming In C#.....	3
COP 2224 Programming in C++.....	3
COP 2228 Advanced Programming in C++.....	3
COP 2220 Programming in C.....	3
COP 2222 Advanced Programming in C.....	3
COP 2800 Introduction to Java Programming.....	3
COP 2805 Advanced Java Programming.....	3
COP 2011 Advanced Applications Programming in Visual Basic.....	3
MAD 2104 Introduction to Discrete Mathematics.....	3
_____ Other Approved College Credits.....	_____
Total Technical Electives Required.....	21

Total Program Credits Required.....63

COMPUTER PROGRAMMING AND ANALYSIS **A.S.**

Admission Program Objective Code 2045

Students who successfully complete at least 33 credits from this program of study may be eligible to receive the college credit certificate in Computer Programmer.

GENERAL EDUCATION
Select one course from each category; see page 83.

Courses	College Credits
ENC 1101 English Composition I.....	3
_____ or higher English course	
_____ Humanities.....	3
MAC 1105 College Algebra.....	3
_____ or higher/comparable course	
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives.....	2
Total General Education Credits Required.....	18

Core Courses	College Credits
COP 1000 Intro to Programming Concepts and Logic.....	3
MAC 1140 Pre-Calculus Algebra or Higher level mathematics.....	3
CTS 2134 Network Technology.....	3
CGS 1550 Introduction to the World Wide Web.....	3
CTS 2104 Introduction to Windows.....	3
COP 2220 Programming in C.....	3
COP 2800 Java.....	3
COP 2224 C++.....	3
COP 2010 Visual Basic.....	3
Total Core Credits Required.....	27

TECHNICAL ELECTIVES
With the approval of an advisor, select 18 credits from the following:

Technical Elective Courses	College Credits
CET 1660 Intro to Network Security.....	3
CIS 1000 Introduction to Computer Science.....	3
CIS 1940 Internship in Computer Studies.....	3-6
_____ (can be completed two times for credit)	
CGS 2820 Web Authoring with HTML.....	3
COP 2840 Web-Based Programming I.....	3
COP 2360 Programming in C#.....	3
COP 2362 Advanced Programming in C#.....	3
COP 2228 Advanced Programming in C++.....	3
COP 2222 Advanced Programming in C.....	3
COP 2805 Advanced Java Programming.....	3
COP 2011 Advanced Applications Programming in Virtual Basic.....	3
MAD 2104 Introduction to Discrete Mathematics.....	3
_____ Other Approved College Credits.....	_____
Total Technical Electives Required.....	18

Total Program Credits Required.....63

• CRIMINAL JUSTICE TECHNOLOGY A.A.S.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar	3
_____ or higher English course	
_____ Humanities.....	3
MAT 1033A Intermediate Algebra.....	3
_____ or higher math course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

CORE COURSES

CCJ 1020 Introduction to Criminal Justice	3
CCJ 1000 Introduction to Criminology	3
CJL 1100 Criminal Law.....	3
CJL 1400 Criminal Procedures	3
CJL 2500 Courts and the Judicial Process.....	3

Total Core Credits Required..... 15

**CRIMINAL JUSTICE OPTION
Admission Program Objective Code A090A**

TECHNICAL ELECTIVES

With approval of an advisor, select 31 credits from the following courses:

CJJ 1002 Juvenile Delinquency	3
CCJ 1941 Internship – Criminal Justice	3
CJC 2162 Introduction to Probation and Parole.....	3
CJC 2000 Introduction to Corrections.....	3
CJE 2500 Police Operations.....	3
FFP 1801 Introduction to Emergency Management.....	3
FFP 2820 Emergency Preparedness	3
GIS 1040C Introduction to Geographic Information Systems	4
SYG 2010 Social Problems	3
PLA 1005 Legal Terminology	3
PLA 1013 Introduction to Law and the Legal System.....	3
PLA 1800 Introduction to Family Law.....	3
PSY 2012 Psychology.....	3
BUL 2241 Business Law I.....	3
_____ Other Approved College Credits.....	_

Total Technical Electives Required..... 31

**Total Program Credits Required for
the Criminal Justice Option..... 64**

**LAW ENFORCEMENT/CORRECTIONS
ACADEMY OPTION
Admission Program Objective Code A090B**

TECHNICAL ELECTIVES FOR ACADEMY OPTIONS*

With the approval of a Public Safety Advisor, select 31 credits from the following courses:

Technical Elective Courses	College Credits
CJJ 1002 Juvenile Delinquency	3
CCJ 1941 Internship – Criminal Justice	3
CJC 2162 Introduction to Probation and Parole.....	3
CJC 2000 Introduction to Corrections.....	3
CJE 2500 Police Operations.....	3
FFP 1801 Introduction to Emergency Management.....	3
FFP 2820 Emergency Preparedness	3
SYG 2010 Social Problems	3
PLA 1005 Legal Terminology	3
PLA 1013 Introduction to Law and the Legal System.....	3
PLA 1800 Introduction to Family Law.....	3
PSY 2012 Psychology.....	3
BUL 2241 Business Law I.....	3
_____ Other Approved College Credits.....	_

Total Technical Electives Required..... 31

**Total Program Credits Required for the Law Enforcement/
Corrections Academy Option 64**

* Credit opportunities are available for individuals who have prior training as certified by passing the Florida State Officers Certification Exam (SOCE). Verification must be made by the NWFSC Public Safety Division. More information is available through the NWFSC Public Safety Division.

CUSTOMER RELATIONSHIP MANAGEMENT **A.A.S.**

Admission Program Objective Code A570

Students who successfully complete 24-30 credits from the technical courses in this program may be eligible to receive the Management and/or Office Management College Credit Certificates.

GENERAL EDUCATION
Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar 3 or higher English course	
_____ Humanities..... 3	
MAT 1033A Intermediate Algebra 3 or higher math course	
_____ Science 4	
_____ Social Science 3	
_____ General Education Electives 2	

Total General Education Credits Required..... 18

Core Courses	College Credits
MNA 1161 Customer Service 3	
GEB 1011 Introduction to Business 3	
MAR 2011 Introduction to Marketing 3	
OST 2335 Business Communications..... 3	
MNA 2100 Organizational Behavior 3	
GEB 2430 Business Ethics 3	
CGS 1100 Microcomputer Applications..... 3	
CGS 1570 Computer Applications for Business 3	
CGS 1550 Introduction to the World Wide Web 3	

Total Core Credits Required 27

TECHNICAL ELECTIVES
With the help of an advisor, select at least 15 credits from the following:

Technical Elective Courses	College Credits
GEB 1940 Internship - Business 3-6 (can be completed two times for credit)	
BUL 2241 Business Law I 3	
CGS 1030 Computer Basics 3	
MKA 2041 Retail Management..... 3	
MAN 2300 Personnel Management 3	
MAN 2021 Management 3	
_____ Other Approved College Credits -	

Total Technical Electives Required..... 15

Total Program Credits Required..... 60

DATABASE TECHNOLOGY **A.A.S./A.S.**

A.A.S. Admission Program Objective Code A155
A.S. Admission Program Objective Code 2155

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

Students who successfully complete credits from the technical courses in this program may be eligible to receive the Microsoft Certified Systems Developer College Credit Certificate.

GENERAL EDUCATION
Select one course from each category; see page 83.

Courses	College Credits
Communications (one course)..... 3 A.A.S.: LIN 1670 Writing and Grammar 3 or higher English course	
A.S.: ENC 1101 English Composition I or higher English course	
_____ Humanities..... 3	
Mathematics (one course) 3 A.A.S.: MAT 1033A Intermediate Algebra or higher math course	
A.S.: MAC 1105 College Algebra or higher/comparable course	
_____ Science 4	
_____ Social Science 3	
_____ General Education Electives 2	

Total General Education Credits Required..... 18

Core Courses	College Credits
CTS 2104 Introduction to Windows 3	
CGS 1570 Computer Applications for Business 3	
COP 1000 Intro to Programming Concepts and Logic 3	
COP 2010 Programming in Visual Basic..... 3	
CGS 2541 Introduction to Database Concepts..... 3	
CGS 2544 Advanced Database Concepts..... 3	
COP2700 Introduction to SQL..... 3	
CTS 2440 Introduction to Oracle 3	
CTS 2437 Administering SQL Server Database 3	

Total Core Credits Required 27

TECHNICAL ELECTIVES
With the help of an advisor, select at least 18 credits from the following:

Technical Elective Courses	College Credits
CIS 1000 Introduction to Computer Science 3	
COP 2011 Advanced Applications Programming in Visual Basic 3	
CTS 2445 Advanced Oracle..... 3	
CTS 2438 Advanced SQL Server Database..... 3	
CGS 1550 Introduction to the World Wide Web 3	
CGS 1843 Introduction to E-Commerce 3	
COP 2833 Databasing for Internet Applications 3	
CAP 2777 Data Mining..... 3	
COP 2224 Programming in C++ 3	
COP 2360 Programming in C# 3	
COP 2800 Introduction to JAVA Programming..... 3	
COP 2805 Advanced Programming in JAVA 3	
COP 2176 Visual Basic ADO.Net 3	
CTS 1106 Fundamentals of UNIX..... 3	
CTS 2134 Network Technology 3	
CTS 2162C Windows Client Operating System 3	
CTS 2334 Windows Server Environment 3	
CTS 2310 Designing Security for Windows Network..... 3	
CIS 1940 Internship in Computer Studies..... 3-6 (can be completed two times for credit)	
CTS 1156C Desktop Support 3	
MAD 2104 Introduction to Discrete Mathematics..... 3	
_____ Other Approved College Credits -	

Total Technical Electives Required..... 18

Total Program Credits Required..... 63

DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY **A.A.S./A.S.**

A.A.S. Admission Program Objective Code A580
A.S. Admission Program Objective Code 2580

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

The Digital Media/Multimedia programs are intended for students interested in working in commercial art fields that include electronic publishing, digital video production, and website development.

Students who complete selected courses from the core and technical electives in this program may also be able to receive the college credit certificates in Digital Media/Multimedia Authoring and/or Digital Media/Multimedia Presentation.

Students are encouraged but not required to contact Digital Media faculty for detailed advising before enrolling in courses to plan a program of study at 729-6019.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar.....	3
or higher English course	
A.S.: ENC 1101 English Composition I	
or higher English course	
_____ Humanities.....	3
Mathematics (one course)	3
A.A.S.: MTB 1103 Business Math or	
higher math course	
A.S.: MAC 1105 College Algebra or	
higher/comparable course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses	College Credits
ART 2602C Digital Imaging I.....	4
GRA 1151C Illustration I	3
GRA 2140C Multimedia I	4
GRA 2190C Graphic Design I.....	3
GRA 2142C Web Design I	4
PGY 1801C Digital Photography I.....	4

Total Core Credits Required..... 22

TECHNICAL ELECTIVES

With the approval of an advisor, select 24 credits from the following:

Technical Elective Courses	College Credits
ART 2603C Digital Imaging II	4
GRA 2141C Multimedia II	4
GRA 2143C Web Design II	4
GRA 2950C Advanced Graphics Projects.....	4
PGY 1220C Commercial Photography I.....	4
PGY 2802C Digital Photography II.....	4
_____ Other Approved College Credits.....	

Total Technical Electives Required..... 24

Total Program Credits Required..... 64

DRAFTING AND DESIGN TECHNOLOGY **A.A.S./A.S.**

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

Students who complete the AutoCAD course series may be eligible to receive the college credit certificate in AutoCAD Foundations.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar.....	3
or higher English course	
A.S.: ENC 1101 English Composition I	
or higher English course	
_____ Humanities.....	3
Mathematics (one course)	3
A.A.S.: MAT 1033A Intermediate Algebra or	
higher math course	
A.S.: MAC 1105 College Algebra or	
higher/comparable course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses	College Credits
ETD 1102 Introduction to Technical Drawing.....	3
ETD 1320C Auto CAD I.....	3
ETD 1340C Auto CAD II.....	3
ETD 2350C Auto CAD III.....	3
ETD 1355C Auto CAD 3D Modeling I	3
ETD 2360C Auto CAD 3D Modeling II	3

Total Core Credits Required..... 18

A.S. & A.A.S. DEGREE PROGRAMS

• DRAFTING AND DESIGN TECHNOLOGY (continued) A.A.S./A.S.

MECHANICAL DESIGN/CAD OPTION
A.A.S. Admission Program Objective Code A050B
A.S. Admission Program Objective Code 2051B

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 26 credits from the following:

Technical Elective Courses	College Credits
ETD1112 Mechanical Drafting I.....	4
ETD 2731 Mechanical Drafting II.....	4
ETD 2735 Mechanical Drafting III.....	4
ETD 1217 Fundamentals of Dimensioning and Tolerancing.....	4
ETD 2218 Geometric Dimensioning and Tolerancing.....	4
ETD 2219 Adv. Geometric Dimensioning and Tolerancing.....	4
ETD 2250 Tolerance Stacks I.....	4
ETD 2251 Tolerance Stacks II.....	4
ETD 2357C Inventor I.....	3
ETD 2358C Inventor II.....	3
ETD 2364C Solid Works I.....	3
ETD 2368C Solid Works II.....	3
ETD 2734 Advanced Mechanical Drafting.....	3
ETI 1411 Advanced Manufacturing Processes.....	3
— — Other Approved College Credits.....	—

Total Technical Elective Credits Required 26

Total Program Credits Required for Mechanical Design Option 62

TECHNICAL ILLUSTRATION/CAD OPTION
A.A.S. Admission Program Objective Code A050C
A.S. Admission Program Objective Code 2051C

MTB 1103 is acceptable for general education math in this option.

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 26 credits from the following:

Technical Elective Courses	College Credits
EGS 1110C Engineering Graphics.....	3
EGS 1130C Descriptive Geometry.....	3
ETD 1801C Technical Illustrations.....	3
ETD 2802C Technical Illustrations II.....	3
GRA 1151C Illustration I.....	3
GRA 1152C Illustration II.....	3
ART 2602C Digital Imaging I.....	3
ART2603C Digital Imaging II.....	3
ETD 2357C Inventor I.....	3
ETD 2358C Inventor II.....	3
ETD 2364C Solid Works I.....	3
ETD 2368C Solid Works II.....	3
ETD 2377C 3D Studio Max I.....	3
— — Other Approved College Credits.....	—

Total Technical Elective Credits Required 26

Total Program Credits Required for Technical Illustration Option..... 62

• EARLY CHILDHOOD EDUCATION A.A.S./A.S.

A.A.S. Admission Program Objective Code A020
A.S. Admission Program Objective Code 2020

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

Students who successfully complete 36 core/technical credits in this degree program may be eligible to receive the college credit certificate in Child Development/Early Intervention.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar or higher English course	
A.S.: ENC 1101 English Composition I or higher English course	
— — Humanities.....	3
Mathematics (one course).....	3
A.A.S.: MTB 1103 Business Math or higher math course	
A.S.: MAC 1105 College Algebra or higher/comparable course	
— — Science.....	4
— — Social Science.....	3
— — General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses

Core Courses	College Credits
DEP 2100 Child Growth and Development I.....	3
CHD 1430 Observing and Recording Child Behavior.....	3
CHD 2810 Childhood Nutrition Health & Safety.....	3
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I.....	3
CHD 1312 Infant and Toddler.....	3
CHD 1800 Early Childhood Program Administration.....	3
CHD 1223 Guidance for Young Children.....	3
CHD 1941 Internship-Child Development.....	3
CHD 2332A Curriculum for Young Children II.....	3
CHD 2334A Curriculum for Young Children III.....	3
CHD 2337A Curriculum for Young Children IV.....	3
CHD 1531 Parenting Education.....	3

Total Core Credits Required 39
 (continued on next page)

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 6 credits from the following:

Technical Elective Courses	College Credits
HSC 1400 First Aid.....	3
CHD 1230 Child Growth and Development II.....	3
EEX 2010 Introduction to Exceptional Children.....	3
CHD 2433 Child Development Seminar.....	3
CHD 1941 Internship - Child Development.....	3-6
(can be completed two times for credit)	
EDF 1005 Introduction to the Teaching Profession.....	3
EDF 2085 Introduction to Diversity for Educators.....	3
EME 2040 Introduction to Technology for Educators.....	3
SPC 2300 Interpersonal Communications.....	3
____ Other Approved College Credits.....	__

Total Technical Elective Credits Required 6

Total Program Credits Required..... 63

• EMERGENCY ADMINISTRATION AND MANAGEMENT A.A.S.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar.....	3
or higher English course	
____ Humanities.....	3
MAT 1033A Intermediate Algebra.....	3
or higher math course	
____ Science.....	4
____ Social Science.....	3
____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses College Credits

FFP 1801 Intro to Emergency Mgmt Administration.....	3
FFP 2820 Emergency Preparedness.....	3
FFP 2841 Contingency Planning for the Private Sector.....	3
FFP 2834 Effects of Disaster on Society.....	3
FFP 2823 Technical Applications in Emergency Mgmt.....	3

Total Core Credits Required 15

FIRE SCIENCE OPTION* Admission Program Objective Code A095A

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 27 credits from the following:

Technical Elective Courses	College Credits
FFP 1505 Fire Prevention Practices.....	3
FFP 1540 Private Fire Protection Systems I.....	3
FFP 2120 Building Construction for the Fire Service.....	3
FFP 1810 Fire Fighting Tactics and Strategy I.....	3
FFP 2811 Fire Fighting Tactics and Strategy II.....	3
FFP 1740 Fire Service Course Delivery.....	3
FFP 2521 Construction Documents and Plans Review.....	3
GIS 1040C Intro to Geographic Information Systems.....	4
____ College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended).....	__

Total Technical Elective Credits Required 27

Total Program Credits Required..... 60

* Credit opportunities are available for individuals who have prior training as certified by passing the Florida State Fire College (FSFC), Florida State Bureau of Emergency Medical Services, Department of Defense Certification (DOD) or International Fire Services Congress Accreditation (IFSC). Verification must be made by the Public Safety Division. More information is available through the Northwest Florida State College Public Safety Division.

HOMELAND SECURITY OPTION Admission Program Objective Code A095B

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 27 credits from the following:

Technical Elective Courses	College Credits
DSC 1004 Introduction to the NRF and NIMS.....	3
DSC 1002 Domestic and International Terrorism.....	3
DSC 1552 Critical Infrastructure Protection.....	3
DSC 1751 Homeland Security Policy and Law.....	3
DSC 1631 Planning Considerations for Terror Prevention..	3
DSC 1562 Homeland Security Threat Strategy.....	3
DSC 1222 Psychological Management of Disaster Victims.....	3
GIS 1040C Intro to Geographic Information Systems.....	4
____ College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended).....	__

Total Technical Elective Credits Required 27

Total Program Credits Required..... 60

A.S. & A.A.S. DEGREE PROGRAMS

• **EMERGENCY ADMINISTRATION AND MANAGEMENT (continued) A.A.S.**

**CRIMINAL JUSTICE OPTION
Admission Program Objective Code A095C**

Technical Elective Courses	College Credits
DSC 1552 Critical Infrastructure Protection	3
CCJ 1020 Introduction to Criminal Justice	3
CJL 1400 Criminal Procedures	3
CJL 1100 Criminal Law.....	3
— — College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended).....	15

Total Technical Elective Credits Required 27

Total Program Credits Required..... 60

**EMERGENCY ADMINISTRATION OPTION
Admission Program Objective Code A095D**

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 27 credits from the following:

Technical Elective Courses	College Credits
FFP 1881 Emergency Management Leadership.....	3
DSC 1552 Critical Infrastructure Protection	3
FFP 1826 Incident Management	3
FFP 1800 Disaster Education for Individuals and the Community	3
DSC 2056 Disaster Response Operations	3
FFP 1890 Emergency Management for the Tourism/Hospitality Industry	3
FFP 1880 Public Policy in Emergency Management	3
GIS 1040C Intro to Geographic Information Systems.....	4
— — College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended).....	—

Total Technical Elective Credits Required 27

Total Program Credits Required..... 60

• **EMERGENCY MEDICAL SERVICES A.S.**

Admission Program Objective Code 2095

This curriculum forms the last stage of a career ladder program progression from EMT Certificate to Paramedic Certificate to EMS degree. Students interested in pursuing this program must have a current and active Florida Bureau of Emergency Medical Services EMT/Paramedic licensure. Contact the Emergency Services/Paramedic program at (850) 729-4924 for more information.

GENERAL EDUCATION

Select one course from each category; see page 83.

ENC 1101 English Composition I.....	3
— — or higher English course	
— — Humanities.....	3
MAC 1105 College Algebra	3
— — or higher/comparable math course	
— — Science*.....	4
— — Social Science	3
— — General Education Elective.....	2

Total General Education Credits Required..... 18

* BSC 2020C (from Paramedic Core) may be used to meet GE Science.

EMT Certificate Courses College Credits

EMS 1119C Emergency Medical Technician (EMT)	6
EMS 1335 Emergency Vehicle Operator (EVOC)	1
EMS 1401L EMT Lab	4

Total EMT Credits Required..... 11

Paramedic Certificate Core Courses College Credits

EMS 1337 Defensive Tactics	1
EMS 2231C Paramedic Processes I.....	5
EMS 2232C Paramedic Processes II.....	5
EMS 2233 Paramedic Processes III.....	2
EMS 2342 Advanced Extrication.....	1
EMS 2435L Paramedic Lab I.....	5
EMS 2436L Paramedic Lab II.....	5
EMS 2425L Paramedic Externship	4
EMS 2526 Twelve-Lead EKG Interpretation	1
EMS 2553 Pediatric Advanced Life Support (PALS).....	1
EMS 2555 Basic Trauma Life Support (BTLS)	1
EMS 2552 Advanced Cardiac Life Support (ACLS).....	1
DSC 2055 Issues in Disaster Response.....	1
EMS 2438C Advanced Clinical Internship	2
BSC 2020C Human Structure and Function	4
HSC 1531 Medical Terminology.....	3
— — Other Approved College Credits (CCJ, EMS, FFP preferred)	—

Total Core Credits Required 44

Total Program Credits Required..... 73

• GRAPHIC ARTS TECHNOLOGY A.A.S./A.S.

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

The Graphic Arts Technology programs are intended for students interested in careers in Graphic Design and Commercial Art where creativity and visual communication are core competencies.

Students who complete selected technical courses for this degree may also be able to receive the college credit certificates in Graphic Design Support and/or Graphic Design Presentation.

Students are encouraged but not required to contact Graphic Arts faculty for detailed advising before enrolling in courses to plan a program of study at 729-6019.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar or higher English course	
A.S.: ENC 1101 English Composition I or higher English course	
_____ Humanities.....	3
Mathematics (one course)	3
A.A.S.: MTB 1103 Business Math or higher math course	
A.S.: MAC 1105 College Algebra or higher/comparable course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

**Graphic DESIGN OPTION
A.A.S. Admission Program Objective Code A440A
A.S. Admission Program Objective Code 2440A**

The Graphic Design option is intended for students interested in commercial art careers where creativity and technical skills using computer software tools and photography are the primary focus.

Core Courses	College Credits
ART 2602C Digital Imaging I.....	4
ART 2603C Digital Imaging II	4
GRA 1151C Illustration I	3
GRA 1152C Illustration II	3
GRA 2190C Graphic Design I.....	3
GRA 2191C Graphic Design II	3
PGY 1801C Digital Photography I.....	4

Total Core Credits Required 24

TECHNICAL ELECTIVES

With the approval of an advisor, select 22 credits from the following:

Technical Elective Courses	College Credits
PGY 1220C Commercial Photography I	4
PGY 2221C Commercial Photography II	4
PGY 2802C Digital Photography II.....	4
PGY 2804C Digital Photography III	4
GRA 2142C Web Design I	4
GRA 2950C Advanced Graphics Projects.....	4
GRA 2905 Independent Study Graphic Design.....	1
_____ Other Approved College Credits	—

Total Technical Credits Required 22

**Total Program Credits Required for the
Commercial Design Option 64**

• **GRAPHIC ARTS TECHNOLOGY**
(continued) **A.A.S./A.S.**

VISUAL ARTIST OPTION

A.A.S. Admission Program Objective Code A440C
A.S. Admission Program Objective Code 2440C

The Visual Arts Option is intended for students interested in working as commercial illustrators using primarily natural media, or professional visual artists.

Core Courses	College Credits
ARH 2051 Art History Renaissance to 18th Century Neo-Classicism.....	3
ARH 2402 Art History: Modern Art.....	3
ART 1201C Two Dimensional Design.....	3
ART 1300C Drawing I.....	3
ART 2500C Painting I.....	3
ART 2602C Digital Imaging I.....	4
GRA 1151C Illustration I.....	3
GRA 2190C Graphic Design I.....	3
Total Core Credits Required	25

TECHNICAL ELECTIVES

With the approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
ART 1301C Drawing II.....	3
ART 1203C Three Dimensional Design.....	3
ART 2701C Sculpture I.....	3
ART 2703C Sculpture II.....	3
ART 2501C Painting II.....	3
ART 2540C Water Color I.....	3
ART 2541C Water Color II.....	3
ART 2955 Portfolio Development.....	3
___ ___ Other Approved College Credits.....	_

Total Technical Credits Required 21

Total Program Credits Required for the Visual Artist Option 64

• **HEALTH SERVICES MANAGEMENT A.A.S.**

Admission Program Objective Code A500

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar	3
_____ or higher English course	
_____ Humanities.....	3
MAT 1033A Intermediate Algebra	3
_____ or higher math course	
BSC 2020C Human Structure and Function.....	4*
_____ Social Science	3
_____ General Education Electives.....	2
Total General Education Credits Required.....	18

Core Courses	College Credits
HSC 1531 Medical Terminology	3**
HSA 1100 Introduction to Health Care.....	2
HSC 1400 First Aid.....	3
HSC 1100 Health Education.....	3
CGS 1030 Computer Basics.....	3
OR	
CGS 1100 Microcomputer Applications.....	3
SPC 2300 Interpersonal Communications.....	3
MNA 1345 Supervision I.....	3
MNA 1161 Customer Service.....	3
Total Core Credits Required	23

TECHNICAL ELECTIVES

With the approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
HIM 1000 Intro to Health Information Mgmt.....	3
GEB 2430 Business Ethics	3
MNA 1346 Supervision II.....	3
MAN 2021 Management.....	3
MAR 2011 Introduction to Marketing	3
GEB 1011 Introduction to Business	3
___ ___ Other Approved College Credits	
(including BSC, MCB, CHM, MAC 1105, STA 2023, SYG 2000, OST 1355, DEP 2004, HUN 2201)	***

Up to 21 credits from Health Program Core Courses (includes certificate program PSAV credit from Dental Assisting, Surgical Technology, or Practical Nursing)***

Total Technical Credits Required 21

Total Program Credits Required..... 62

* Anatomy & Physiology I with Anatomy & Physiology II may be substituted for BSC 2020C.

** Students who have successfully completed a health related program such as dental assisting, practical nursing, or surgical technology may challenge the Medical Terminology course. Contact the Division Director for further information.

*** Students who have successfully completed an A.T.D., college credit or vocational/technical credit certificate program in the healthcare field (e.g. dental assisting, licensed practical nurse, medical coding, sonography technician, etc.) may articulate their A.T.D./certificate coursework to satisfy up to 21 credits of the technical electives required for this A.A.S. program.

NOTE: This degree does not assure that graduates meet the conditions for a healthcare certification examination that requires completion of an in-field associate degree program.

Admission Program Objective Code A450

Students who successfully complete 30 core/technical credits in this degree program may be eligible to receive the college credit certificate in Management.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar 3 or higher English course	3
_____ Humanities.....	3
MTB 1103 Business Math..... 3 or higher math course	3
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives.....	2
Total General Education Credits Required.....	18

Core Courses **College Credits**
Required Course

GEB 1214 Business and Supervision Terminology.....	2
--	---

With the approval of an advisor, select 6 credits from the following:

MNA 1345 Supervision I.....	3
GEB 1940 Internship Business.....	3
MNA 2100 Organizational Behavior.....	3
MAN 2021 Management.....	3

Total Core Credits Required..... 8

TECHNICAL ELECTIVES

With the approval of an advisor select at least 34 college credit electives or other articulated credits.

Technical Elective Courses	College Credits
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
ACG 2071 Managerial Accounting.....	3
BUL 2241 Business Law I.....	3
CGS 1100 Microcomputer Applications.....	3
CGS 1570 Computer Applications for Business.....	3
CTS 2101 Introduction to Windows.....	3
_____ Approved computer-related course.....	3
ECO 2013 Economics I.....	3
ETI 2117 Introducing Total Quality.....	3
ETI 2190 Implementing Total Quality.....	3
GEB 1940 Internship-Business.....	3-9 (can be completed three times for credit)
GEB 1011 Introduction to Business.....	3
GEB 2430 Business Ethics.....	3
GIS 1040C Intro to Geographic Information Systems.....	4
MNA 1161 Customer Service.....	3
MAN 2021 Management.....	3
MAN 2300 Personnel Management.....	3
MNA 2100 Organizational Behavior.....	3
MNA 1016 ISO 9000 Industrial Management.....	3
MNA 1345 Supervision I.....	3
OST 2335 Business Communications.....	3
SPC 2300 Interpersonal Communications.....	3
STA 2023 Statistics.....	3
_____ Other Approved College Credits.....	-

Total Technical Elective Credits Required..... 34

Total Program Credits Required..... 60

A.A.S. Admission Program Objective Code A165
A.S. Admission Program Objective Code 2165

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar or higher English course	
A.S.: ENC 1101 English Composition I or higher English course	
_____ Humanities.....	3
Mathematics (one course).....	3
A.A.S.: MAT 1033A Intermediate Algebra or higher math course	
A.S.: MAC 1105 College Algebra or higher/comparable course	
_____ Science.....	4
_____ Social Science.....	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses **College Credits**

COP 1000 Intro to Programming Concepts and Logic.....	3
CTS 2334 Windows Server Environment.....	3
CTS 2134 Network Technology.....	3
CET 2892C Advanced Network Security.....	3
CET 2685C Fundamentals of Network Security.....	3
COP 2220 Programming in C.....	3
CET 1660 Intro to Network Security.....	3
CTS1106 Fundamentals of UNIX.....	3

Total Core Credits Required..... 24

TECHNICAL ELECTIVES

With the approval of an advisor select at least 21 college credit electives from the following:

Technical Elective Courses	College Credits
CIS 1000 Introduction to Computer Science.....	3
CGS 1550 Introduction to the World Wide Web.....	3
COP 2010 Programming in Visual Basic.....	3
COP 2224 Programming in C++.....	3
COP 2360 Programming in C#.....	3
CTS 2310 Designing Security for Windows Network.....	3
CTS 2300 Designing Active Directory and Network Infrastructure.....	3
CTS 2320 Planning and Maintaining Windows Network Infrastructure.....	3
CTS 2437 Administering SQL Server Database.....	3
CIS 1940 Internship in Computer Studies.....	3-6 (can be completed two times for credit)
CTS 1156C Desktop Support.....	3
MAD 2104 Introduction to Discrete Mathematics.....	3
_____ Other Approved College Credits.....	-

Total Technical Electives Required..... 21

Total Program Credits Required..... 63

•| **MANUFACTURING TECHNOLOGY A.A.S.**

Admission Program Objective Code A350

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar	3
_____ or higher English course	
_____ Humanities.....	3
MAT 1033A Intermediate Algebra	3
_____ or higher math course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses	College Credits
ETI 2110 Quality Tools I.....	3
ETI 2111 Quality Control II.....	3
ETI 1710 Occupational Safety	3
ETI 1411 Advanced Manufacturing Processes.....	3
ETI 1420 Properties of Materials and Cutting Tools.....	3
EGS 1110C Engineering Graphics.....	3
ETD 1217 Fundamentals of Dimensioning	
_____ and Tolerancing	4
ETD 2218 Geometric Dimensioning	
_____ and Tolerancing	4

Total Core Credits Required 26

TECHNICAL ELECTIVES

With approval of an advisor, select 20 credits from the following:

Technical Elective Courses	College Credits
ETD 2219 Advanced Geometric Dimensioning	
_____ and Tolerancing	4
ETD 2150 Industrial Print Reading	3
ETD 2250 Tolerance Stacks I.....	3
ETD 2251 Tolerance Stacks II.....	3
ETD 1320C AutoCAD I	3
ETD 2357C Inventor I.....	3
ETD 2364C SolidWorks I	3
PMT 2406 Production Technology	3
PMT 2512 Production Technology II.....	3
_____ Other Approved College Credits	—

Total Technical Electives Required..... 20

Total Program Credits Required..... 64

•| **MUSIC PRODUCTION TECHNOLOGY A.A.S.**

Admission Program Objective Code A560

Students who complete selected technical courses in this program may be eligible to receive the college credit certificate in Audio Technology.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar	3
_____ or higher English course	
MUH 1001 Humanities - Music	3
MTB 1103 Business Math	3
_____ or higher math course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses	College Credits
MUM 1620 Audio and Acoustic Fundamentals.....	3
MUM 2300 Introduction to the Music Industry.....	3
MUM 2600 Recording Techniques I.....	3
MUM 2601 Recording Techniques II.....	3
MUM 2604 Multi-Track Mixdown.....	3
_____ (Post Production)	—

Total Core Credits Required 15

TECHNICAL ELECTIVES

With approval of an advisor, select 31 credits from the following:

Technical Elective Courses	College Credits
MUT 1121 Music Theory I.....	3
MUT 1122 Music Theory II.....	3
MUT 2126 Music Theory III.....	3
MUT 2127 Music Theory IV	3
_____ Other Approved College Credits (MUH, MVV, MVK, MUM, MUN, MUS, MVP & MUT)	—
_____ Other Approved College Credits	—

Total Technical Electives Required..... 31

Total Program Credits Required..... 64

A.S. & A.A.S. DEGREE PROGRAMS

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

Students may apply selected credits from this program to the requirements of the college credit Information Technology Technician Certificate or Information Technology Management Certificate.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar or higher English course	
A.S.: ENC 1101 English Composition I or higher English course	
_____ Humanities.....	3
Mathematics (one course)	3
A.A.S.: MAT 1033A Intermediate Algebra or higher math course	
A.S.: MAC 1105 College Algebra or higher/comparable course	
_____ Science	4
_____ Social Science	3
_____ General Education Electives.....	2

Total General Education Credits Required..... 18

**NETWORKING ADMINISTRATOR OPTION
A.A.S. Admission Program Objective Code A145A
A.S. Admission Program Objective Code 2145A**

Core Courses	College Credits
CIS 1000 Introduction to Computer Science.....	3
OR	
COP 1000 Intro to Programming Concepts and Logic	3
CET1600C Networking Fundamentals	3
CTS 1347C Windows Network Infrastructure 2008.....	3
CTS 2134 Network Technology	3
CTS 2162C Windows Vista Operating System.....	3
OR	
CTS 2163C Windows 7 Client Operating System.....	3
CET 1660 Intro to Network Security.....	3
CTS 1156C Desktop Support	3
Total Core Credits Required	21

TECHNICAL ELECTIVES

With the help of an advisor, select 24 credits from the following:

Technical Elective Courses	College Credits
CGS 1843 Introduction to E-Commerce	3
CET 1610C Routing Protocols and Concepts	3
CET 2615C LAN Switching and Wireless.....	3
CET 2620C Accessing the WAN.....	3
CET 2182C PC Hardware A+	3
CET 2179C PC Operating Systems A+	3
CIS 1940 Internship-Computer Science	3-6
(can be taken two times for credit)	
CET 2942 Computer Engineering Internship.....	3
COP _____ Programming.....	3
MAD 2104 Introduction to Discrete Mathematics.....	3
_____ Other Approved College Credits	—

Total Technical Credits Required 24

Total Program Credits Required..... 63

**UNIX/LINUX SYSTEM ADMINISTRATOR OPTION
A.A.S. Admission Program Objective Code A145B
A.S. Admission Program Objective Code 2145B**

TECHNICAL REQUIREMENTS

Technical Requirements	College Credits
CET 2179C PC Operating Systems A+	3
CET 2182C PC Hardware A+	3
CTS 1106 Fundamentals of UNIX.....	3
CTS 2321 UNIX Administration.....	3
Total Program Credits Required.....	12

TECHNICAL ELECTIVES

With the help of an advisor, select 12 credits from the following:

Technical Elective Courses	College Credits
CTS 2302C Windows Active Directory	3
CTS 2346C Windows Server 2008 Administrator.....	3
CTS 1156C Desktop Support	3
CGS 1843 Introduction to E-Commerce	3
CET 1610C Routing Protocols and Concepts	3
COP _____ Programming.....	3
Total Technical Electives Required.....	12

Total Program Credits Required..... 24

**Total Program Credits Required for the
Unix/Linux System Administrator Option.....** 63

Admission Program Objective Code 2000

This program is a Limited Admission program subject to additional program policies and licensure requirements stipulated in the "Nursing Program Student Handbook". Policies are strictly enforced and students should work with the Nursing Program staff rather than self-advise. The admission criteria and process are subject to change; students should contact the Health Technology Programs Division for the most current information.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses		College Credits
ENC 1101	English Composition I.....	3
_____	Humanities.....	3
MAC 1105	College Algebra.....	3
	OR	
STA 2023	Statistics.....	3
BSC 1085C	Human Anatomy and Physiology I.....	4
BSC 1086C	Human Anatomy and Physiology II.....	4
SYG 2000	Sociology.....	3

Total General Education Credits Required..... 20

Core Courses		College Credits
HUN 2201	Nutrition.....	3
DEP 2004	Human Growth and Development.....	3
MCB 2010C	Microbiology, Allied Health.....	4
NUR 1021C	Nursing Process I.....	6
NUR 1021L	Nursing Process I: Clinical Experience.....	4
NUR 1231C	Nursing Process II.....	5
NUR 1750L	Nursing Process II: Clinical Experience.....	4
NUR 1141L	Pharmacologic Principles in Nursing I.....	1
NUR 1142	Pharmacologic Principles in Nursing II.....	1
NUR 2233C	Nursing Process III.....	6
NUR 2233L	Nursing Process III: Clinical Experience.....	4
NUR 2241C	Nursing Process IV.....	5
NUR 2241L	Nursing Process IV: Clinical Experience.....	3
NUR 2811L	Nursing Clinical Practicum.....	3

Total Core Credits Required..... 52

TECHNICAL ELECTIVES (Not Required)

Technical Elective Courses		College Credits
NUR 1940L	Nursing Clinical Externship.....	3
NSP 2049L	Nursing Practice Readiness.....	1
NUR 2931	Special Topics in Associate Degree Nursing.....	5
NUR 2931L	Special Topics in Associate Degree Nursing Laboratory.....	4

Total Program Credits Required..... 72

Students who successfully complete selected technical courses in this program may also be eligible to receive the college credit certificates in Office Specialist and/or Medical Office Management.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses		College Credits
LIN 1670	Writing and Grammar.....	3
	or higher English course	
_____	Humanities.....	3
MAT 1033A	Intermediate Algebra.....	3
	or higher math course	
_____	Science.....	4
_____	Social Science.....	3
_____	General Education Electives.....	2

Total General Education Credits Required..... 18

Core Courses		College Credits
CGS 1100	Microcomputer Applications.....	3
CGS 1570	Microcomputer Applications for Business.....	3
GEB 1011	Introduction to Business.....	3
OST 2335	Business Communications.....	3
OST 2401	General Office Management.....	3
OST 1355	Records Management.....	3
OST 1107	Word Processing I.....	3
OST 2117	Word Processing II.....	3

Total Core Credits Required..... 24

**GENERAL OFFICE ADMINISTRATION OPTION
Admission Program Objective Code A100A**

TECHNICAL ELECTIVES

With the help of an advisor, select 21 credits from the following:

Technical Elective Courses		College Credits
CTS 2104	Introduction to Windows.....	3
CGS 1030	Computer Basics.....	3
CGS 1550	Introduction to the World Wide Web.....	3
MTB 1103	Business Math.....	3
GEB 1940	Internship-Business.....	3-6
	(can be completed two times for credit)	
ACG 2001	Accounting I.....	3
BUL 2241	Business Law I.....	3
MNA 1345	Supervision.....	3
GEB 2430	Business Ethics.....	3
_____	Other Approved College Credits.....	—

Total Technical Credits Required..... 21

**Total Program Credits Required for the
General Office Systems Option..... 63**

LEGAL OFFICE ADMINISTRATION OPTION
Admission Program Objective Code A100B

TECHNICAL ELECTIVES

With approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
PLA 1013 Introduction to the Legal System	3
PLA 1005 Legal Terminology	3
GEB 1940 Internship-Business	3-6
(can be completed two times for credit)	
BUL 2241 Business Law I	3
BUL 2242 Business Law II	3
CGS 1030 Computer Basics	3
PLA 1203 Introduction to Civil Law	3
PLA 1104 Case Analysis and Legal Writing	3
PLA 1800 Introduction to Family Law	3
_____ Other Approved College Credits	_
(PLA, C JL preferred)	

Total Technical Credits Required 21

Total Program Credits Required for the Legal Office Administration Option 63

MEDICAL OFFICE ADMINISTRATION OPTION
Admission Program Objective Code A100C

TECHNICAL ELECTIVES

With approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
HSC 1531 Medical Terminology	3
(required course for this option)	
HSC 1100 Health Education	3
HIM 1000* Introduction to Health Information Management	3
HSC 1400 First Aid	3
BUL 2241 Business Law I	3
CGS 1030 Computer Basics	3
GEB 2430 Business Ethics	3
GEB 1940 Internship-Business	3-9
(can be completed three times for credit)	
_____ Other Approved College Credits	_

Total Technical Credits Required 21

Total Program Credits Required for the Medical Secretary Option 63

Admission Program Objective Code 2050

Admission will be through a Limited Access application process. Students will be in class on the Niceville Campus, as well as attend clinical rotations at various healthcare facilities in the district. Graduates will be eligible to sit for the ARRT certification exam. Students interested in pursuing this program should contact the Radiography Program Director at (850) 729-6462.

GENERAL EDUCATION

Unless otherwise stated, select one course from each category; see page 83.

Courses	College Credits
ENC 1101 English Composition I	3
or higher English course	
_____ Humanities	3
MAC 1105 College Algebra	3
or higher/comparable math course	
BSC 2020C* Human Structure or Function	4
or Anatomy & Physiology I & II	
_____ Social Science	3
DEP 2004 Human Growth and Development	3

Total General Education Credits Required 19

* BSC 1085C/1086C Anatomy & Physiology I and II may be substituted

Core Courses

Core Courses	College Credits
RTE 1000 Introduction to Radiologic Technology	2
RTE 1111 Introduction to Radiographic Patient Care	2
RTE 1503C Radiographic Procedures I	4
RTE 1418 Radiographic Techniques I	3
RTE 1804L Radiography Clinical Education I	2
RTE 1513C Radiographic Procedures II	4
RTE 1457 Radiographic Techniques II	3
RTE 1613 Radiographic Physics	3
RTE 1814L Radiography Clinical Education II	3
RTE 2523C Radiographic Procedures III	3
RTE 1824L Radiography Clinical Education III	4
RTE 2844L Radiography Clinical Education IV	6
RTE 2385 Radiographic Protection/Biology	3
RTE 2910 Radiographic Evidence Based Practice	1
RTE 2473 Radiographic Quality Assurance	2
RTE 2782 Radiographic Pathology	3
RTE 2854L Radiography Clinical Education V	6
RTE 2061 Radiographic Preparation for Practice	4

Total Core Credits Required 58

Total Program Credits Required 77

• RECREATION TECHNOLOGY A.A.S./A.S.

**A.A.S. Admission Program Objective Code A480
A.S. Admission Program Objective Code 2480**

The A.S. and A.A.S. degrees are designed to prepare students for employment in a technical or semi-professional capacity. Although neither program is generally intended for transfer, many students elect to pursue upper division studies after completing these degrees. To that end, the A.S. degree requirements are restricted to transferable credits, which also satisfy general education standards and minimum grade requirements for the Florida State University and College Systems. Students wishing to pursue a bachelor's degree should select the A.S.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
Communications (one course).....	3
A.A.S.: LIN 1670 Writing and Grammar or higher English course	
A.S.: ENC 1101 English Composition I or higher English course	
____ ____ Humanities.....	3
Mathematics (one course)	3
A.A.S.: MTB 1103 Business Math or higher math course	
A.S.: MAC 1105 College Algebra or higher/comparable course	
____ ____ Science	4
____ ____ Social Science	3
____ ____ General Education Electives.....	2
Total General Education Credits Required.....	18

Core Courses	College Credits
PET 1000 Introduction to Physical Education.....	3
PET 2622 Care and Prevention of Athletic Injuries.....	3
HSC 1100 Health Education	3
HLP 1081 Wellness	3
PEM 1131A Strength Training.....	3
HSC 1400 First Aid.....	3
HUN 2201 Nutrition	3
____ ____ Selected Activity Courses.....	4
Total Core Credits Required.....	25

TECHNICAL ELECTIVES

With the approval of an advisor, select at least 21 credits from the following:

Technical Elective Courses	College Credits
CCJ 1020 Introduction to Criminal Justice	3
CGS 1100 Microcomputer Applications.....	3
CLP 1001 Personal Adjustment.....	3
CLP 2140 Abnormal Psychology.....	3
DEP 2004 Human Growth and Development	3
EDF 1005 Introduction to the Teaching Profession	3
EDP 2002 Educational Psychology	3
EEX 2010 Introduction to Exceptional Children	3
LIN 1670 Writing & Grammar	3
MAN 2021 Management	3
MAT 1033A Intermediate Algebra	4
MNA 2100 Organizational Behavior	3
PEM 2108 Fitness Lab	1
PSY 2012 Psychology.....	3
SPC 1608 Speech.....	3
SPC 2300 Interpersonal Communications.....	3
SYG 2000 Sociology.....	3
SYG 2010 Social Problems	3
THE 2100 Introduction to Theater History.....	3
____ ____ Selected Activity Courses (PEL*, PEM*, PEO*) ..	4
____ ____ Other Approved College Credits	—

Total Technical Elective Credits Required 21

Total Program Credits Required..... 64

• THEATER AND ENTERTAINMENT TECHNOLOGY A.A.S.

Students who complete selected technical courses in the Technical Theater Option of this program may be eligible to receive the college credit certificate in Stage Technology.

GENERAL EDUCATION

Select one course from each category; see page 83.

Courses	College Credits
LIN 1670 Writing and Grammar	3
or higher English course	
____ ____ Humanities.....	3
MTB 1103 Business Math.....	3
or higher math course	
____ ____ Science	4
____ ____ Social Science	3
____ ____ General Education Electives.....	2

Total General Education Credits Required..... 18

A.S. & A.A.S. DEGREE PROGRAMS

• THEATER AND ENTERTAINMENT TECHNOLOGY (continued) A.A.S.

**ACTING SPECIALIZATION OPTION
Admission Program Objective Code A585A**

Core Courses	College Credits
THE 2100 Introduction to Theater History.....	3
THE 2300 Dramatic Literature	3
TPA 1210 Stagecraft	3
TPA 1290 Technical Theater Lab I (Scenic)	3
TPA 2220 Technical Theater Lab II (Lighting).....	3
TPP 2110 Acting I	3
HUM 2920 Humanities Colloquium	1
MVV 1211 Voice	<u>2-4</u>
(can be completed four times for credit)	

Total Core Credits Required..... 22

**TECHNICAL ELECTIVES
With the approval of an advisor, select 24 credits from the following:**

Technical Elective Courses	College Credits
THE 2071 Humanities Cinema Appreciation	3
THE 2820 Introduction to Creative Dramatics	3
TPA 2276C Entertainment Technology - Crafts.....	3
TPP 2111 Acting II	3
TPP 2118 Acting III	3
TPP 2119 Acting IV.....	3
TPP 1190 Rehearsal and Performance I.....	3
TPP 1191 Rehearsal and Performance II.....	3
TPP 1192 Rehearsal and Performance III.....	3
_____ Other Approved College Credits	—

Total Technical Elective Credits Required..... 24

Total Program Credits Required..... 64

Note: A proficiency exam may be required in major emphasis area(s).

**COSTUMING SPECIALIZATION OPTION
Admission Program Objective Code A585E**

Core Courses	College Credits
TPA 2232 Introduction to Costuming Technology.....	3
THE 2100 Introduction to Theater History.....	3
THE 2300 Dramatic Literature	3
TPA 1210 Stagecraft	3
TPP 2110 Acting I	3
TPA 1290 Technical Theater I (Scenic)	3
TPA 2220 Technical Theater II (Lighting).....	3
TPP 1190 Rehearsal and Performance I.....	3
THE 2930 Theater - Special Topics.....	3
TPP 2930 Theater Performance - Special Topics.....	<u>3</u>

Total Core Credits Required..... 30

**TECHNICAL ELECTIVES
With the approval of an advisor, select 16 credits from the following:**

Technical Elective Courses	College Credits
TPP 2310 Directing I.....	3
TPP 2111 Acting II	3
THE 2071 Humanities Cinema Appreciation	3
THE 2820 Introduction to Creative Dramatics	3
TPP 2118 Acting III	3
TPP 1191 Rehearsal and Performance II.....	3
TPP 1192 Rehearsal and Performance III.....	3
TPP 2600 Stage Management.....	3
_____ Other Approved College Credits	—

Total Technical Elective Credits Required..... 16

Total Program Credits Required..... 64

**DANCE SPECIALIZATION OPTION
Admission Program Objective Code A585B**

Core Courses	College Credits
DAA 1200 Beginning Ballet I.....	4-8
(can be completed four times for credit)	
DAA 1201 Intermediate Ballet	4-8
(can be completed four times for credit)	
DAA 2202 Advanced Ballet.....	4-8
(can be completed four times for credit)	
DAA 1100 Beginning Modern Dance.....	4-8
(can be completed four times for credit)	
DAA 1101 Intermediate Modern Dance.....	4-8
(can be completed four times for credit)	
DAA 2610 Dance Composition.....	2
DAA 2683 Dance Performance.....	<u>2-4</u>
(can be completed two times for credit)	

Total Core Credits Required..... 24

**TECHNICAL ELECTIVES
With the approval of an advisor, select 8-26 credits from the following:**

Technical Elective Courses	College Credits
DAA 1681 Dance Ensemble.....	1-4
(can be completed four times for credit)	
DAA 1500A Beginning Jazz Dance	1-4
(can be completed four times for credit)	
DAA 1501 Intermediate Jazz Dance	1-4
(can be completed four times for credit)	
DAA 1580 Musical Theater Dance I.....	1-4
(can be completed four times for credit)	
DAA 2581 Musical Theater Dance II.....	1-4
(can be completed four times for credit)	
DAA 2220 Pointe	1-4
(can be completed four times for credit)	
DAA 1520 Beginning Tap.....	1-4
(can be completed four times for credit)	
DAN 1750 Dance Conditioning	1-4
(can be completed four times for credit)	
TPA 1210 Stagecraft	3
TPA 2232 Introduction to Costuming Technology.....	3
TPA 2220 Technical Theater II.....	3
_____ Other Approved College Credits	—

Total Technical Elective Credits Required..... 22

**Total Program Credits Required
Dance Specialization Option..... 64**

Note: A proficiency exam may be required in major emphasis area(s).

A.S. & A.A.S. DEGREE PROGRAMS

• THEATER AND ENTERTAINMENT TECHNOLOGY (continued) A.A.S.

**MUSICAL THEATER OPTION
Admission Program Objective Code A585C**

Core Courses	College Credits
MUT 1121 Music Theory I.....	3
MUT 1122 Music Theory II.....	3
MUT 2126 Music Theory III.....	3
MUT 2127 Music Theory IV.....	3
MVK 1211 Applied Piano I.....	2-4
(can be completed four times for credit)	
MVK 2221 Applied Piano II.....	2-4
(can be completed four times for credit)	
HUM 2920 Humanities Colloquium I.....	1
MUN ____ Music Ensembles.....	4

Total Core Credits Required21-24

TECHNICAL ELECTIVES

With the approval of an advisor, select 22-25 credits from the following:

Technical Elective Courses	College Credits
MUN 1000 Summer Ensemble I.....	3
MUN 1001 Summer Ensemble II.....	3
MUN 1002 Summer Ensemble III.....	3
MUN 1003 Summer Ensemble IV.....	3
MUT 1001 Fundamentals of Music.....	3
MUT 1641 Jazz Improvisation I.....	2
MUT 2642 Jazz Improvisation II.....	2
MUT 2351 Jazz Theory & Arranging.....	3
MUN ____ Music Ensembles (as needed).....	4-12
MV_ ____ Applied Music.....	4-12
DAA ____ Ballet, Jazz, Modern.....	4-12
____ ____ Other Approved College Credits.....	-

Total Technical Elective Credits Required22-25

**Total Program Credits Required
Musical Theater Specialization Option64**

Note: A proficiency exam may be required in major emphasis area(s).

**TECHNICAL THEATER OPTION
Admission Program Objective Code A585D**

Core Courses	College Credits
THE 2100 Introduction to Theater History.....	3
THE 2300 Dramatic Literature.....	3
TPA 1210 Stagecraft.....	3
TPA 1290 Technical Theater I (Scenic).....	3
TPA 2220 Technical Theater II (Lighting).....	3
TPP 2110 Acting I.....	3
TPA 2600 Stage Management.....	3
HUM 2920 Humanities Colloquium.....	1
MUM 1620 Audio and Acoustic Fundamentals.....	3

Total Core Credits Required25

TECHNICAL ELECTIVES

With the approval of an advisor, select 21 credits from the following:

Technical Elective Courses	College Credits
THE 2071 Humanities Cinema Appreciation.....	3
THE 2820 Introduction to Creative Dramatics.....	3
TPA 2232 Introduction to Costuming.....	3
TPA 2276C Entertainment Technology - Crafts.....	3
TPP 2111 Acting II.....	3
ART 1203C Three Dimensional Design.....	3
ART 1300C Drawing I.....	3
TPP 1190 Rehearsal and Performance I.....	3
TPP 1191 Rehearsal and Performance II.....	3
TPP 1192 Rehearsal and Performance III.....	3
____ ____ Other Approved College Credits.....	-

Total Technical Elective Credits Required 21

Total Program Credits Required.....64

Note: A proficiency exam may be required in major emphasis area(s).

CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS



CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS



Certificate Programs are designed to prepare students for employment in selected professional, technical, and occupational skill areas. Northwest Florida State College offers three types of certificate programs: college credit certificates, career and technical or vocational credit certificates, and the Applied Technology Diploma (ATD). All are technically oriented and require less time to complete than the two-year degree programs.

• College Credit Certificates and Applied Technology Diplomas

College credit certificates and the ATD range from eleven (11) to forty-two (42) credits in length, although most are comprised of thirty (30) credits, and require approximately one academic year to complete. Courses in these certificates include professional and technical skills, with an emphasis on practical application. Most college credit certificate programs include an internship option through which students may gain on-the-job experience as they study.

Each of the Northwest Florida State College credit certificates is paired with a companion A.S. or A.A.S. degree program. Upon successful completion of the college credit certificate, the student may receive credit toward approximately 45% to 50% of the course requirements in the companion degree program. Conversely, students who successfully complete the technical credits within a companion degree program may qualify for graduation from the appropriate certificate program. In this manner, students may receive two graduation credentials from the college. **Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.**

College Credit Certificates and ATD Programs

- Accounting Technology Management (Certificate)
- Audio Technology (Certificate)
- AutoCAD Foundations (Certificate)
- Business Management (Certificate)
- Business Specialist (Marketing) (Certificate)
- Child Care Center Management (Certificate)
- Child Development/Early Intervention (Certificate)
- CISCO CCNA (Certificate)
- Computer Programmer (Certificate)
- Computer Programming Specialist (Certificate)
- Computer Specialist (Certificate)
- Customer Service Technology (ATD)
- Digital Media/Multimedia Authoring (Certificate)
- Digital Media/Multimedia Presentation (Certificate)

- Drafting (Certificate)
- Emergency Administrator and Manager (Certificate)
- Emergency Medical Technician (Certificate)
- Graphic Design Production (Certificate)
- Graphic Design Support (Certificate)
- Homeland Security Emergency Manager (Certificate)
- Infant/Toddler (Certificate)
- Information Technology Management (Certificate)
- Information Technology Technician (Certificate)
- Medical Coding & Billing (ATD)
- Medical Office Management (Certificate)
- Microcomputer Repairer/Installer (Certificate)
- Office Management (Certificate)
- Office Specialist (Certificate)
- Paramedic (Certificate)
- Preschool (Certificate)
- Stage Technology (Certificate)
- UNIX/Linux System Administrator (Certificate)

• Career and Technical or Vocational Credit Certificates

Career and technical or vocational credit certificates are comprised of vocational credits, offered in the semester hour format and distinct from college credits or clock hours. The certificates are generally less than one year in length and are designed to prepare students for employment in selected occupational skill areas. Most contain an internship option through which students may gain on-the-job experience as they study. The curriculum is heavily oriented toward problem solving and skill application. In certain circumstances, the skills acquired through completion of a career and technical or vocational credit certificate may be articulated into comparable college credit work and applied to college credit certificates, A.A.S. or A.S. degree programs. **Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.**

Career and Technical or Vocational Credit Certificates

- Auxiliary Law Enforcement Officer Basic
- Corrections Basic
- Dental Assisting
- Firefighting Basic
- Law Enforcement Basic

• GRADUATION REQUIREMENTS FOR CERTIFICATE AND ATD PROGRAMS

To successfully complete a college credit or a career and technical or vocational credit certificate, the student must meet the following requirements.

1. Complete the courses and other requirements as specified in the program of study. (With advance approval, college credit courses may be substituted for equivalent vocational credit courses in any career and technical or vocational credit certificate.)
2. Complete at least 25% of the certificate coursework in residence at Northwest Florida State College.

3. Maintain a cumulative GPA of not less than 2.00 in all coursework pursued for the certificate.
4. Satisfy all other college graduation requirements.

In addition, students wishing to complete a career and technical or vocational certificate must demonstrate minimum skill levels in reading, communications, and mathematics, as measured by the TABE. The levels vary for each program of study.

• ACCOUNTING TECHNOLOGY MANAGEMENT

Admission Program of Study Code 6370

Students who successfully complete this certificate will have completed 27 credits applicable to the Accounting Technology A.S. degree.

Core Courses	College Credits
GEB 1011 Introduction to Business	3
CGS 1100 Microcomputer Applications.....	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
ACG 2071 Managerial Accounting.....	3
CGS 1570 Computer Applications for Business.....	3
ACG 2450 Computer Applications in Accounting.....	3
ACO 1806 Payroll Accounting	3
— — Other Approved College Credits.....	3
Total Core Credits Required.....	27

• AUDIO TECHNOLOGY (RECORDING ARTS)

Admission Program of Study Code 6560

College Credit Certificate

Students who successfully complete this program may apply these credits to the Music Production Technology A.A.S.

Core Courses	College Credits
MUM 2300 Introduction to Music Technology	3
MUM 2600 Recording Tech I.....	3
MUM 2601 Recording Tech II.....	3
MUM 2604 Multi-Track Mixdown.....	3
— — Other Approved College Credits.....	1
Total Program Credits Required	13

• AUTOCAD FOUNDATIONS

Admission Program of Study Code 6052

College Credit Certificate

Students who successfully complete this program may apply these fifteen (15) credits to the Drafting and Design Technology A.A.S./A.S.

Core Courses	College Credits
ETD 1102 Introduction to Technical Drawing.....	3
ETD 1320C AutoCAD I.....	3
ETD 1340C AutoCAD II.....	3
ETD 2350C AutoCAD III.....	3
ETD 1355C AutoCAD 3D Modeling I.....	3
Total Program Credits Required	15

• AUXILIARY LAW ENFORCEMENT OFFICER BASIC

Admission Program of Study Code 5094

Core Courses	Vocational Credits
CJK 0240 Auxiliary Law Enforcement Introduction.....	0.9
CJK 0241 Auxiliary Law Enforcement Patrol and Traffic.....	0.7
CJK 0242 Auxiliary Law Enforcement Investigations.....	0.6
CJK 0422 Dart-Firing Stun Gun.....	0.3
CJK 0031 CMS First Aid for Criminal Justice Officers.....	1.6
CJK 0040 CMS Criminal Justice Firearms.....	2.7
CJK 0051 CMS Criminal Justice Defensive Tactics.....	2.7
CJK 0020 CMS Criminal Justice Vehicle Operations	1.6

Total Program Credits Required.....11.1

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at NWFSC.

• BUSINESS MANAGEMENT

Admission Program of Study Code 6381

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Accounting Technology A.S. degree or to the Business Administration A.A.S. degree programs.

Core Courses	College Credits
GEB 1011 Introduction to Business	3
CGS 1100 Microcomputer Applications	3
ACG 2001 Accounting I	3
MAN 2021 Management	3

Total Core Credits Required 12

TECHNICAL ELECTIVES

With the approval of an advisor, select 12 credits from the following:

Technical Elective Courses	Credit Hours
OST 2335 Business Communications	3
ACG 2011 Accounting II	3
ACG 2071 Managerial Accounting	3
CGS 1570 Computer Applications for Business	3
GEB 2430 Business Ethics	3
MAN 2300 Personnel Management	3
BUL 2241 Business Law I	3
GEB 1940 Internship - Business	3
_____ Other Business/College Credit _____ Elective(s)	1-9

Total Technical Elective Credits Required 12

Total Program Credits Required 24

• BUSINESS SPECIALIST (MARKETING)

Admission Program of Study Code 6382

College Credit Certificate

Students who successfully complete this certificate may receive twelve (12) credits toward completion of the Business Administration A.A.S. degree program.

Core Courses	College Credits
MAR 2011 Introduction to Marketing	3
MKA 2511 Advertising	3
MKA 2021 Professional Selling	3
MKA 2041 Retail Management	3

Total Program Credits Required 12

• CHILD CARE CENTER MANAGEMENT

Admission Program of Study Code 6021

College Credit Certificate

Students who successfully complete this program may apply these credits to the Early Childhood Education A.A.S./A.S.

Core Courses	College Credits
CHD 2322 Programs for Young Children	3
CHD 2432A Curriculum for Young Children I	3
DEP 2100 Child Growth and Development I	3
CHD 1800 Early Childhood Program Administration	3

Total Program Credits Required 12

• CHILD DEVELOPMENT/EARLY INTERVENTION

Admission Program of Study Code 6020

College Credit Certificate

Students who successfully complete this certificate may receive 36 credits toward the requirements of the Early Childhood Education A.A.S./A.S.

Core Courses	College Credits
CHD 1223 Guidance for Young Children	3
DEP 2100 Child Growth and Development I	3
CHD 1430 Observing and Recording Child Behavior	3
CHD 2432A Curriculum for Young Children I	3
CHD 2810 Childhood Nutrition, Health and Safety	3
CHD 2322 Programs for Young Children	3
CHD 1531 Parenting Education	3
CHD 1941 Child Development Internship	3
EEX 2010 Introduction to Exceptional Children	3

Total Core Credits Required 27

TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from the following:

Technical Elective Courses	Credit Hours
CHD 2332A Curriculum for Young Children II	3
CHD 2334A Curriculum for Young Children III	3
CHD 2337A Curriculum for Young Children IV	3
MTB 1103 Business Math	3
CHD 1941 Internship - Child Development	3-9
(can be completed three times for credit)	
CHD 1312 Infant & Toddler	3

Total Technical Elective Credits Required 9

Total Program Credits Required 36

• CISCO CCNA

Admission Program of Study Code 6140

College Credit Certificate

Students who successfully complete this program may apply these credits to the Computer Engineering Technology, CISCO Academy Option A.A.S./A.S.

Core Courses	College Credits
CET 1600C Network Fundamentals.....	3
CET 1610C Routing Protocols and Concepts	3
CET 2615C LAN Switching and Wireless.....	3
CET 2620C Accessing the WAN.....	3

Total Program Credits Required 12

• COMPUTER PROGRAMMER

Admission Program of Study Code 6045

College Credit Certificate

Students who successfully complete this program may apply these credits as appropriate to the Computer Information Administrator, Networking Administrator and/or Computer Programming and Analysis degree programs.

Core Courses	College Credits
COP 1000 Introduction to Programming Concepts and Logic.....	3
OR	
CIS 1000 Introduction to Computer Science.....	3
CTS 2104 Introduction to Windows	3
CGS 1550 Introduction to the World Wide Web	3
CTS 2134 Introduction to Networking	3
COP 2220 Programming in C.....	3
COP 2800 Java.....	3
COP 2010 Visual Basic.....	3

Total Core Credits Required 21

TECHNICAL ELECTIVES

Technical Elective Courses	College Credits
CGS 2820 Web Authoring with HTML.....	3
COP 2840 Web-Based Programming I.....	3
COP 2360 Programming in C#	3
COP 2362 Advanced Programming in C#	3
COP 2224 Programming in C++	3
COP 2228 Advanced Programming in C++.....	3
COP 2222 Advanced Programming in C.....	3
COP 2805 Advanced Java Programming.....	3
COP 2011 Advanced Applications Programming in Visual Basic.....	3
CIS 1940 Internship in Computer Studies.....	3-6 (can be completed two times for credit)
GEB 1940 Internship-Business.....	3-6 (can be completed two times for credit)
— — Other Approved College Credits (CDA*, CGS*, CIS*, CTS* and COP*).....	—

Total Technical Elective Credits Required 12

Total Program Credits Required..... 33

• COMPUTER PROGRAMMING SPECIALIST

Admission Program of Study Code 6046

College Credit Certificate

Students who successfully complete this certificate will have completed 18 credits applicable to the Computer Programming and Analysis A.S. degree.

Core Courses	College Credits
COP 1000 Introduction to Programming Concepts and Logic.....	3
CGS 1550 Introduction to the World Wide Web	3
CTS 2104 Introduction to Windows	3

Total Core Credits Required 9

TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from the following:

Technical Elective Courses	College Credits
CIS 1000 Introduction to Computer Science.....	3
CIS 1940 Internship in Computer Studies.....	3
CGS 1570 Computer Applications for Business	3
COP 2220 Programming in C.....	3
COP 2222 Advanced Programming in C.....	3
COP 2224 Programming in C++.....	3
COP 2228 Advanced Programming in C++.....	3
COP 2010 Visual Basic Programming.....	3
COP 2011 Adv Applications Programming in Visual Basic	3
COP 2800 Intro to Java Programming.....	3
COP 2805 Advanced Java Programming.....	3
CGS 2820 Web Authoring with HTML.....	3
COP 2840 Web-Based Programming I.....	3
COP 2360 Programming in C#.....	3
COP 2362 Advanced Programming In C#.....	3

Total Technical Elective Credits Required 9

Total Program Credits Required..... 18

•|COMPUTER SPECIALIST (MCITP SA/EA)

Admission Program of Study Code 6141

College Credit Certificate

Students who successfully complete this program may apply these credits to the Computer Engineering Technology, Microsoft IT Academy (MCITP SA/EA) Option A.A.S./A.S.

MCITP:SA

Core Courses	College Credits
CTS 2162C Windows Vista Operating System..... 3 OR	
CTS 2163C Windows 7 Client Operating System..... 3	
CTS 2302C Window Active Directory..... 3	
CTS 1347C Windows Network Infrastructure 2008..... 3	
CET 2182C PC Hardware A+ 3	
CET 2179C PC Operating Systems A+ 3	
CET 1660 Introduction to Network Security* 3	
CTS2346C Windows Server 2008 Administrator..... 3	

Total Core Credits.....21

MCITP:EA

CTS 2343C Windows Server 2008 Applications Infrastructure 3	
CTS 2342C Windows Server 2008 Enterprise Administration..... 3	

Total Program Credits Required.....27

*Corequisite Course

	College Credits
CTS 2134 Network Technology 3	

•|CORRECTIONS BASIC

Admission Program of Study Code 5091

Career and Technical or Vocational Credit Certificate

Students who successfully complete this program and pass the State of Florida State Officer Certification Exam may apply 15 credits to the Criminal Justice Technology, Law Enforcement/Corrections Academy Option A.A.S.

Core Courses

Core Courses	Vocational Credits
CJK 0270 Legal I..... 1.60	
CJK 0285 Legal II..... 0.80	
CJK 0286 Communications 1.50	
CJK 0100 Interpersonal Skills I..... 2.30	
CJK 0101 Interpersonal Skills II 1.80	
CJK 0102 Correctional Operations 2.20	
CJK 0480 Emergency Preparedness 1.00	
CJK 0051 Defensive Tactics 2.70	
CJK 0040 Firearms 2.70	
CJK 0031 First Aid for CJ Officers 1.60	
CJK 0096A CJ Physical Fitness I..... 0.70	
CJK 0096B CJ Physical Fitness II 0.70	

Total Program Credits Required.....19.60

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at NWFSC.

•|CUSTOMER SERVICE TECHNOLOGY

Admission Program of Study Code B575

Applied Technology Diploma

Students who successfully complete this ATD program may apply the credits to the Customer Relationship Management, Business Administration, or Office Administration A.A.S. degree programs.

Core Courses

Core Courses	College Credits
GEB 1011 Introduction to Business 3	
CGS 1100 Microcomputer Applications..... 3	
OST 2335 Business Communications..... 3	
MNA 1161 Customer Service..... 3	

Total Core Credits Required 12

TECHNICAL ELECTIVES

With the help of an advisor, select at least 6 credits from the following:

Technical Elective Courses

Technical Elective Courses	College Credits
MAR 2011 Introduction to Marketing 3	
CGS 1030 Computer Basics..... 3	
CGS 1550 Introduction to the World Wide Web 3	
GEB 2430 Business Ethics 3	
MNA 2100 Organizational Behavior 3	
GEB 1940 Internship-Business 3-9 (can be completed three times for credit)	
SPC 1608 Speech 3	
_____ Other Approved College Credits _	

Total Technical Electives Credits Required..... 6

Total Program Credits Required..... 18

• DENTAL ASSISTING

Admission Program of Study Code 5000A

Career and Technical or Vocational Credit Certificate

This program is a Limited Admission program subject to additional program policies and requirements stipulated in the "Dental Assisting Student Handbook". The admission criteria and process, as well as some course numbers and credits are subject to change; students should contact the Dental Assisting program office for the most current information.

Students who successfully complete this program may apply these credits to the Health Services Management degree A.A.S.

Core Courses	Vocational Credits
DEA 0020 Pre Clinical Procedures Theory	2
DEA 0020L Pre Clinical Practice Lab	3
DEA 0130 Allied Dental Theory.....	1
DEA 0803L Clinical Practice I.....	3
DES 0830 Expanded Function Theory	1
DES 0830L Skills Seminar.....	2
DEA 0852L Clinical Practice II.....	5
DEA 0851L Clinical Practice III.....	6
DES 0103 Dental Materials Theory	1
DES 0103L Dental Materials Lab.....	2
DES 0205 Dental Radiology Lecture.....	1
DES 0205L Dental Radiology Lab.....	3
DES 0206L Dental Radiology Lab II	3
DES 0324 Interpersonal Communication Skills.....	1
DES 0400B Dental Anatomy.....	2
DES 0501 Dental Practice Management.....	1
DES 0602 Pharmacology and Dental Office Emergencies	1
DES 0844 Dental Science.....	1
DEA 0936 Dental Assisting Seminar	2
Total Program Credits Required.....	41

• DIGITAL MEDIA/MULTIMEDIA AUTHORING

Admission Program of Study Code 6580

College Credit Certificate

Students who successfully complete this program may apply twelve (12) credits to the Digital Media/Multimedia Technology A.A.S./A.S.

Core Courses	College Credits
ART 2602C Digital Imaging I.....	4
GRA 2142C Web Design I	4
PGY 1801C Digital Photography I.....	4
___ ___ Other Approved College Credits	___
Total Program Credits Required	12

• DIGITAL MEDIA/MULTIMEDIA PRESENTATION

Admission Program of Study Code 6581

College Credit Certificate

Students who successfully complete this program may apply seventeen (17) credits to the Digital Media/Multimedia Technology A.A.S./A.S.

Core Courses	College Credits
ART 2602C Digital Imaging I.....	4
GRA 2142C Web Design I	4
GRA 2140C Multimedia I	4
PGY 1801C Digital Photography I.....	4
___ ___ Other Approved College Credits	1
Total Program Credits Required	17

• DRAFTING

Admission Program of Study Code 6051

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Architectural Design and Construction Technology A.A.S.

Core Courses	College Credits
ETD 1102 Introduction to Technical Drawing	3
EGS 1110C Engineering Graphics.....	3
ETD 1320C AutoCAD I	3
ETD 1340C AutoCAD II	3
BCN 1230 Building Materials.....	3
BCN 1272 Blueprint Reading.....	3
ARC 2303A Design 2.1	6
Total Program Credits Required.....	24

• EMERGENCY ADMINISTRATOR AND MANAGER

Admission Program of Study Code 6093

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Emergency Administration and Management A.A.S. degree program.

Core Courses	College Credits
FFP 1881 Emergency Management Leadership.....	3
DSC 1552 Critical Infrastructure Protection	3
FFP 1826 Incident Management	3
FFP 1800 Disaster Education for Individuals and the Community	3
DSC 2056 Disaster Response Operation	3
FFP 1890 Emergency Management for the Tourism/Hospitality Industry	3
FFP 1880 Public Policy in Emergency Management	3
___ ___ College Credit Electives (Fire Science, Criminal Justice, Geographic Info Systems, Industrial Safety, Emergency Administration or Homeland Security courses recommended)...	3
Total Program Credits Required.....	24

• **EMERGENCY MEDICAL TECHNICIAN**

Admission Program of Study Code 6096

College Credit Certificate

Admission will be through a Limited Access application process. Graduates of this program will be eligible to apply for the examination to become a Florida certified Emergency Medical Technician and a National Registry Emergency Medical Technician Basic. Students interested in pursuing this program should contact the Emergency Medical Services Office at (850) 729-4924.

Core Courses	College Credits
EMS 1119C Emergency Medical Technician.....	6
EMS 1335 Emergency Vehicle Operator.....	1
EMS 1401L EMT Lab	4

Total Program Credits Required..... 11

• **FIREFIGHTING BASIC**

Admission Program of Study Code 5095

Core Courses	Vocational Credits
FFP 0010 Firefighting I.....	7.5
FFP 0020 Firefighting II.....	7.5

Total Program Credits Required..... 15

Corequisite Course	College Credits
FFP1140 First Responder for Public Safety Personnel.....	3

NOTE: Entry into the Firefighting Certificate Program requires meeting the standards established by the Florida Division of State Fire Marshal, Bureau of Fire Standards and Training. A copy of these requirements is available through the Public Safety Division of NWFSC.

• **GRAPHIC DESIGN PRODUCTION**

Admission Program of Study Code 6440

College Credit Certificate

Students who successfully complete this certificate may receive twenty-four (24) credits toward the requirements of the Graphic Arts Technology A.A.S./A.S.

Core Courses	College Credits
ART 2602C Digital Imaging I.....	4
ART 2603C Digital Imaging II	4
GRA 1151C Illustration I	3
GRA 2190C Graphic Design I.....	4
PGY 1801C Digital Photography I.....	4
PGY 2802C Digital Photography II.....	4
_____ Other Approved College Credits	_

Total Program Credits Required..... 24

• **GRAPHIC DESIGN SUPPORT**

Admission Program of Study Code 6441

College Credit Certificate

Students who successfully complete this certificate may receive fifteen (15) credits toward the requirements of the Graphic Arts Technology A.A.S./A.S.

Core Courses	College Credits
ART 2602C Digital Imaging I.....	4
GRA 1151C Illustration I	3
GRA 2142C Web Design I	4
GRA 2190C Graphic Design I.....	3
_____ Other Approved College Credits	_

Total Program Credits Required..... 15

• **HOMELAND SECURITY EMERGENCY MANAGER**

Admission Program of Study Code 6094

College Credit Certificate

Students who successfully complete this certificate will have completed 24 credits applicable to the Emergency Administration and Management A.A.S./A.S.

Core Courses	College Credits
DSC 1004 Introduction to the NRF and NIMS.....	3
DSC 1002 Domestic and International Terrorism	3
DSC 1552 Critical Infrastructure Protection	3
DSC 1751 Homeland Security Policy and Law	3
DSC 1222 Psychological Management of Disaster/Terror Victims.....	3
DSC 1631 Planning Considerations for Terror Prevention ...	3
DSC 1562 Homeland Security Threat Strategy	3
_____ College Credit Electives (Fire Science, Criminal Justice, Geographic Info Systems, Industrial Safety, Emergency Administration or Homeland Security courses recommended)...	3

Total Program Credits Required..... 24

• **INFANT/TODDLER**

Admission Program of Study Code 6022

College Credit Certificate

Students who successfully complete this program may apply these credits to the Early Childhood Education A.A.S./A.S.

Core Courses	College Credits
CHD 2322 Programs for Young Children.....	3
CHD 2432A Curriculum for Young Children I.....	3
DEP 2100 Child Growth and Development I.....	3
CHD 1312 Infant and Toddler	3

Total Program Credits Required..... 12

**• INFORMATION TECHNOLOGY
MANAGEMENT**

Admission Program of Study Code 6146

College Credit Certificate

Students who successfully complete this certificate will have completed 30 credits applicable to the Networking Services Technology A.A.S./A.S.

Core Courses	College Credits
COP 1000 Intro to Programming Concepts and Logic	3
CIS 1000 Introduction to Computer Science.....	3
CTS 2134 Network Technology	3
CET 1660 Intro to Network Security.....	3
CET 1600C Networking Fundamentals	3
CGS 1843 Introduction to E-Commerce	3

Total Core Credits Required..... 15

TECHNICAL ELECTIVES

With the approval of an advisor, select 15 credits from the following:

Technical Elective Courses	College Credits
CIS 1940 Internship in Computer Studies.....	3
CTS 1106 Fundamentals of Unix.....	4
CTS 2321 UNIX Administration.....	3
CTS 2162C Windows Vista Operating System	3
OR	
CTS 2163C Windows 7 Client Operating System.....	3
CTS 1347C Windows Network Infrastructure 2008.....	3
CTS 1156C Desktop Support	3
_____ Other Approved College Credits	_

Total Technical Electives Required..... 15

Total Program Credits Required.....30

**• INFORMATION TECHNOLOGY
TECHNICIAN**

Admission Program of Study Code 6145

College Credit Certificate

Students who successfully complete this certificate will have completed 21 credits applicable to the Networking Services Technology A.A.S./A.S.

Core Courses	College Credits
CTS 2134 Network Technology	3
CTS 2162C Windows Vista Operating System	3
OR	
CTS 2163C Windows 7 Client Operating System.....	3
CET 1600C Networking Fundamentals	3
CET 1660 Introduction to Network Security.....	3

Total Core Credits Required..... 12

TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from the following:

Technical Elective Courses	College Credits
CGS 1843 Introduction to E Commerce	3
CIS 1940 Internship in Computer Studies.....	3
COP 1000 Intro to Programming Concepts and Logic	3
CTS 1106 Fundamentals of UNIX.....	4
CTS 2321 UNIX Administration.....	3
CTS 1156C Desktop Support	3
CET 1610C Routing Protocols and Concepts	3
CET 2182C PC Hardware A+	3
CET 2179C PC Operating Systems A+	3
CTS 1347C Windows Network Infrastructure 2008.....	3
_____ Other Approved College Credits	_

Total Technical Electives Required..... 9

Total Program Credits Required.....21

•|LAW ENFORCEMENT BASIC

Admission Program of Study Code 5092

Students who successfully complete this program and pass the State of Florida State Officer Certification Exam (SOCE) may apply 21 credits to the Criminal Justice Technology, Law Enforcement/Corrections Academy Option A.A.S.

Career and Technical or Vocational Credit Certificate

Core Courses	Vocational Credits
CJK 0007 Intro to Law Enforcement	0.40
CJK 0008 Legal	2.40
CJK 0017 Communications	2.60
CJK 0011 Human Issues.....	1.40
CJK 0061 Patrol I.....	2.00
CJK 0062 Patrol II.....	1.40
CJK 0076 Crime Scene Investigations.....	0.80
CJK 0071 Criminal Investigations	1.90
CJK 0082 Traffic Stops	0.80
CJK 0083 DUI Traffic Stops.....	0.80
CJK 0086 Traffic Crash Inv	1.10
CJK 0020 CMS Vehicle Ops.....	1.60
CJK 0031 First Aid for CJ Officers	1.60
CJK 0040 CMS Firearms.....	2.70
CJK 0051 CMS Defensive Tactics.....	2.70
CJK 0422 Dart-Firing Stun Gun.....	0.30
CJK 0096A CJ Physical Fitness I.....	0.70
CJK 0096B CJ Physical Fitness II	0.70
CJK 0096C CJ Physical Fitness III	0.70

Total Program Credits Required..... 26.6

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at NWFSC.

•|MEDICAL CODING & BILLING

Admission Program of Study Code B580

Applied Technology Diploma

Students who successfully complete this program may apply these credits to the Health Services Management degree A.A.S. Courses in this program build one upon the other and are not offered each semester. Students interested in this program should see an academic advisor or the college website to find a plan of study that best suits their needs.

Core Courses	College Credits
HIM 1000 Introduction to Health Information Management	3
HIM 1273C Medical Billing.....	2
HIM 1282 Basic Coding for Medical Records	4
HIM 2283C Advanced Coding for Medical Records	5
HIM 1432 Pathophysiology	4
HIM 1442 Pharmacology for HIM Professionals.....	2

Total Core Credits Required20

Technical Courses	College Credits
BSC 1080 Essentials of Anatomy & Physiology.....	3*
HSC 1531 Medical Terminology.....	3

Total Technical Credits Required 6

Total Program Credits Required.....26

Note: Students must have a High School Diploma or GED to graduate from this program. Registered Nurses with a clear/active nursing license may waive the Technical Courses. Students who have successfully completed a health related program such as Dental Assisting, Practical Nursing, or Surgical Technology may challenge the Medical Terminology Course by contacting the Division Director.

* BSC 1085C with BSC 1086C, or BSC 2020C may be substituted for BSC 1080.

• | MEDICAL OFFICE MANAGEMENT

Admission Program of Study Code 6101

College Credit Certificate

Students who successfully complete this certificate will have 34 credits applicable to the Office Administration A.A.S. degree program.

Core Courses	College Credits
OST 1107 Word Processing & Typewriting I.....	3
OST 2117 Word Processing & Typewriting II.....	3
OST 2401 General Office Management.....	3
HIM 1000 Introduction to Health Information Management	3
HSC 1531 Medical Terminology.....	3
OST 2335 Business Communications.....	3
CGS 1100 Microcomputer Applications.....	3

Total Core Credits Required21

TECHNICAL ELECTIVES

With the approval of an advisor, select 13 credits from the following:

Technical Elective Courses	College Credits
OST 1355 Records Management.....	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
ACG 2071 Managerial Accounting.....	3
MTB 1103 Business Math.....	3
CGS 1030 Computer Basics.....	3
CGS 1570 Microcomputer Applications for Business.....	3
CTS 2104 Introduction to Windows	3
GEB 1940 Internship - Business.....	3
ECO 2013 Economics I.....	3
CGS 1550 Introduction to the World Wide Web	3
BUL 2241 Business Law I.....	3
GEB 2430 Business Ethics	3
BSC 1080 Essentials of Anatomy & Physiology.....	3
HIM 1282 Basic Coding for Medical Records	4
HIM 1273C Medical Billing.....	2
HIM 2283C Advanced Coding for Medical Records	5
HIM 1432 Pathophysiology	4
HSA 1100 Introduction to Health Care.....	2
HIM 1442 Pharmacology for HIM Professionals.....	2
____ Other Approved College Credits.....	3

Total Technical Elective Credits Required 13

Total Program Credits Required.....34

• | MICROCOMPUTER REPAIR/INSTALLER

Admission Program of Study Code 6142

College Credit Certificate

Students who successfully complete this certificate will have completed 15 credits applicable to the Computer Engineering Technology, COMP TIA A+ Certification Option A.A.S./A.S.

Core Courses	College Credits
CET 2172C Microcomputer Servicing.....	4
CET 2182C PC Hardware A+	3
CET 2179C PC Operating Systems A+	3
CTS 1156C Desktop Support	3

Total Program Credits Required..... 13

TECHNICAL ELECTIVES

With the approval of an advisor, select 2 credits from the following:

Technical Elective Courses	College Credits
CTS 2162C Windows Vista Operating System.....	3
OR	
CTS 2163C Windows 7 Client Operating System.....	3
CTS 2134 Network Technology	3
CTS 2302C Windows Active Directory	3
ETG 1941 Internship	3
CET ____ Any course with CET prefix.....	3

Total Technical Elective Credits Required 2

Total Program Credits Required..... 15

• OFFICE MANAGEMENT

Admission Program of Study Code 6100

College Credit Certificate

Students who successfully complete this certificate may receive twenty-seven (27) credits toward the requirements of the Office Administration A.A.S. degree program.

Core Courses	College Credits
OST 1107 Word Processing I.....	3
OST 2117 Word Processing II.....	3
OST 2401 General Office Management.....	3
OST 2335 Business Communications.....	3
CGS 1100 Microcomputer Applications.....	3

Total Core Credits Required 15

TECHNICAL ELECTIVES

With the approval of an advisor, select 12 credits from the following:

Technical Elective Courses	College Credits
CTS 2104 Introduction to Windows	3
GEB 1940 Internship - Business.....	3-6
(can be completed two times for credit)	
MAN 2021 Management	3
MTB 1103 Business Math	3
ACG 2001 Accounting I.....	3
OST 1355 Records Management	3
BUL 2241 Business Law I.....	3
GEB 1011 Introduction to Business	3
CGS 1030 Computer Basics.....	3
CGS 1570 Microcomputer Applications for Business.....	3
_____ Other Approved College Credits.....	3-9

Total Technical Elective Credits Required 12

Total Program Credits Required.....27

• OFFICE SPECIALIST

Admission Program of Study Code 6102

College Credit Certificate

Students who successfully complete this certificate will have 18 credits applicable to the Office Administration A.A.S. degree program.

Core Courses	College Credits
OST 1107 Word Processing & Typewriting I.....	3
OST 1355 Records Management	3
OST 2335 Business Communications.....	3
CGS 1100 Microcomputer Applications.....	3

Total Core Credits Required 12

TECHNICAL ELECTIVES

With the approval of an advisor, select 6 credits from the following:

Technical Elective Courses	College Credits
OST 2117 Word Processing & Typewriting II	3
ACG 2001 Accounting I.....	3
ACG 2011 Accounting II.....	3
ACG 2071 Managerial Accounting.....	3
MTB 1103 Business Math.....	3
CGS 1030 Computer Basics.....	3
CGS 1570 Microcomputer Applications for Business.....	3
CTS 2104 Introduction to Windows	3
GEB 1940 Internship-Business.....	3
ECO 2013 Economics I	3
CGS 1550 Introduction to the World Wide Web	3
BUL 2241 Business Law I.....	3
GEB 2430 Business Ethics	
_____ Other Approved College Credits.....	_

Total Technical Elective Credits Required 6

Total Program Credits Required..... 18

• | PARAMEDIC

Admission Program Objective Code 6095

College Credit Certificate

Admission will be through a Limited Access application process. Graduates will be eligible to sit for the Paramedic certification exam. The curriculum forms the core of the Emergency Medical Services A.S. degree; students may "add on" general education credits and some college credit electives to the Paramedic certificate and earn the A.S. degree. Students interested in pursuing this program should contact the Emergency Medical Services Office at (850) 729-4924.

Core Courses	College Credits
EMS 1337 Defensive Tactics	1
BSC 2020C Human Structure and Function	4
EMS 2231C Paramedic Processes I	5
EMS 2232C Paramedic Processes II	5
EMS 2233 Paramedic Processes III	2
EMS 2342 Advanced Extrication	1
EMS 2425L Paramedic Externship	4
EMS 2435L Paramedic Lab I	5
EMS 2436L Paramedic Lab II	5
EMS 2438C Advanced Clinical Internship	2
EMS 2526 Twelve-Lead Electrocardiogram (EKG) Interpretation	1
EMS 2553 Pediatric Advanced Life Support (PALS)	1
EMS 2555 International Trauma Life Support (ITLS)	1
EMS 2552 Adv Cardiac Life Support (ACLS)	1
DSC 2055 Issues In Disaster Response	1
HSC 1531 Medical Terminology	3
Total Program Credits Required	42

• | PRESCHOOL

Admission Program of Study Code 6024

College Credit Certificate

Students who successfully complete this program may apply these credits to the Early Childhood Education A.A.S./A.S.

Core Courses	College Credits
CHD 2322 Programs for Young Children	3
CHD 2432A Curriculum for Young Children I	3
DEP 2100 Child Growth and Development I	3
CHD 1430 Observing and Recording Child Behavior	3
Total Program Credits Required	12

• | STAGE TECHNOLOGY (THEATER & ENTERTAINMENT)

Admission Program of Study Code 6585

College Credit Certificate

Students who successfully complete this program may apply these credits to the Theater and Entertainment Technology, Technical Theater Option A.A.S.

Core Courses	College Credits
TPA 1210 Stagecraft	3
TPA 1290 Tech Theater Lab I (Scenic)	3
TPA 2220 Tech Theater Lab II (Lighting)	3
TPA 2600 Stage Management	3

Total Program Credits Required 12

TECHNICAL ELECTIVES

With the approval of an advisor, select 5 credits from the following:

Technical Elective Courses	College Credits
THE 2071 Humanities - Cinema Appreciation	3
THE 2820 Introduction to Creative Dramatics	3
TPA 2232 Introduction to Costuming Technology	3
TPP 2110 Acting I	3
TPP 2111 Acting II	3
TPP 2118 Acting III	3
TPP 2119 Acting IV	3
TPP 1190 Rehearsal & Performance I	3
TPP 1191 Rehearsal & Performance II	3
TPP 1192 Rehearsal & Performance III	3
TPP 2301 Directing I	3
TPP 2302 Directing II	3

Total Technical Elective Credits Required 5

Total Program Credits Required 17

• | UNIX/LINUX SYSTEM ADMINISTRATOR

Admission Program of Study Code 6143

College Credit Certificate

Students who successfully complete this certificate will have completed 18 credits toward the requirements of the Networking Services Technology A.A.S./A.S.

Technical Requirements	College Credits
CET 2179C PC Operating Systems A+	3
CET 2182C PC Hardware A+	3
CTS 2134 Network Technology	3
CET 1660 Introduction to Network Security	3
CTS 1106 Fundamentals of UNIX	3
CTS 2321 UNIX Administration	3

Total Program Credits Required 18

ADULT GENERAL EDUCATION



ADULT GENERAL EDUCATION



Northwest Florida State College offers a comprehensive adult general education program, with course work in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development (GED), to include a GED testing program and Transition Services to Postsecondary Education for Adult Education students. Classes are offered day and evening at each campus and center location with the exception of the Eglin and Hurlburt Centers.

• **Adult Basic Education Course**

Adult Basic Education (ABE) at Northwest Florida State College consists of individualized and small group instruction with lab support leading to the mastery of the basic skills needed by adults to function in today's complex society. ABE classes are designed for students who want to improve their basic skills in reading, writing, and mathematics. The curriculum is divided into four literacy levels: beginning, basic, intermediate, and advanced.

• **General Education Development (GED) Preparation Course**

GED classes prepare students to take the General Education Development examination, which leads to the State of Florida High School Diploma. Instruction is targeted at the secondary level with subject content in the areas of writing, social studies, science, reading, and mathematics.

The Northwest Florida State College Testing Center offers the Official GED Examination throughout the academic year. Prior to registering, students must attend a GED orientation course and obtain a referral form. Students must register in advance for the exam and pay a \$70 examination fee. Testing is offered at the Niceville and Fort Walton Beach Campuses and at the Chautauqua Center in DeFuniak Springs.

• **GED Fast Track Orientation and Preparation Course**

In the 12 contact hour course, students are administered the Test of Adult Basic Education (TABE). Students scoring below 9th grade on the TABE receive basic skill instruction, orientation, and referral into the ABE program. Students scoring 9th grade level or above on the TABE, continue to prepare for the GED examination. GED preparation instruction includes the GED practice test, test taking strategies, essay writing assignments, and the use of a graphing calculator. Students who will benefit from additional academic instruction are referred to the semester-long, open entry GED program. Students who complete the 12-hour fast-track course and are ready to take the official GED examination are given a referral form to register for the test.

• **English for Speakers of Other Languages (ESOL) Course**

ESOL classes are eligible to students who are in the United States legally and have a primary language other than English. ESOL classes are designed to prepare students to communicate effectively in a multi-faceted society. This course is divided into seven literacy levels. Students are administered the Comprehensive Adult Student Assessment Systems (CASAS) test for placement into a literacy level. Course content is compatible with principles of language acquisition for adult learners of English and includes skills useful in both workplace life and academic applications.

• **Distance Learning-Adult Basic Education/GED On-Line**

In addition to traditional classes, Northwest Florida State College offers Adult Basic Education and GED preparation through on-line classes by computer and the Internet. Students who wish to enroll in on-line GED or ABE courses must attend a GED orientation class and take placement assessment prior to registration. The on-line classes are designed for students who have a barrier that prevents them from attending Adult Education classes at a Northwest Florida State College campus or center. Barriers such as childcare, health, work hours, and transportation are considered valid reasons to refer students to Distance Learning.

• **Transition Services to Postsecondary Education**

College credit transition services are now available to adult education students preparing for the GED and GED graduates. College ready services include the development of a transition plan, career assessment, academic tutorial college ready instruction, peer mentoring by college credit students, as well as, scholarship, financial aid, and college credit admissions assistance.

See page 130 for Adult General Education courses.

CONTINUING EDUCATION



CONTINUING EDUCATION PROGRAMS



Northwest Florida State College offers a variety of non-credit instructional options for individuals and groups wishing to pursue their educational goals outside of the traditional credit programs that lead to degrees and certificates. Courses offered through these options range from personal enrichment, recreation, leisure, and crafts to professional development and customized business/industry training. Courses offered through these options are non-credit and may not be used toward any Northwest Florida State College degree or certificate program. Students enrolled in non-credit courses receive all of the benefits of the regular students, including use of the library, access to special events, and free parking.

• Leadership Institute

The Northwest Florida State College Leadership Institute's mission is to provide professional development for senior and middle management personnel through training opportunities for business, professional, government, military and not-for-profit organizations. The Leadership Institute provides a series of ongoing professional development programs and skill-building workshops as well as seminars held for college and high school student leaders. Professional development training is offered and can be tailored to fit the needs of business, professional, government, military and not-for-profit groups. The Leadership Institute includes Leadership Okaloosa, an esteemed leadership training and development program with a 20 year history of being a vital part of Okaloosa County's growth and development of its leaders. Leadership Okaloosa is hosted by the Leadership Institute on behalf of the Crestview Area Chamber of Commerce, Destin Area Chamber of Commerce, the Greater Fort Walton Beach Chamber of Commerce, and Niceville Valparaiso Chamber of Commerce.

The Allyn C. Donaldson Entrepreneurial Institute at the

NWFSC South Walton Center is also under the umbrella of the Leadership Institute with a special focus on creating an entrepreneurial spirit that promotes innovation, creativity and change in leaders from the public and private sectors.

The college has always been a community steward and the Leadership Institute incorporates this part of the college mission by supporting community-based strategic partnerships such as emergency management, public safety, sustainability, and military transition and provides facilities to host meetings and special events for area organizations.

For more information on the NWFSC Leadership Institute, please visit www.nwfsc.edu/LI or call (850) 729-6880.

• Recreation and Leisure (Personal Enrichment)

A variety of non-credit personal enrichment courses are available throughout the year. Topics range from computer skills, finance, consumer education and a variety of courses to meet the needs of the community. Fees vary with the length and type of course offered; most classes are held on the Niceville Campus.

• PRIME Time

The PRIME Time program offers a wide selection of non-credit courses for adults of all ages who are interested in leisure learning. Courses range from art, politics, fitness, food and wine, lunch and learns, and computers. The main objective of these classes is for personal enrichment, therefore students learn at their own pace, without the stress of grades and tests. The course offerings are planned by a special PRIME Time Curriculum Committee, which considers topics and suggestions of past enrollees and of community members. Fees vary with the length and type of course. Classes are held at the Niceville Campus, South Walton Campus and at select locations in the local area. For more information call (850) 729-6084.

• Professional Certification/Testing

Northwest Florida State College offers a variety of professional certification and testing services.

Prometric (Information technology Certifications) - Designed for software and technology professionals, exams offered at NWFSC include: Microsoft Certified Systems Engineer (MCSE) and a Microsoft Certified Systems Administrator (MCSA), UNIX, LINUX, A+, Network +, CISCO Certified Network Associate (CCNA), Certified Novell Administrator (CNA) and Certified Novell Engineer (CNE). For information contact the Professional Certification Testing Center at (850) 729-6499.

Pearson VUE - Delivers certification and licensure tests through NWFSC's test center in the areas of Academic/ Admissions, Construction Trades, UST & Inspectors, Driving Test, Employment/HR/Management Safety, Financial Services, Health/Medicine/ Nursing/Pharmacy, Information Technology, Insurance, Legal Services, real estate/Appraisers/Mortgage and Loan, and State Regulated Certifications and Licensures. For information contact the Professional Certification Testing Center at (850) 729-6499.

Certiport - Northwest Florida State College offers the official Microsoft Office Specialist certification for desktop productivity in the following areas: Word, Excel, Outlook, PowerPoint, Access, and Project. The IC³ training and certification program covers a broad range of computing knowledge and skills that proves competency in: Computing Fundamentals, Key Applications, and Living On-line. For information contact the Office of Workforce Education at (850) 729-5202.

Florida Ready to Work is an on-line assessment, training, and career database through which completers obtain a Ready to Work credential. For information contact the Office of Workforce Education at (850) 729-5202.

• Student Career and Competency Assessments

The following are offered through the Northwest Florida State College Career Resource Center:

CareerScope offers a broad range of career assessment measures, including an interest and aptitude test to assist individuals develop a career plan.

Evolve Reach (HESI) Admission Assessment Exam for Nursing

assesses knowledge of math, reading comprehension, grammar, vocabulary, and anatomy and physiology, and is a required exam for all individuals who wish to apply to the Nursing (RN) program.

FBAT (Florida Basic Abilities Test)

is a required exam for all individuals planning to enroll in either the college's Law Enforcement Academy or Corrections Academy.

Hogan's Personality Assessment

is administered only to the individuals in the college's Dental Assisting program.

Keirsey Temperament Sorter II®

(KTS®-II) is a personality instrument that helps individuals discover their personality type. The KTS®-II is based on Dr. David Keirsey's Temperament Theory. It helps individuals gain insight into themselves and the people around them, to aid in selecting a career or work environment.

OccuBrowse+ provides quick and easy access to career, occupational, employment, wage and training information.

Skills Tutor is delivered online and can be used as a teacher-aided instructional tool or as a one-on-one tutoring resource for individualized instruction, diagnostic testing, assignments and more.

TABE (Test of Adult Basic Skills)

assesses literacy level work-skills in speaking, listening, reading, and writing.

GENERAL COURSE INFORMATION: NUMBERING/AREA/PREFIX



GENERAL COURSE INFORMATION: NUMBERING / AREA / PREFIX



• 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 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the on-line Statewide Course Numbering

System 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>. 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 Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

EXAMPLES OF COURSE IDENTIFIER

PREFIX	LEVEL CODE (1ST DIGIT)	CENTURY DIGIT (2ND DIGIT)	DECADE DIGIT (3RD DIGIT)	UNIT DIGIT (4TH DIGIT)	LAB CODE
ENC	1	1	0	1	
English Composition	Lower Freshman Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

• 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. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 56 different 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, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC

2101. 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 semester-term systems. 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 sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix 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 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 varying topics courses that must be evaluated individually, or applied 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 non-regionally 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, thesis and dissertations.
- D. College preparatory and vocational preparatory 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 (i.e., portfolio, audition, interview, etc.).

● **Courses at Nonregionally Accredited Institutions**

The Statewide Course Numbering System 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 Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Vice President of Academic Affairs, Building A, Niceville Campus, or 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 Statewide Course Numbering System office at (850) 245-0427 or via the Internet at <http://scns.fldoe.org>.

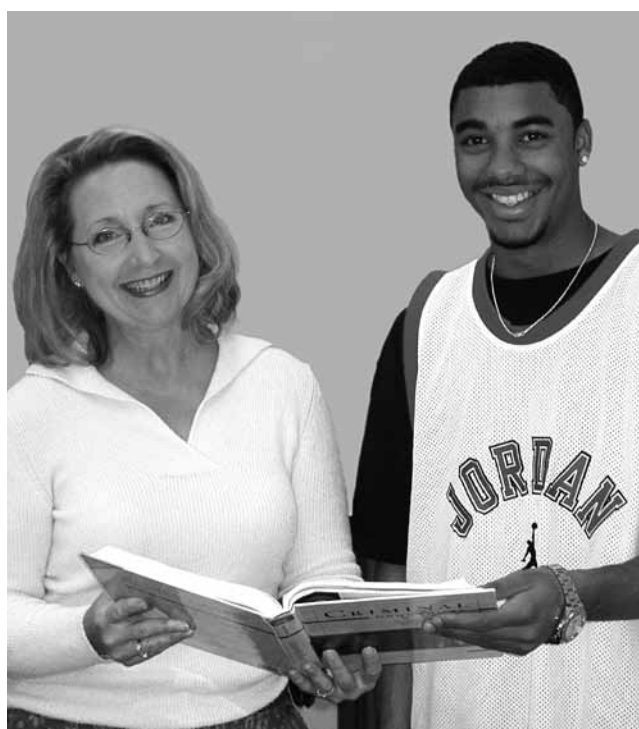
COURSE PREFIXES

DEPARTMENT/ PROGRAM AREA	PHONE NUMBER	COURSE PREFIXES
Advanced Technology and Design	729-5218	ARC, ART, BCN, BCT, CET, CTS, EGS, ETD, ETG, ETI, GRA, PMT, PGY, SUR, TAR
Allied Health		
Dental Assisting	729-6444	DEA, DES, EMS, HIM, HSA, HSC, NSP, NUR, RTE
Medical Coder and Biller	729-6444	
Nursing	729-6400	
Paramedic	729-4924	
Radiography	729-6444	
Athletics, Health, and Fitness	729-5379	HLP, HSC, PEL, PEM, PET, PEO
Business	729-5369	ACO, ACG, BUL, COM, ECO, FIN, GEB, HFT, MAN, MAR, MKA, MNA, MTB, OTA, OST, PAD, PLA, SLS, TAX
Child Development	729-6081	CHD, DEP
Communications	729-5390	ASL, CHI, COM, CRW, ENC, ENG, FRE, LIN, LIS, LIT, REA, SPC, SPN
Computer Science	729-5369	CDA, CEN, CET, CGS, CIS, CAP, COP, CTS, ISM
Education	729-6440	EDE, EDF, EDG, EEX, EME, LAE, MAE, MHF, RED, SCE, SSE, TSL
Humanities, Fine & Performing Arts	729-5382	AML, ARH, ART, DAA, ENL, HUM, IDS, MUH, MUM, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW, PGY, PHI, REL, THE, TPA, TPP
Mathematics	729-5377	MAC, MAD, MAE, MAP, MAS, MAT, MFG, MGF, MHF, MTB, MTG, STA
Military Science (ROTC)	729-6022	MSL
Public Safety	729-5378	CCJ, CJB, CJC, CJD, CJE, CJJ, CJK, CJL, CJT, DSC, EMS, FFP
Sciences	729-5376	AST, BOT, BSC, CHM, ESC, EVS, GLY, HUN, ISC, MCB, MET, OCE, PCB, PHY, PSC, SCE, ZOO
Social Sciences	729-5391	AMH, ANT, CLP, DEP, EDP, EUH, GEA, GEO, ISS, POS, POT, PSY, SLS, SYG, WHO

SUBJECT AND COURSE PREFIX LISTINGS

SUBJECT	COURSE PREFIXES	SUBJECT	COURSE PREFIXES
Accounting	ACO, ACG, TAX	Legal Secretary	OST
Anthropology	ANT	Library Science	LIS
Archeology	ANT	Literature	AML, ENL, LIT
Art	ART, PGY	Management	MAN, MNA
Art History	ARH	Manufacturing	ETI, PMT
Astronomy	AST	Marketing	MAR, MKA
Biology	BOT, BSC, MCB, OCE, PCB, ZOO	Mathematics	MAC, MAD, MAE, MAP, MAS, MAT, MFG, MGF, MHF, MTB, MTG, STA
Botany	BOT	Medical Office Skills	OST, HSC, HIM, HSA
Building Construction	BCN, BCT	Medical Reporting	OST, HSC, HIM, HSA
Business	FIN, GEB	Meteorology	MET
Business Law	BUL	Military Science (ROTC)	MSL
Chemistry	CHM	Multimedia	ART, GRA, PGY
Child Development	CHD, DEP	Music	MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW
Chinese	CHI	Nursing	NSP, NUR
Computer Science	CDA, CGS, CIS, CAP, COP, CET, CEN, CTS, ISM	Nutrition	HUN
Communications	COM	Oceanography	OCE
Criminal Justice	CCJ, CJB, CJC, CJD, CJE, CJJ, CJK, CJL, CJT	Office Skills	CGS, OST, OTA, COM
Dance	DAA, PEM, DAN	Paramedics	EMS
Dental Assisting	DEA, DES	Philosophy	PHI
Domestic Security	DSC	Photography	PGY
Drafting	BCN, EET, EGS, ETD, ETG, TAR	Physical Education	HLP, PEM, PET, PEL, HSC
Early Childhood/Family	CHD, FAD, HEV	Physical Science	ISC, PHY, PSC
Earth Science	ESC	Physics	PHY
Economics	ECO	Political Science	POS, POT
Education	EDE, EDF, EDG, EDP, EEX, EME, LAE, MAE, MHF, RED, SCE, SSE, TSL	Psychology	CLP, DEP, EDP, PSY
Engineering Technology	ETD, ETG	Public Administration	PAD
English	COM, CRW, ENC, ENG, LIN, REA	Radiology	RTE
Environmental Sciences	EVS	Reading	REA
Fire Science	FFP	Religion	REL
French	FRE	Theater	THE, TPA, TPP
Geography	GEA, GEO	Safety & Quality Control	ETI
Geology	GLY	Sign Language	ASL
Graphic Design	ART, GRA, PGY	Spanish	SPN
Health Education	HSC	Speech and Debate	COM, SPC
History	AMH, EUH, WOH	Sociology	SYG
Hospitality Mgmt.	HFT	Surveying	SUR
Humanities	ARH, HUM, IDS, MUH, PGY, PHI, REL, THE	Wellness	HUN, HLP, PEM
Legal Assisting	PLA	Zoology	ZOO

COLLEGE PREPARATORY COURSES



COLLEGE PREPARATORY COURSES



ENC 0015*

College Preparatory English I, 4 College Prep Credits, (Fall, Spring, Summer)

This course is designed to develop written language skills for students whose entry level placement scores do not meet requirements for degree credit (not applicable for degree completion). Basic sentence structure, paragraph organization, grammatical concepts, usage, and elementary punctuation will be emphasized. Approximately one-half of instruction will be focused on composing coherent, well-structured paragraphs. Placement is determined by a score of 50-89 on the PERT. Students must pass this class with a "C" or better to move on to ENC 0025. Corequisite: SLS 1101

ENC 0025*

College Preparatory English II, 4 College Prep Credits, (Fall, Spring, Summer)

This course is designed to develop written language skills for students whose entry level placement scores do not meet requirements for degree credit (not applicable for degree completion). The course includes practice in writing paragraphs and essays, and provides a survey of grammar and mechanics with emphasis on the State Exit Test skills. Placement is determined (1) by a grade of "C" or better in ENC 0015 or (2) by a score of 90-98 on the PERT or (3) on an elective basis with a score of 99 or higher on the PERT.

MAT 0018*

College Preparatory Math I, 3 College Prep Credits, (Offered as needed)

This course is designed for students whose entry level placement test scores do not meet requirements for degree credit (not applicable for degree completion). It is designed to reinforce the knowledge of operations

and applications of fractions, decimals, percents, and signed numbers. An introduction to algebra will also be covered. Placement is determined by a score of 50-95 on the PERT. Students must pass this class with a "C" or better to move on to MAT 0028. Corequisite: SLS 1101.

MAT 0028*

College Preparatory Math II, 4 College Prep Credits, (Fall, Spring, Summer)

This course is designed for students whose entry level placement test scores do not meet requirements for degree credit (not applicable for degree completion). This course emphasizes concepts, techniques, and applications of the following topics: operations with real numbers, linear equations and inequalities in one variable, rational expressions, properties of exponents, polynomials, radical expressions, and graphs of lines. Placement is determined (1) by a grade of "C" or better in MAT 0018 or (2) by a score of 96-112 on the PERT or (3) on an elective basis with a score of 113 or higher on the PERT.

REA 0007*

College Preparatory Reading I, 3 College Prep Credits, (Fall, Spring, Summer)

This course is designed to improve the student's ability to comprehend college level written material (not applicable for degree completion). Conducted in a lecture/lab setting, this course is designed to improve vocabulary, comprehension, listening, and study skills. Also covered (at a basic level) are the skills that conform to PERT standards. Activities and materials are designed to meet the students specific needs as determined by diagnostic instruments. Placement is determined by a score of 50-83 on the PERT. Students must pass with a "C" or better to move on to REA 0017. Corequisite: SLS 1101.

REA 0017*

College Preparatory Reading II, 3 College Prep Credits, (Fall, Spring, Summer)

This course is designed to increase the student's ability to comprehend college level written material (not applicable for degree completion). Conducted in a lecture/lab setting, this course emphasizes the development of the higher level reading skills and vocabulary needed for literal and critical interpretation of passages similar to those used in college textbooks. Students may exit from College Preparatory Reading II only after passing the course work and obtaining a passing score on the State Reading Comprehension test. Placement is determined (1) by a grade of "C" or better in REA 0007 or (2) by a score of 84-103 on the PERT or (3) on an elective basis with a score of 104 or higher on the PERT.

* College preparatory credits may not be counted toward fulfilling the number of credits required for a degree.

ADULT GENERAL EDUCATION COURSES



ADULT GENERAL EDUCATION COURSES



XAB ___*

ABE Comprehensive

This course provides individual and small group instruction in reading, comprehension, math, basic computation, English and writing skills for adults who need to complete their elementary and secondary studies.

XEL 01 ___*

ESOL I

This course provides small group and individualized instruction in both oral and written English communication skills at the beginning level. The course is designed for non-native English speakers.

XEL 02 ___*

ESOL II

This course provides small group and individualized instruction in both oral and written English communication skills at the basic level. The course is designed for non-native English speakers.

XEL 03 ___*

ESOL III

This course provides small group and individualized instruction in both oral and written English communication skills at the intermediate level. The course is designed for non-native English speakers.

XEL 04 ___*

ESOL IV

This course provides small group and individualized instruction in both oral and written English communication skills at the intermediate level. The course is designed for non-native English speakers.

XEL 05 ___*

ESOL V

This course provides small group and individualized instruction in both oral and written English communication skills at the advanced level. The course is designed for non-native English speakers.

XEL 06 ___*

ESOL VI

This course provides small group and individualized instruction in both oral and written English communication skills at the advanced level. The course is designed for non-native English speakers.

XEL 07 ___*

ESOL VII

This course provides small group and individualized instruction in both oral and written English communication skills at the advanced level. The course is designed for non-native English speakers.

XGE ___*

GED Comprehensive Preparation

This course provides skill and knowledge building for each of the GED subject areas of math, science, reading, social studies, and English.

XGE ___*

GED Orientation and Assessment

A short seminar style course designed to provide students with an orientation to adult education, including study skills, career counseling, and effective test-taking strategies; student skills are assessed for placement in the appropriate instruction level; a practice GED test is available as well.

* Course number varies with number of instructional contact hours.

VOCATIONAL CREDIT COURSES



VOCATIONAL CREDIT COURSES



Vocational credit, offered in the standard semester hour format and distinct from clock hours, are credits that can be used for the awarding of Career and Technical or Vocational Certificates. In addition, vocational credit may articulate to college credit certificates, A.A.S. or A.S. degree programs. Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.

CJK 0007*

Introduction to Law Enforcement, .4 Vocational Credit, (Offered as needed)

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to introduce the student to law enforcement, the process for becoming a certified law enforcement officer, and the requirements of the academy program. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0008*

Legal, 2.4 Vocational Credits, (Offered as needed)

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to introduce the student to the criminal justice system, the chain-of-command system in law enforcement, Constitutional Law, Florida Statutes, and the Police Code of Ethics. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0011*

Human Issues, 1.4 Vocational Credits, (Offered as needed)

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to enhance student awareness and understanding of human diversity issues and to teach students skills to

enable them to effectively interact with people of diverse backgrounds. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0017*

Communications, 2.6 Vocational Credits, (Offered as needed)

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to help the student learn vital communication skills including interviewing, note-taking, statement taking, and report writing. It also helps the student to develop survival skills, stress management skills, and problem solving skills utilizing the SECURE model. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0020*

Law Enforcement CMS Vehicle Operations, 1.6 Vocational Credits, (Offered as needed)

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

CJK 0031*

CMS First Aid for Criminal Justice Officers, 1.6 Vocational Credits, (Offered as needed)

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to

apply first responder knowledge and techniques to medical emergency situations. This course includes classroom instruction and hands-on practical demonstration. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

CJK 0040*

CMS Firearms, 2.7 Vocational Credits, (Offered as needed)

This course is a component of the Law Enforcement/Corrections Florida CMS Basic Recruit Academy. This course is designed to give the student basic skills and knowledge needed to safely operate a firearm, and shoot a handgun, and shotgun and/or rifle with a prescribed degree of accuracy. This course includes classroom instruction and firing range practice/qualification. This course is open only to students admitted to the Law Enforcement Florida CMS or Corrections Basic Recruit Academy.

CJK 0051*

Defensive Tactics, 2.7 Vocational Credits, (Offered as needed)

This course is a component of the Law Enforcement Florida CMS and Correctional Officer Basic Recruit Academies. It is designed to prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with Florida State Statue, the United States Constitution, and case law. This course includes classroom instruction and practical physical exercises and demonstrations. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or Correctional Officer Basic Recruit Academy.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJK 0061***Patrol I,
2 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to enable students to understand Community Oriented Policing and how it is implemented as a problem solving model, and identify the SECURE problem solving model and its application in real life situations; understand officer safety issues, identify and avoid fatal errors, identify and manage stress, maintain mental and physical fitness; respond to a call, approach a suspect, make an arrest, transport a prisoner and process the prisoner at a detention facility; and understand how to direct traffic, how to enforce traffic citations, identify how to respond to alarms and conduct a building search, and search inventory and impound vehicles. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0062***Patrol II,
1.4 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to enable students to identify the crowd control procedures to safely and effectively disperse or control a large group of people; identify issues affecting an officer's ability to protect and enforce the law when dealing with criminal street gangs and extremist groups; understand local emergency response plans; respond to a bomb threat, assess the scene, search and evacuate a building or suspected bomb sight, identify Weapons of Mass Destruction and properly respond to a WMD incident. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0071***Criminal Investigations,
1.9 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to prepare the student to respond appropriately to a person or property crime victim, witness, and suspect; conduct a preliminary investigation on crimes against persons and crimes against property offenses; conduct a follow-up investigation to establish

a suspect's identity and/or ascertain facts of the case; and, give testimony in different types of court proceedings. It includes classroom instruction and practical exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0076***Crime Scene Investigations,
.8 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to prepare the student to respond to a crime scene, protect and survey a crime scene, process a crime scene, dust for latent prints, and document a crime scene by sketching. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0082***Traffic Stops,
.8 Vocational Credit,
(Fall, Spring, Summer)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It introduces the student to the basic rules for conducting safe and effective traffic stops, including ethical consideration, safety considerations, citation and warning procedures, and dealing with abandoned vehicles. It includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy. Prerequisite: Admission to the Law Enforcement Basic Recruit Program.

CJK 0083***DUI Traffic Stops,
.8 Vocational Credit,
(Fall, Spring, Summer)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It introduces the student to the basic rules for conducting safe and effective DUI stops, including identifying a driver under the influence of alcohol and drugs, conducting field sobriety tests, and completing a DUI investigation. It includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy. Prerequisite: Admission to the Law Enforcement Basic Recruit Program.

CJK 0086***Traffic Crash Investigations,
1.1 Vocational Credits,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It introduces the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash. It includes classroom instruction and practical exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0096A***Criminal Justice Physical Fitness I,
.7 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS and Correctional Officer Basic Recruit Academies. It is designed to encourage students to improve their overall physical fitness, improve their score on the final fitness evaluation, and adopt a foundation for lifelong fitness. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or Correctional Officer Basic Recruit Academy.

CJK 0096B***Criminal Justice Physical Fitness II,
.7 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS and Correctional Officer Basic Recruit Academies. It is designed to encourage students to improve their overall physical fitness, improve their score on the final fitness evaluation, and adopt a foundation for lifelong fitness. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or Correctional Officer Basic Recruit Academy.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJK 0096C*

**Criminal Justice Physical Fitness III,
.7 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to encourage students to improve their overall physical fitness, improve their score on the final fitness evaluation, and adopt a foundation for lifelong fitness. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0100*

**Interpersonal Skills I,
2.3 Vocational Credits,
(Offered as needed)**

This course is a component of the Correctional Officer Basic Recruit Academy. The interpersonal skills needed by officers to understand the incarcerated society are explored with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. This course includes the study of human interaction, officer courtesy, crisis intervention and suicide prevention within a correctional facility. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0101*

**Interpersonal Skills II,
1.8 Vocational Credits,
(Offered as needed)**

The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. This course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0102*

**Correctional Operations,
2.2 Vocational Credits,
(Offered as needed)**

The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0125*

**Cross-Over Correctional to
Law Enforcement Introduction,
3.5 Vocational Credits,
(Offered as needed)**

This course is a part of the Correctional to CMS Law Enforcement Crossover program. It is established for the purpose of providing supplemental training for persons previously or currently employed as a correctional officer. The course provides job-related training for corrections officers who desire to become full-time or part-time law enforcement officers that require entry level certification in accordance with Chapter 11B-35, Florida Administrative Code, and Chapter 943, Florida Statutes.

CJK 0240*

**Law Enforcement
Auxiliary Introduction,
.9 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Auxiliary Basic Recruit Academy. It introduces the student to the criminal justice system. It also introduces an understanding of ethics and professionalism required by a law enforcement auxiliary officer as well as the daily functions to be conducted by an auxiliary officer. This course is open only to students admitted to the Law Enforcement Auxiliary CMS Basic Recruit Academy.

CJK 0241*

**Law Enforcement
Auxiliary Patrol and Traffic,
.7 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Auxiliary Basic Recruit Academy. It introduces the student to the basic rules for responding to calls, making arrests, and transporting prisoners. It also helps students understand how to direct traffic, enforce citations and maintain crowd control. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0242*

**Law Enforcement
Auxiliary Investigations,
.6 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Auxiliary Florida Basic Recruit Academy. It introduces the student to the basic rules for

responding, protecting and processing a crime scene. It also introduces how to conduct an investigation and give a testimony in court. It includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement Auxiliary Florida Basic Recruit Academy.

CJK 0270*

**Legal I,
1.5 Vocational Credits,
(Offered as needed)**

This course is a component of the Correctional Officer Basic Recruit Academy. It provides an introductory overview of the Criminal Justice System and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

CJK 0285*

**Legal II,
.8 Vocational Credit,
(Offered as needed)**

This course is a component of the Correctional Officer Basic Recruit Academy. Constitutional Law and its application to the public and officers are examined. Law – including evidence procedures, arrest laws, search and seizure and various statutory laws that are common of Police and Correctional Officers are studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

CJK 0286***Communications,
1.5 Vocational Credits,
(Offered as needed)**

This course is a component of the Correctional Officer Basic Recruit Academy. The report writing process from the interview statement taking, and note-taking, through the oral report product is covered with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal skills in communication are covered along with radio and telephone procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

CJK 0422***Dart-Firing Stun Gun,
.3 Vocational Credit,
(Offered as needed)**

This course is a component of the Law Enforcement Florida CMS and Correctional Officer Basic Recruit Academies. It is designed to prepare students in the proper use of the Dart Firing Stun in accordance with the Florida State Statutes, the United States Constitution, and case law. It includes classroom instruction and practical physical exercises and demonstrations. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or Correctional Officer Basic Recruit Academy.

CJK 0480***Correctional Emergency
Preparedness,
1 Vocational Credit, 30 contact hours,
(Offered as needed)**

This course is a component of the Correctional Officer Basic Recruit Academy. It is designed to introduce the student to the skills needed for riot and disturbance control at correctional facilities. Additionally, firefighting methods are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and other emergency procedures. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

CJK 0780***Cross-Over
Law Enforcement to Corrections,
1 Vocational Credit,
(Offered as needed)**

This course is a component of the Corrections Cross-Over Basic Recruit

Academy. This course is designed to enhance Law Enforcement recruits' awareness and understanding of corrections and to teach student skills which will enable them to cross-train into the corrections profession. This course includes classroom instruction. This course is open only to students who have successfully completed the Law Enforcement Basic Recruit Academy and passed the state certification examination for Law Enforcement. Prerequisite: Law Enforcement Basic Recruit Training Program.

DEA 0020***Pre-Clinical Procedures Theory,
2 Vocational Credits,
(Offered as needed)**

This course is designed to provide an introduction to the dental assisting profession to include orientation to four handed dentistry and general dental office procedures including, but not limited to basic principles of disease prevention, patient data collection and assessment, and instrumentation. Emphasis is on adhering to safety guidelines as specified by OSHA. Corequisite: DEA 0020L.

DEA 0020L***Pre-Clinical Practice Lab,
3 Vocational Credits,
(Offered as needed)**

This is a comprehensive chair side competency based course. The course provides the skills practice necessary for dental assisting students entering four handed dentistry practice including but not limited to infection control, taking and recording vital signs, assisting with operative procedures, principles of preventive dentistry, instrument identification, and use and maintenance of equipment. Emphasis is on aseptic technique and clinical competency with procedures performed in a contemporary dental practice. Corequisite: DEA 0020.

DEA 0130***Allied Dental Theory,
1 Vocational Credit,
(Offered as needed)**

This course is a general study of the scientific and clinical concepts that include additional knowledge base necessary to the practice of dental assisting. Students will study the normal and abnormal conditions of the oral cavity such as dental caries prevention, the dental caries process and recognition of various common pathological conditions. Oral pathology, histology and embryology are included. Emphasis is on the

interrelationship of the information presented with the clinical practice of dental assisting.

DEA 0803L***Clinical Practice I,
3 Vocational Credits,
(Offered as needed)**

This competency based clinical course provides a real world setting in which to integrate the laboratory and clinical skills learned in the classroom. The student receives closely supervised hands on training in chair side dental assisting through rotations at community dental offices. Progress is evaluated using predetermined competency guidelines. Students must provide their own transportation, current CPR training, and up-to-date immunization records. Specific procedure requirements and 90 clinical rotation hours (minimum) must be fulfilled to successfully complete this course. Corequisites: DEA 0020, DEA 0020L.

DEA 0851L***Clinical Practice III,
6 Vocational Credits,
(Offered as needed)**

This course is a continuation of Clinical Practice II, providing a real world setting for students to practice the training and clinical skills learned in class including x-ray film placement and cone positioning. The student is assigned to various offices in the community including specialty offices and general dentistry offices. Students assist the dentist and staff with various function of a Dental Assistant at a more advanced level of proficiency. Students must provide their own transportation and must have current CPR training along with up-to-date immunizations. Specific procedure requirements and 180 clinical rotation hours (minimum) must be fulfilled to successfully complete this course. Prerequisites: DEA 0803L, DEA 0852L, DES 0205, DES 0205L.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.

DEA 0852L*
Clinical Practice II,
5 Vocational Credits,
(Offered as needed)

This course is a continuation of Clinical Practice I. It provides a real world setting for students to receive additional training in the clinical skills learned in class. Students are assigned to various offices in the community including but not limited to general dentists, oral surgeons, orthodontists, periodontists, and endodontists. Performance evaluations are utilized to measure competency and provide feedback from the local dental offices to the instructor regarding the students' competency level. Skills are strengthened in Seminar Lab. Students must provide their own transportation, current CPR training, and up-to-date immunization records. Specific procedure requirements and 150 clinical rotation hours (minimum) must be fulfilled to successfully complete this course. Prerequisites: DEA 0803L, DES 0400B; Corequisites: DES 0830, DES 0830L.

DEA 0936*
Dental Assisting Seminar,
2 Vocational Credits,
(Offered as needed)

This course is designed to provide a review of materials commonly covered on the Dental Assisting National Board (DANB) Exam. Topics include but are not limited to infection control, general chair side procedures, and radiographic technique. The seminar will provide a mock board examination, and opportunities for review, problem solving, and strengthening skills. The course also serves as an opportunity for feedback from students' Clinical Practice. Prerequisites: DEA 0852L, DEA 0803L, DES 0205, DES 0205L; Corequisites: DEA 0851L, DES 0206L.

DES 0103*
Dental Materials Theory,
1 Vocational Credit,
(Offered as needed)

This course is a comprehensive study of the theory of manipulation, physical and chemical properties of materials used in the diagnosis, prevention and treatment of oral disease. The competency based lab that accompanies this course includes exercises to illustrate application and use of selected materials. Students will study various materials including but

not limited to impression materials, waxes, filled and unfilled resins, dental amalgams, gypsum, as well as acrylic plastics. Students will become familiar with various pieces of dental laboratory equipment and their uses. Corequisite: DES 0103L.

DES 0103L*
Dental Materials Lab,
2 Vocational Credits,
(Offered as needed)

This course is a comprehensive study of the manipulation, physical and chemical properties of materials used in the diagnosis, prevention and treatment of oral disease. Emphasis is on practical application as it relates to the role of the dental assistant in the contemporary dental practice. It is a competency based lab that accompanies the theory course and includes exercises to illustrate application and uses of selected materials. Students practice the use of various materials including but not limited to impression materials, waxes, filled and unfilled resins, dental amalgams, gypsum, and acrylic plastics. Corequisite: DES 0103.

DES 0205*
Dental Radiology Lecture,
1 Vocational Credit,
(Offered as needed)

This course is designed to introduce the theory, application and principles of radiographic exposure and processing techniques used in dentistry. Students will receive instruction including but not limited to historical data, radiation safety, exposure, processing, mounting and error prevention. Image interpretation of radiographic anatomical structures will be included. Prerequisites: DES 0400B, DEA 0020, DEA 0020L; Corequisite: DES 0205L.

DES 0205L*
Dental Radiology Lab,
3 Vocational Credits,
(Offered as needed)

This laboratory course assists students in radiographic performance techniques using DXTR manikins to achieve competency prior to exposure of various patients with varied dentitions. Students practice exposing, mounting, radiographic interpretation, safe darkroom procedures, identification of landmarks and distinguishing radiographic pathology from normal landmarks.

Clinical radiographic skills necessary to produce diagnostic quality radiographs including bitewings, periapical radiographs, and panoramic x-rays will be covered. Emphasis is on patient and operator safety guidelines and producing diagnostic quality radiographs. Prerequisites: DES 0400B, DEA 0020, DEA 0020L; Corequisite: DES 0205.

DES 0206L*
Dental Radiology Lab II,
3 Vocational Credits,
(Offered as needed)

This laboratory course assists students in additional radiographic performance techniques to include surveys on patients with varied dentitions. Students practice more advanced radiographic exposure techniques, interpretation, additional darkroom procedures, identification of landmarks and distinguishing various radiographic pathology. Clinical radiographic skills necessary to produce diagnostic quality x-rays including but not limited to bitewings, periapical radiographs, and panoramic surveys on actual patients will be covered. Emphasis is placed on patient and operator safety guidelines and producing diagnostic quality radiographs during this course. Prerequisites: DES 0400B, DEA 0020, DEA 0020L, DES 0205L; Corequisites: DEA 0851L.

DES 0324*
Interpersonal Communications Skills,
1 Vocational Credit,
(Offered as needed)

This course is designed to implement interpersonal and effective communication skills in the practice of dentistry. It includes team building strategies, oral and written communications skills with the correct use of terminology commonly used in dentistry. Professionalism in verbal and nonverbal communications is emphasized. Students will be introduced to the legal and ethical scope of responsibilities for dental assistants and interpersonal relations in the dental office. Providing oral health instructions and post operative instructions for patients will be introduced. Scenario-based role playing is used to augment student learning of course content.

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DES 0400B*
Dental Anatomy,
2 Vocational Credits, 60 lec.
(Offered as needed)

This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head, neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included.

DES 0501*
Dental Practice Management,
1 Vocational Credit, 30 lec.
(Offered as needed)

This course includes theory and content relating to practical administrative duties performed in the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included. Prerequisites: DES 0205, DES 0205L; Corequisite: DEA 0936.

DES 0602*
Pharmacology and
Dental Office Emergencies,
1 Vocational Credit,
(Offered as needed)

This course is designed to familiarize the dental assisting student with the basic concepts and considerations regarding pharmacology and pharmaceuticals used in dentistry. Topics presented include nitrous oxide monitoring, emergency procedures and protocol. Lectures will include recognition of emergency conditions in the dental office, not limited to syncope, anaphylaxis, and cardiovascular incidents. Emphasis is placed on the role of the dental assistant in the prevention and management of dental office emergencies.

DES 0830*
Expanded Function Theory,
1 Vocational Credit,
(Offered as needed)

This course introduces the dental assisting student to the dental specialty practices and more advanced clinical skills. It also provides the theory of dental specialty practice administration as it relates to the role of the dental assistant including ethical and legal ramifications. Lectures relate topics including but not limited to dental specialty procedures, instruments used in the specialty practices and duties delegated to dental assistants according to the rules and regulations of the Florida Dental Practice Act. Role playing and problem solving activities using case studies relate to duties delegated to dental assistants. Prerequisites: DEA 0020, DEA 0020L, DES 0400B; Corequisite: DES0830L.

DES 0830L*
Skills Seminar,
2 Vocational Credits,
(Offered as needed)

This laboratory course accompanies the clinical practice lecture course DES 0830 and provides opportunity for students to practice application of the duties delegated to dental assistants according to the Florida Dental Practice Act. Students become more proficient in more advanced skills. Competencies containing information and behavioral objectives allow students to master each skill before advancing to the next. Prerequisites: DEA 0020, DEA 0020L, DES 0400B; Corequisite: DES0830.

DES 0844*
Dental Science,
1 Vocational Credit,
(Offered as needed)

This course is a general study in biomedical sciences of preventive dentistry to familiarize the dental assisting student with basic principles of microbiology, basic body structures, and their functions and effects as manifested in the oral cavity. The course also covers the effects of nutrition and the role of microorganisms in dental health and blood borne pathogens.

FFP 0010*
Firefighting I,
7.5 Vocational Credits,
(Offered as needed)

This course is the first part of the Basic Fire Recruit Academy and prepares students for a career as a volunteer firefighter. Classroom instruction includes a variety of fire related topics which are reinforced and enhanced through practical skills activities. Upon completion, the student is eligible to test for certification as a volunteer firefighter through the Florida State Fire College and may elect to continue training in Firefighter II to pursue state certification as a career firefighter. Permission of the Public Safety Division is required. Corequisite: FFP 1140.

FFP 0020*
Firefighting II,
7.5 Vocational Credits,
(Offered as needed)

This course is the second part of the Basic Fire Recruit Academy and prepares students for a career as a firefighter. The delivery of instruction includes a variety of training in practical skills necessary for the mastery of the basic competencies required in the program. Upon successful completion of this course, the student is eligible to take the Bureau of Fire Standards and Training written and practical examination. Permission of the Public Safety Division is required. Prerequisite: FFP 0010.

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UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS



UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS



ACG 3083

Accounting: Concepts and Practice, 3 Credit Hours, (Fall, Spring, Summer)

This course explores the preparation and use of accounting information. Topics include mathematical procedures related to business decisions; terms and processes associated with the accounting cycle; financial statements for the sole-proprietorship, partnership and corporation; and foundations of managerial accounting. Prerequisites: upper division standing and GEB 3031 or permission. ACG 2001 is strongly recommended. (With advance approval, students who have completed both ACG 2001 and ACG 2011 may substitute an upper division elective for this course.)

ACG 4901

Independent Study – Accounting, 1 Credit Hour, (Offered as needed)

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: upper division standing and permission.

BUL 3320

Law and Business, 3 Credit Hours, (Fall, Spring, Summer)

An introduction to the legal setting in which modern business operates; emphasis is on public and regulatory law, basic contract law, the processes of administrative, statutory and common law and interstate commerce issues; includes an overview of the UCC and intellectual property. Prerequisite: upper division standing.

BUL 4333

Contract Formation and Administration, 3 Credit Hours, (Fall, Spring, Summer)

Students will be exposed to the differences in the public and private sector contracting environments. Emphasis will be placed on the fundamentals of contract formation including sealed bidding, negotiations, and best value methods. Students will learn the fundamentals of contract administration including inspection and acceptance, quality control, contract changes, and disputes. Prerequisites: upper division standing and BUL 3320 or BUL 2241 and BUL 2242.

BUL 4931

Acquisition Law Seminar, 3 Credit Hours, (Fall, Spring, Summer)

This course addresses contract law as applicable to formation and administration of contracts with private and governmental agencies, with emphasis on the federal government. The following topics are also included: concepts of responsiveness and responsibility, bidding procedures, mistakes, negotiation procedures, changes, claims and dispute resolution. Students will explore the typical contracting problems that can lead to litigation. Prerequisites: upper division standing and BUL 4333.

EDE 3301

Elementary School Teaching Strategies, 3 Credit Hours, (Fall, Spring)

This course provides an overview of instructional models and strategies. Emphasis is placed on principles of state standards, instructional methods, and lesson planning and instruction. Students will develop knowledge of instructional models and lesson plan construction for effective implementation including the diverse student populations. The student

will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Prerequisite: upper division standing with permission of department chair; Corequisite: EDG 3410C.

EDE 4223

Integrating Art, Music, and Physical Education, 3 Credit Hours, (Fall, Spring)

This integrative course provides students with critical understanding of art, music, and physical education. Emphasis is placed on the effective integrative lesson planning and modeling techniques to art, music, and physical education in elementary schools. This course requires a minimum grade of "C". Prerequisites: EDG 3410C and EDE 3301; upper division standing with permission of department chair.

EDE 4226C

Integrated Language Arts, Social Science and Literature, 3 Credit Hours, (Fall, Spring)

This course is designed to prepare candidates to teach language arts and social science in elementary classrooms. Teacher candidates will develop units of study that integrate literature, language arts, with social science content. Emphasis is on constructivist principles and methodology. Teacher candidates will plan and deliver standards-based language arts and social science lessons designed to meet the needs of diverse learners including English language learners (ELLs) and students with exceptionalities. This course requires 18 hours of field experience in a K-6 classroom setting. Prerequisites: EDG 3410C and EDE 3301; upper division standing and permission of department chair.

EDE 4930C**Seminar in Elementary Education,
1 Credit Hour,
(Fall, Spring)**

This course is designed to prepare the pre-service teacher to transition into the workplace. Includes resume writing, professional dress and demeanor, interview techniques, refining professional portfolio, class discussion of issues common to teacher interns, and review strategies for certification exams. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. This course requires a minimum grade of "C". Prerequisite: upper division standing with permission of department chair.

EDE 4940**Internship: Elementary Education,
9 Credit Hours,
(Fall, Spring)**

The internship is the culminating course in the professional teacher education program. A teacher candidate must demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPS) at the pre-professional level during one semester of full-day internship in approved public or private schools. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. Internship placement will be no more than 15 weeks and no fewer than 11 weeks. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

EDF 3131**Learning and
the Developing Adolescent,
3 Credit Hours,
(Summer)**

This course covers adolescent growth and development, learning theory, and behavioral analysis applied to instruction and to the organization and management of the classroom. This course requires a minimum grade of "C". Prerequisites: EDG 3410C and EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDG 3343.

EDF 3214**Human Development and Learning,
3 Credit Hours,
(Summer)**

This course is designed to cover the principles of learning and student development with applications to learning/teaching situations. Identification and analysis of students' academic, physical, cognitive, emotional, motivational, and social development is to be emphasized. This course requires a minimum grade of "C". Prerequisites: EDG 3410C and EDE 3301; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDE 3301.

EDF 3430**Measurement, Evaluation,
and Assessment in Education,
3 Credit Hours,
(Summer)**

This course studies the basic principles and methods of measurement, evaluation, and methods of test construction. Students will interpret standardized test scores, construct teacher-made tests and other classroom assessments, and evaluate portfolio and performance assessment. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Prerequisites: EDG 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C, and EDE 3301 or EDG 3343.

EDF 3910A**Projects in Teacher Education,
1 Credit Hour,
(Offered as needed)**

Directed study and individual projects designed to meet the needs of Teacher Education students completing an artifact required in the B.S.E. program. This course requires a minimum grade of "C". Prerequisite: upper division standing with permission of department chair.

EDF 3910P**Projects in Teacher Education
– Field Placement,
1 Credit Hour,
(Offered as needed)**

Directed study and individual projects designed to meet the needs of Teacher Education students completing field experience in the B.S.E. program. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable

to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

EDF 3911**Independent Research
in Teacher Education,
2 Credit Hours,
(Offered as needed)**

Directed study and individual projects designed to meet the needs of students completing field experience and artifact required in the B.S.E. program. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

EDG 3343**Instructional Strategies,
3 Credit Hours,
(Fall, Spring)**

This course provides an overview of instructional models and strategies. Emphasis is placed on principles of state standards, instructional methods, and lesson planning and instruction. Students will develop knowledge of instructional models and lesson plan construction for effective implementation including the diverse student populations. This course requires a minimum grade of "C". Prerequisites: EDG 3410C or upper division standing with permission of department chair; Corequisite: EDG 3410C.

EDG 3410C**Classroom Management,
School Safety, Law, and Ethics,
3 Credit Hours,
(Fall, Spring)**

Pre-service teachers are provided strategies for managing a safe, stimulating learning environment for all learners. This course emphasizes school safety, law, and ethics as they apply to schools, districts, and the learning environment. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair; Corequisites: EDE 3301 or EDG 3343.

EEX 3070
Methods of
Inclusion and Collaboration,
3 Credit Hours,
(Summer)

This course examines the basic identification techniques and strategies used to promote academic and social integration and interaction of “mainstreamed” exceptional students. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of “C”. Prerequisites: EDG 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C and EDE 3301 or EDG 3343.

EME 3410C
Integrating Technology
in the Classroom,
3 Credit Hours,
(Fall, Spring)

In this course students will learn how to design a technology-rich classroom while contemplating the changing role of the teacher as a mentor/guide and student as a self-directed learner. Students will explore models of technology integration, classroom management, and administrative tasks that can be performed more efficiently using technology and learn strategies to select software and deal with legal and ethical issues when planning for technology integration. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDE 3301, EDG 3410C and EDG 3343; upper division standing with permission of department chair; Corequisite: EDE 3301, EDG 3410C, EDG 3343.

FIN 4402
Financial and Economic Management,
3 Credit Hours,
(Fall, Spring)

This course addresses the application of contemporary theory and practice in business resource allocation. Topics include: capital budgeting, equity and capital financing, capital management, analysis of financial statements, pricing theory, management of working capital and other topics relevant to the acquisition, financing and management of business assets and business decision making. Both the economic and financial perspectives will be presented. Prerequisites: upper division standing and ACG 3083; or upper

division standing and ACG 2001 and ACG 2011; or upper division standing and ECO 2013 or ECO 2023. ECO 2013 or ECO 2023 is strongly recommended. (With advance approval, students who have completed both ECO 2013 and ECO 2023 may substitute an upper division elective for this course.)

GEB 3031
Contemporary Business Practices,
3 Credit Hours,
(Fall, Spring, Summer)

This course includes an orientation to and examination of opportunities and challenges facing managers in contemporary business organizations. Introduces the competencies of teamwork, communication, creative thinking, adapting to change, decision making and customer service through application to issues and problems across the general business spectrum. Prerequisite: upper division standing.

GEB 3213
Business and
Administrative Communication,
3 Credit Hours,
(Fall, Spring, Summer)

A comprehensive course in effective and efficient communications in the business world; includes preparation of reports, proposals and presentations, technical writing skills, composition of standard business documents including persuasive messages, sales letters, customer service correspondence, instructional memoranda, and policy and procedure development. Prerequisites: upper division standing and ENC 1101 or permission.

GEB 3434
Ethics for Business Leaders,
2 Credit Hours,
(Fall, Spring, Summer)

This course uses a case study approach to focus on the significant ethical and legal issues facing today’s business leaders. The theoretical and philosophical background will be presented along with real-life examples of ethics in the workplace. Cases and readings will be used to develop both analysis and application skills in the following areas: corporate and personal decision making, organizational culture and reputation, social responsibility and social reporting, customer relations, employee relations, financial reporting, technology, privacy/confidentiality and communications. Prerequisite: upper division standing; prior coursework in management, human relations or general business is desirable.

GEB 3444
Business Trends and Issues,
3 Credit Hours,
(Fall, Spring, Summer)

This course builds on the traditional themes and concepts of the general business area through specialized readings on trends and issues facing today’s business and industry leaders. Students will read opinion pieces by noted in-field experts, as well as conduct basic research on contemporary issues such as information and workplace security, diversity in the workplace, outsourcing functions/services and global competition, with an eye to improving business operations. Prerequisite: upper division standing.

GEB 3930
Business Project and
Acquisitions Terms and Concepts,
1 Credit Hour,
(Fall, Spring, Summer)

Students will apply specialized terminology of project and acquisitions management in various communication venues including short written documents and summary analyses. Emphasis will be placed upon the latest terms, abbreviations and jargon applicable to the field. Students will research selected terms and concepts in various contemporary periodicals and publications. Prerequisite: upper division standing.

GEB 3933
Business Research,
1 Credit Hour,
(Fall, Spring, Summer)

This seminar-style course, offered in group or individual format, provides an introduction to various references, databases, periodicals, journals and other publications essential to the research of contemporary business issues; also included are methods of accessing resources via the Internet, designing search strategies, citing Internet resources and evaluating research materials. Prerequisite: upper division standing.

GEB 4454
Business in a
High Technology Environment,
3 Credit Hours,
(Fall, Spring, Summer)

Presents the special challenges and opportunities of managing a high technology firm or a traditional entity operating in the high technology environment; addresses software/information security, recruiting technical personnel, outsourcing, equipment security, updating equipment, telecommuting and similar issues. Prerequisites: upper division standing and GEB 3031.

GEB 4901
Independent Study –
Business Administration,
1 Credit Hour,
(Offered as needed)

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced business administration topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

GEB 4930
Special Topics: Project Management,
3 Credit Hours,
(Offered as needed)

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4931
Special Topics: Acquisitions,
3 Credit Hours,
(Offered as needed)

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4932
Special Topics: Quality Improvement,
3 Credit Hours,
(Offered as needed)

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4933
Special Topics: Management,
3 Credit Hours,
(Offered as needed)

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4934
Special Topics:
Business Administration,
3 Credit Hours,
(Offered as needed)

An individual or group course designed to provide students with the opportunity to pursue a special topic(s) from the area of business administration in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4941
Internship: Business,
3 Credit Hours,
(Fall, Spring, Summer)

An individualized course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: upper division standing and permission of the instructor.

ISC 4145
Environmental Systems,
3 Credit Hours,
(Offered as needed)

Environmental Systems will expose students to a broad overview of the structure and processes occurring on Earth. Students will gain a broad understanding of the interactions between the atmosphere, biosphere, lithosphere, and hydrosphere. Course topics will be related to current environmental issues and our local ecosystems. This course is focused on Earth System Science content with development of methods specific to teaching middle school science as a secondary objective. Prerequisite: BSC 1011C, GLY 2010C; CHM 1025 or PHY 1020. If used to meet NWFSC Teacher Education requirements, this course requires a minimum grade of "C".

ISM 3220
Network Technologies for
Information Professionals,
3 Credit Hours,
(Fall, Spring)

This course is designed to give the student an understanding of the various networking technologies and their practical application in the management of a business. The course also covers the technical issues involved in designing and implementing an efficient network for voice, data, and information networks. Prerequisites: upper division standing/admission to any B.A.S. program and at least two information technology or computer science courses at a college or university level.

ISM 3232
Software Essentials,
3 Credit Hours,
(Fall, Spring)

This course covers a broad range of software topics as they apply to software management and systems analysis and design. Topics include, but are not limited to programming, the systems development life cycle (SDLC), systems management, interface design and Internet technology. Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 3323
Applications in Information Security,
3 Credit Hours,
(Fall, Spring)

This course helps develop the important security concepts relative to software application development and access control that provide the knowledge and skills necessary for the successful management of information security in an organization. Students will understand the environment where software is designed and developed as well as the critical role software plays in providing security to an organization's information systems. The course focuses on software development concepts that relate to security, and how access control methodologies fit into the entire enterprise architecture. Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 4480
Electronic Commerce Systems and Strategies,
3 Credit Hours,
(Fall, Spring)

This course is designed to familiarize the student with the management approach to defining and implementing e-commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC such as internationalization, electronic payment methods, Internet fraud, mobile e-commerce, and current implementation technologies. Architectures and inter-dependence (i.e. integration) of systems will be covered. Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 4930
Special Topics - Technology Management,
3 Credit Hours,
(Fall, Spring)

This is an individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisites: upper division standing and permission of instructor. May be taken up to 2 times for credit.

ISM 4931
Internship - Technology Management,
3 Credit Hours,
(Offered as needed)

This is an individual or group course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisites: upper division standing and permission of instructor.

LAE 4314C
Methods in Teaching Language Arts in Elementary School,
3 Credit Hours,
(Offered as needed)

The development and implementation of methods, materials, content, organization for teaching reading, writing, listening, and speaking in the elementary school are highlighted in this course. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is

required for this course. Prerequisites: EDG 3410C and EDE 3301; upper division standing with permission of department chair.

MAD 3107
Applied Discrete Mathematics
3 Credit Hours,
(Offered as needed)

This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic, mathematical reasoning, and mathematical proof writing. Topics include logic, set theory, boolean algebra, combinatorics, and graph theory with applications. Prerequisite: Completion of MAC 2312 with a grade of "C" or better or concurrent enrollment in MAC 2312.

MAE 3310C
Teaching Elementary School Mathematics Methods,
3 Credit Hours,
(Fall, Spring)

Methods, materials, teaching strategies, organizational skills, and applications for teaching mathematics at an elementary school level are developed and implemented in this course. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: Completion of all core professional courses; upper division standing with permission of department chair.

MAE 4312C
How Children Learn Math,
3 Credit Hours,
(Offered as needed)

This course is designed to develop the skills and concepts necessary to deliver the mathematics curriculum effectively in the classroom. The content strongly reflects the curriculum emphases of the National Council of Teacher of Mathematics, and topics are presented using a process-oriented approach. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDG 3343; upper division standing with permission of department chair. Corequisites: EDG 3410C, EDG 3343.

MAE 4320C
Teaching Methods in Middle Grades Math,
3 Credit Hours,
(Fall, Spring)

This course addresses instructional methods and materials for teaching mathematics in middle schools. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

MAE 4930C
Seminar in Math Education,
1 Credit Hour,
(Fall, Spring)

This course is designed to prepare the pre-service teacher to transition into the workplace, and includes resume writing, professional dress and demeanor, interview techniques, refining professional portfolio, class discussion of issues common to teacher interns in mathematics, and review strategies for certification exams. This course requires a minimum grade of "C". Prerequisite: upper division standing with permission of department chair.

MAE 4940C
Teaching Methods in Middle Grades Math Field Experience,
1 Credit Hour,
(Fall, Spring)

In this course, students will apply knowledge of teaching strategies, methods and materials for teaching mathematics in a middle school classroom. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

MAE 4945**Internship:
Middle Grades Math Education,
9 Credit Hours,
(Fall, Spring)**

This is the culminating course in the professional teacher education program. Teacher candidates must demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in approved public or private schools. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

MAN 3052**Management
Philosophy and Practice,
3 Credit Hours,
(Fall, Spring, Summer)**

A comprehensive study of contrasting philosophies of management, current theories of leadership, management and supervision, as well as current trends and issues for business managers; focuses on applications and cases for development of competencies across all business functions and units; emphasis is placed on the cross-functional aspects of management, as well as the manager's need for a general business perspective. Prerequisite: upper division standing; concurrent or prior enrollment in GEB 3031 is recommended.

MAN 3120**Leadership and Group Dynamics,
3 Credit Hours,
(Fall, Spring, Summer)**

An applied leadership course with a focus on case studies, projects and group interaction; includes theoretical background on group dynamics, small group behavior and motivation, power, types of groups, verbal and non-verbal communication skills and team-building. Emphasis will be placed on sociological and psychological dimensions of inter-group relations, including analysis and problem-solving through simulations, cases and similar activities which reflect a general business perspective, as well as leadership and group dynamics across a variety of business units/functions. Prerequisites: upper division standing; GEB 3031 and MAN 3052 recommended, but not required.

MAN 3310**Issues in
Human Resource Management,
3 Credit Hours,
(Fall, Spring, Summer)**

Introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. Approach will focus on current issues and applications. Prerequisite: upper division standing; MAN 3052 preferred.

MAN 3320**Employee Staffing and Benefits,
2 Credit Hours,
(Spring)**

An intermediate level course in employment staffing issues focusing on staffing patterns, organizational structures, job analysis and design, staffing efficiencies, employee assistance programs, staff projection models, and employee services. Prerequisites: upper division standing and MAN 3310.

MAN 3350**Training and Development,
2 Credit Hours,
(Fall, Spring, Summer)**

Covers various staff training and development models, effective workshop techniques, designing and implementing company-wide training and development programs. Assessment of training needs, training and development as a benefit and setting development goals; students will design and conduct at least one workshop/training session for fellow students. Prerequisites: upper division standing and GEB 3213.

MAN 3574**Acquisition Management,
3 Credit Hours,
(Spring, Summer)**

Students will be exposed to the fundamentals of government acquisitions. This course provides conceptual material on government acquisitions, to include program planning, execution, and control. Students will be introduced to the elements of program risk and learn risk management techniques. The systems engineering process will be emphasized to include work breakdown structures, cost - benefit analysis, and scheduling. Prerequisites: upper division standing and GEB 3031 or MAN 3052.

MAN 3583**Project Management,
3 Credit Hours,
(Fall, Spring, Summer)**

In this introductory Project Management course, students will be exposed to the fundamentals of general project management. This course provides conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution. Emphasis will be placed on project oversight issues across the various business units and functions. Prerequisites: upper division standing and GEB 3031 or MAN 3052.

MAN 4401**Labor Relations,
2 Credit Hours,
(Fall, Spring, Summer)**

This course explores the impact of employee organizations on labor relations, current problems, conflicts and trends and includes the development of managerial approaches to achieve labor management cooperation. Prerequisites: upper division standing and MAN 3310.

MAN 4520**Quality Management,
3 Credit Hours,
(Fall, Spring, Summer)**

This course examines the strategic role of quality within an organization, as well as strategic issues involved in managing quality. Topics include assessing customer requirements, developing customer focus and measuring quality performance. Prerequisite: upper division standing; GEB 3031 or MAN 3052 preferred.

MAN 4555**Quality Certification: ISO 9000,
3 Credit Hours,
(Offered as needed)**

A comprehensive study of internationally uniform quality standards (ISO 9000 and the steps to individual and organizational certification; includes management responsibility, quality system documentation, contract review, design control, process control, inspection and testing, corrective actions and other certification topics. Prerequisite: upper division standing; GEB 3031 or MAN 3052 preferred.

MAN 4720
Strategic Planning and Management,
3 Credit Hours,
(Fall, Spring, Summer)

This course addresses the integration of organizational functions to achieve competitive advantage and organizational harmony through strategy formulation, implementation and evaluation. Activities include case studies and a strategic planning simulation. Topics include change theory, decision-making, planning models, and strategic planning processes as applied in a variety of business settings, units, and functions. Prerequisites: upper division standing and GEB 3031 and MAN 3052 or permission.

MAN 4901
Independent Study – Management,
1 Credit Hour,
(Offered as needed)

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

MAN 4930
Applications Seminar: Acquisitions,
3 Credit Hours,
(Fall)

In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3574 (Acquisitions Management). Emphasis will be on government acquisition management. Students will create a work-breakdown structure, a project schedule, and perform a cost-benefit analysis of alternatives. Earned value management will be introduced as a method of program control. Students will also identify potential risk areas and suggest mitigation plans. Prerequisites: upper division standing and MAN 3574.

MAN 4931
Applications Seminar:
Project Management,
3 Credit Hours,
(Fall)

This seminar will build on the basic project management skills by introducing the basic tools used by

project managers. The student will learn management techniques for project planning, budgeting, scheduling and control techniques, cost estimating and project management software applications. Students will be exposed to the relationship of purchasing and contracting with project management. Prerequisites: upper division standing and MAN 3583.

MAN 4932
Contract Negotiations Seminar,
3 Credit Hours,
(Offered as needed)

This seminar will refine the negotiation skills of the student through the use of readings, class discussions, case analyses, and practical exercises. Students will be introduced to goals, objectives, and strategies, as well as using appropriate tactics and methods to achieve them. The course will also help students understand the role of communication, power, and personality in the negotiation process and facilitate them assessing their personal abilities and traits as they relate to negotiation. While the course will focus on negotiation of defense-related contracts, the principles covered will apply to the entire range of interpersonal relationships. Prerequisites: upper division standing and BUL 4333.

MAN 4933
Best-Value Source Selection Seminar,
3 Credit Hours,
(Offered as needed)

Focus is on the best-value source selection process. Students will walk through the acquisition cycle. Topics will include acquisition strategy, pre-solicitation activity, preparation for evaluation, initial proposal evaluation, discussions or negotiations, final proposal revision and recommendations and decisions. Prerequisites: upper division standing and MAN 3574.

MAN 4934
Logistics Management Seminar,
3 Credit Hours,
(Offered as needed)

A special topics course conducted in group or individual format; focus is on the terms, concepts and processes associated with logistics and distribution in the contemporary business environment. Prerequisites: upper division standing and MAN 3583 or MAN 3574.

MAN 4940
Internship: Management,
3 Credit Hours,
(Fall, Spring, Summer)

An individualized course in supervised work experience; provides the student with supervised, management-related work experience and the opportunity to build upon existing management skills and experience. Prerequisites: upper division standing and permission of instructor.

MHF 3202
Set Theory and Logic,
3 Credit Hours,
(Offered as needed)

This course covers the following topics: sets, operations on sets, set algebra, Venn diagrams, truth tables, tautologies, applications to mathematical arguments, and mathematical proof writing. Other topics may also be chosen from calculus, number theory, abstract algebra, and graph theory. If used to meet NWFSC Teacher Education program requirements, this course requires a minimum grade of "C." Prerequisite: Grade of "C" or better in MAC 2311 or equivalent.

MHF 4404
History of Mathematics,
3 Credit Hours,
(Offered as needed)

This course is for students pursuing an education degree with an emphasis in middle school and secondary mathematics. This course covers the evolution of mathematics from early number systems through modern mathematics. If used to meet NWFSC Teacher Education program requirements, this course requires a minimum grade of "C." Prerequisite: Completion of MAC2311 with a grade of "C" or better or concurrent enrollment in MAC 2311.

NSP 4275
Introduction to Critical Care Nursing,
3 Credit Hours,
(Summer)

This course examines the needs of the critically ill client. As part of the human experience, the integrity of the individual and family may be disrupted by a critical illness. During such time, the critical care nurse assists the individual and family to restore life processes to a state of dynamic equilibrium. This course emphasizes the involvement through use of scientific rationale and application of the nursing process in providing care to the individual client and family. Critical care concepts and skills for promoting client and family well-being are stressed.

NSP 4625C
Transcultural Nursing
Immersion Course,
3 Credit Hours,
(Offered as needed)

This course unfolds in two phases: a comprehensive Orientation and Education Phase (I) and a Population Service Phase (II). The two stages are designed to be synergistic in nature. Phase I helps students to develop a deeper appreciation for an underserved region of the world. Phase I will set the stage for the immersion and learning that will take place during Phase II when students will provide basic healthcare and health education to an instructor chosen underserved population in the world. Air and ground travel are required. Current/valid Florida Registered Nursing License, good health, and a clear Background Check/Drug Screen are required. An International Passport may be required. Expenses associated with the course are the responsibility of the student. Prerequisites: Student must be a Registered Nurse and have a clear background check/drug screen.

NSP 4869
The Professional Nurse
Manager and Leader,
3 Credit Hours,
(Spring)

This course outlines the roles and functions of nurses in executive practice using the competencies identified by the American Organization of Nurse Executives (AONE). Successful nurse leaders and managers exercise complex leadership responsibilities that directly affect the quality of patient and family care in today's multifaceted healthcare management systems. This course will address competencies in communication, knowledge of the healthcare environment, business skills and principles, and professionalism. The course content also provides a review of the material covered in the Certified Nurse Manager and Leader examination conducted by the American Organization of Nurse Executives Credentialing Center that is available to B.S.N. prepared Registered Nurses. Prerequisite: Student must be a Registered Nurse to take this course.

NUR 3067C
Health Assessment,
4 Credit Hours,
(Fall)

This course is designed to develop the student's knowledge for obtaining and recording a systematic, comprehensive health history, psychosocial assessment, and physical examination of the adult. The course involves the synthesis of nursing, biologic, psychologic, and sociocultural knowledge and theories as they apply to the findings obtained in the comprehensive health assessment of clients of various ages. During the fieldwork experience, emphasis will be placed on collection of a database through physical assessment, history taking and interviewing. Prerequisite: Admission to the RN to B.S.N. program.

NUR 3080
Dimensions of
Baccalaureate Nursing Practice,
3 Credit Hours,
(Fall)

This course will provide Registered Nurses, who are returning to school to earn a Baccalaureate degree, an opportunity to advance professional practice concepts. As designed, the course engages the student intellectually in an ongoing professional dialogue and journey with peers, colleagues, and instructors that serves to broaden the student's professional development and builds on preexisting knowledge and experiences. The course curriculum is written for adult learners with the characteristics of self-direction, prior experience, applicability to practice, and motivation to meet the challenge to expand their knowledge base and to utilize advanced critical thinking skills. Prerequisite: Student must be a Registered Nurse to take this course.

NUR 3678
Nursing Care of
Vulnerable Populations,
3 Credit Hours,
(Summer)

Caring for the vulnerable members of society is a function nurses perform without regard for their own ambitions, personal safety, and financial security. This course is designed to pull together material from different cultures and at risk groups of individuals considered

vulnerable populations. Key concepts will be discussed that will provide a basic structure for caring for the vulnerable, the relevance of nursing theories to vulnerable populations, nursing research showing the kinds of phenomena nurses study, and many ideas about learning to work with and advocate for vulnerable individuals.

NUR 3767
Nursing Care of Complex Clients,
3 Credit Hours,
(Spring)

This course assists the RN to B.S.N. student in the assimilation of pathophysiology, assessment, and pharmacological nursing concepts with variety complex client issues. This course provides expanded concepts related to nursing care for individuals experiencing complex alterations in health problems as they progress through a variety of healthcare delivery systems and environments. Prerequisites: NUR 3067C, NUR 3080.

NUR 3826
Nursing Ethics,
3 Credit Hours,
(Spring)

This course provides an in-depth exploration of ethical principles and moral reasoning as the foundation of nursing practice. The ANA *Code of Ethics* will be used as a framework for examining current issues in healthcare delivery across the age span from reproductive issues to end-of-life care. Prerequisite: Students must be RNs or enrolled in a nursing program.

NUR 3837
Health Care Issues,
2 Credit Hours,
(Spring)

This course provides a forum for the exploration and evaluation of concerns germane to contemporary nursing. The focus of this course is on the nursing profession and current major issues and problems that concern it. Social forces influencing changes in the nursing profession are analyzed in terms of historical antecedents and their current manifestations. Recently passed, and pending legislature at both the national and state levels is emphasized. Prerequisite: Current RN Licensure.

NUR 3905C
Independent Study -
Clinical: RN to BSN,
1 Credit Hour,
(Offered as needed)

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration, development, and sharpening of clinical competencies in the Bachelor's level nursing clinical areas. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: Permission of the Instructor/Department.

NUR 3955
Portfolio I,
1 Credit Hour,
(Fall)

This course will provide RN to B.S.N. students an opportunity to develop an electronic professional portfolio to express one's professional nursing expertise and proficiency.

NUR 4125
Clinical Pathophysiology,
3 Credit Hours,
(Fall)

This course examines the underlying pathogenesis, evolution, clinical manifestations, and complications of common disease processes across the life span. Normal and abnormal cellular alterations as well as specific body system alterations are covered in depth. Evidenced-based therapeutic clinical treatment modalities and pharmacological interventions are examined in an effort to provide the participants with a comprehensive clinical overview of disease alterations and clinical treatment. Prerequisite: upper division status.

NUR 4165
Evidence-Based Practice:
Incorporating Nursing Research,
3 Credit Hours,
(Fall, Spring)

This course is designed to provide the RN to B.S.N. student with an introduction to the research process and evidence based practice. The purpose of the course is to stimulate interest in nursing research; to enable students to understand and judge the usefulness of scientific findings; and to develop an understanding of how clinical proficiency is combined with experimental proof to produce nursing practices based upon evidence. An on-line teaching method is used with optional workshops available to students. Prerequisite: STA 2023.

NUR 4615C,
Family and Community Health,
5 Credit Hours,
(Fall, Spring)

The Family and Community Health Nursing course is designed to facilitate the conceptualizing of family, population groups, and community as units of care from diverse cultures, ethnic, and social backgrounds. The student is provided a fieldwork opportunity to assess the health needs of selected families and groups in the community setting with selected health promotion, risk reduction, and disease prevention. The nursing process is used to examine multiple influences impacting life-course experiences of families and communities to enhance functioning. Prerequisites: NUR 3067C, NUR 3080, admission to the RN to B.S.N. program.

NUR 4827C
Nursing Leadership and Management,
5 Credit Hours,
(Spring, Summer)

This course provides students with an evidence-based study of leadership, collaboration, and coordination in healthcare settings. Students develop an evidence based paper to deal with key leadership and management issues related to professional goals. Nursing leadership and management fieldwork focuses on the roles and functions of the professional nurse in these roles. Issues associated with healthcare delivery are explored. Fieldwork provides an opportunity to plan, implement and evaluate a change in the practice of nursing. Prerequisites: NUR 3080, NUR 4165, NUR 3067C, NUR 4615C.

NUR 4956
Portfolio II,
1 Credit Hour,
(Spring, Summer)

This course will provide students an opportunity to complete and evaluate their electronic professional portfolio to express their professional nursing expertise and proficiency. Prerequisites: NUR 3955, NUR 3080; Pre or Corequisite: NUR 4827C.

PAD 3003
Public Service Operations,
3 Credit Hours,
(Fall)

An introduction to public administration and policy in America. This course is designed to provide undergraduate students a basic understanding and appreciation of the administration of the public sector. It is intended to provide an overview of public administration for students

interested in public service and for students, who as good citizens, want an appreciation of the complexities of public management. Prerequisite: upper division standing.

PAD 3393
Advanced Emergency Management,
3 Credit Hours,
(Spring)

This course examines functional demands that emergency managers should be aware of in crafting emergency management policies and programs. Students investigate how public policy choices impact emergency planning and the consequences of a disaster. It is designed to help the student develop an in-depth understanding of overall emergency management principles, practices, and standards in the local, national, and international environments. Prerequisite: upper division standing.

PAD 3882
Issues in Public
Service Administration,
4 Credit Hours,
(Fall)

This course focuses on current issues and trends in the field of public service administration. The course is structured to introduce management and administrative topics in public service, examine the implications to the field, and reformulate recommendations. This course will begin developing skills in project design and presentation. This course will enhance critical thinking skills. Prerequisite: upper division standing.

PAD 4933
Special Topics in
Public Administration,
3 Credit Hours,
(Spring)

This is an individual or group course designed to provide students with the opportunity to pursue a special topic(s) from the area of public administration in depth; may be repeated as topics change. Prerequisites: upper division standing and permission of the instructor. May be taken 3 times for credit.

PAD 4940**Internship: Public Service,
3 Credit Hours,
(Offered as needed)**

This is an individualized course In supervised work experience which provides the student with supervised, public-service related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: Upper division standing and permission of instructor.

RED 3309C**Early and Emergent Literacy K-2,
3 Credit Hours,
(Fall, Spring)**

This course is designed to increase the understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. Language theory and current research are used to shape informed practices regarding literacy development. Connections are made among all aspects of literacy learning: reading, writing, listening, speaking and attitude development. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDE 3301; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDE 3301.

RED 3324C**Teaching in the
Middle Grades Curriculum,
3 Credit Hours,
(Fall, Spring)**

This course presents theory and methodology for teaching reading at the middle school level with emphasis on strategies for vocabulary and comprehension, evaluating student progress in reading, and integrating reading and study skills into content area instruction across the middle school curriculum. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDG 3343.

RED 3335C**Teaching Reading
in the Content Areas,
3 Credit Hours,
(Fall, Spring)**

This course addresses strategies, materials, and skills for teaching reading in content areas. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 3324C.

RED 3511C**Intermediate Literacy 3-6:
Reading and Thinking,
3 Credit Hours,
(Fall, Spring)**

This course combines the theory and practice in the teaching of reading/literacy in the elementary intermediate grades. Procedures for meeting individual differences, differentiated instruction, selected use of materials, and classroom organizations will be examined. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 3309C.

RED 4312**Integration of Assessment into
Classroom Reading,
3 Credit Hours,
(Fall, Spring)**

This course introduces formal and informal methods and materials used to identify reading strengths and weaknesses of students. Emphasis is placed on integrating assessments into the curriculum to strengthen instructional strategies and student success. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Prerequisite: RED 3511C.

RED 4519C**Diagnostic and Instructional
Interventions in Reading,
3 Credit Hours,
(Fall, Spring)**

This course introduces formal and informal methods and materials used to identify reading strengths and weaknesses of students. Emphasis is placed on diagnosis of reading problems, administration of assessments, evaluation of results and planning instructional interventions

to remediate reading difficulties. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 4312.

RED 4854C**Reading Field Experience,
2 Credit Hours,
(Fall, Spring)**

This course provides application of knowledge of reading development to reading instruction. Emphasis is placed on increased reading proficiency for struggling students, including students with disabilities and students from diverse populations. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 4519C.

SCE 3310C**Teaching Science in the
Elementary School Methods,
3 Credit Hours,
(Fall, Spring)**

The focus of this course encompasses the philosophy, methods, organizational skills, and applications for teaching science in the elementary school. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

SCE 4320C**Teaching Methods in
Middle Grades Science,
3 Credit Hours,
(Fall, Spring)**

This course provides techniques and materials of instruction for teaching science in the middle grades. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

SCE 4930C
Seminar in Science Education,
1 Credit Hour,
(Fall, Spring)

This course is designed to prepare the pre-service teacher to transition into the workplace, and includes resume writing, professional dress and demeanor, interview techniques, refining professional portfolio, class discussion of issues common to teacher interns in science, and review strategies for certification exams. This course requires a minimum grade of "C". Prerequisite: upper division standing with permission of department chair.

SCE 4940C
Teaching Methods in Middle Grades
Science Field Experience,
1 Credit Hour,
(Fall, Spring)

In this course, students will apply knowledge of teaching strategies, methods and materials for teaching science in a middle school classroom. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

SCE 4945
Internship:
Middle Grades Science Education,
9 Credit Hours,
(Fall, Spring)

This is the culminating course in the professional teacher education program. Teacher candidates must demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in approved public or private schools. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

SSE 4313C
Teaching Social Science in the
Elementary School Methods,
3 Credit Hours,
(Offered as needed)

This course concentrates on the methods of planning and strategies employed in teaching K-6 subjects related to the study of people and their relationships with other people and their environment. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

TSL 3081C
TESOL Issues and Practice,
3 Credit Hours,
(Fall, Spring)

This course is designed to integrate the theories and principles of the Teaching of English to Speakers of Other Languages and applying them to classroom instruction. ESOL methodology and curriculum will be emphasized as they relate to current best practice in ESOL instruction. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisite: EDG 3410C and EDE 3301 or EDG 3343.

TSL 4140C
ESOL Methods, Curriculum and
Assessment,
3 Credit Hours,
(Fall, Spring)

This course is designed to build on the candidate's knowledge of applied linguistics and cross cultural communication. Candidates will extend their understanding of the role of language and culture in the classroom. This course will prepare candidates for effective planning, instruction, and assessment of ELLs in the classroom. This course requires a minimum grade of "C". Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Requires an 18 hour field experience working with ELLs in a classroom setting. Prerequisite: TSL 3081C.

LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS



LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS



ACG 2001 △

Accounting I, 3 Credit Hours, (Fall, Spring, Summer)

This course covers the fundamental principles and procedures of double entry accounting as applied to the financial records of a business entity. The preparation of an income statement, statement of owner's equity and balance sheet are emphasized. Specific transactions and internal control associated with cash, accounts receivable and inventory will be examined in detail. The code of professional ethics will be highlighted throughout the course. Prerequisite: although not required, MTB 1103 is highly recommended.

ACG 2011

Accounting II, 3 Credit Hours, (Fall, Spring, Summer)

This course covers recording of specific transactions and internal control associated with investments, fixed assets, liabilities, international operations and stockholders' equity. Preparation of the statement of cash flow will be emphasized. The code of professional ethics will be highlighted throughout the course. Prerequisite: ACG 2001.

ACG 2071

Managerial Accounting, 3 Credit Hours, (Fall, Spring, Summer)

This course covers the basic principles of accounting techniques for the preparation of internal reports related to management of the firm and the interpretation of financial data useful in the decision-making process within the economic framework of the entity. Prerequisites: ACG 2011.

ACG 2450 △

Computer Applications for Accounting, 3 Credit Hours, (Offered as needed)

An introductory course in computerized integrated accounting procedures found in the

microcomputer environment. Includes application of software designed for general ledger, accounts payable and receivable, financial statement analysis, purchasing and sales order processing, fixed assets, payroll, inventory and departmental accounting. Prerequisite: ACG 2001.

ACO 1806 *

Payroll Accounting, 3 Credit Hours, (Offered as needed)

Introduction to the theory, laws and procedures related to payroll activities of a business. Topics include payroll and personnel records, federal payroll laws, payroll operations, computerized payroll systems, and preparation of payroll registers, earnings records, and payroll tax forms. Prerequisite: ACG 2001.

AMH 1041

American Civilization, 3 Credit Hours, (Offered as needed)

Unified history of social and intellectual issues. A study of major American concerns and issues, the proposals, their formative ideas, the resolution attained in an emerging pattern of American character and heritage. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

AMH 2010

American History I, 3 Credit Hours, (Fall, Spring, Summer)

American History to 1877; describes the social, political, and economic development of the American people against the geographical background of the New World. Particular emphasis on American intellectual and political

thought leading to the emergence of basic American character, ideas and attitudes. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

AMH 2020

American History II, 3 Credit Hours, (Fall, Spring, Summer)

American History from 1877, concentrating on industrial growth, the rise of corporate business, big labor, and government organization. Modification of basic American character and ideas as a continual historical process. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

AMH 2061

Southern Cultural History, 3 Credit Hours, (Offered as needed)

Southern Cultural History – describing the social, political, and economic development of the South. Particular emphasis on Southern community, music, folk art, folklore and other elements associated with the American South from the Civil War to the present.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

AMH 2071**Survey of Later History of Florida,
3 Credit Hours,
(Offered as needed)**

A survey of Florida history from the Territorial Period to the 21st Century.

AML 2010**American Literature I,
3 Credit Hours,
(Offered as needed)**

A course in American Literature from the Colonial period to the Civil War. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: ENC 1101.

AML 2020**American Literature II,
3 Credit Hours,
(Offered as needed)**

A course in American Literature from Civil War to present. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: ENC 1101.

ANT 2000 ❖**Introduction to Anthropology,
3 Credit Hours,
(Offered as needed)**

Introduction to the fundamental principles, concepts, methods and theories in Anthropology. Includes a brief introduction to the subdisciplines of anthropology: cultural anthropology, biological anthropology, archaeology, and linguistics. A cross-cultural perspective will be paramount in the study of anthropology.

ANT 2100 ❖**Introduction to Archaeology,
3 Credit Hours,
(Offered as needed)**

Introduction to the fundamental principles, methods, and theories in archaeology. Includes a history of the development of archaeology, and examination of the nature of archaeological data and research, an introduction to archaeological data and analysis, and an examination of approaches to synthesis and interpretation. North and South American archeology is studied, but

non-western examples are also studied to enhance an understanding of the development of the discipline in Europe and the Americas.

ANT 2159C**Florida Southeast US Archaeology,
3 Credit Hours,
(Offered as needed)**

Introduction to special topics in anthropology and archaeology. Example: field experience in archaeology, brief introduction to prehistoric native American cultures in Florida and the southeastern United States and field experience excavating a prehistoric site in Okaloosa County.

ARC 1131**Architectural Presentation,
3 Credit Hours,
(Summer)**

This course introduces basic ideas and presentation techniques directed towards developing design skills, such as drawing, perspective sketching, and graphics using a variety of media to include: pencil, ink, colored pencils, markers, and model building to be used in architectural presentations. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 1301C**Design 1.1,
4 Credit Hours,
(Fall)**

The primary foci of this course are the development of two and three-dimensional graphic skills and the ability to think spatially and to manipulate elements in space. Analysis and design exercises are located primarily in abstract two/three dimensional space and deal with topics such as figure/ground relationships, line/plane/mass, the idea of systems, networks, repetition, and the relation of part to the whole. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 1302C**Design 1.2,
4 Credit Hours,
(Spring)**

This course continues the emphasis and topics studied in Design 1.1, with increased expectation with regard to graphic and spatial manipulation

ability. Students study exemplary works of architecture and art, beginning the process of developing an understanding of the role history plays in their creative explorations. By the end of the course, site and the human being are part of the design environment. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ARC 1301C.

ARC 2201**Theory of Architecture,
3 Credit Hours,
(Spring, Fall)**

An introduction to architectural theory, selected contemporary architectural theories and movements, and their evolution and historical basis. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ETD 1102.

ARC 2303A**Design 2.1,
6 Credit Hours,
(Fall)**

Application of two and three-dimensional design principles learned in first-year design, in preparation for whole building design in third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ARC 2201.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

ARC 2304
Design 2.2,
6 Credit Hours,
(Spring)

Application of two and three-dimensional design principles learned in first-year design, in preparation for whole building design in third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making, and human behavior. Prerequisite: ARC 2303A.

ARC 2472
Introduction to the
Technology of Architecture,
4 Credit Hours,
(Summer)

This course is the beginning of the technology sequence in the areas of structures, environment technology, and materials and methods of construction. It introduces themes such as the response of buildings to the natural environment, the strength, stiffness, and durability in building materials, and the quantitative method of analysis and design of building assemblies and support systems. It explores the relationship between building technology and the social, aesthetic, environmental and economic aspects of the settings in which buildings are located, and how these factors relate to the process of architectural design. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2501
Architectural Structures I,
3 Credit Hours,
(Offered as needed)

The emphasis of the course is on the development of the principles of statics and the application of these principles to the analysis and design of structural systems, primarily column, beam, slab systems, and the truss systems. The course builds on the basic ideas of structural form and material properties developed in Introduction to the Technology of Architecture. Prerequisites: any college level physics or calculus course, and concurrent enrollment in ARC 2472. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2701
Survey of History of Architecture,
Part I,
3 Credit Hours,
(Offered as needed)

A critical exploration of the history and theory of architecture from pre-history through the end of the 13th century. Examination of the making and intent of significant buildings and sites tracing the developments that have given meaning to the built environment and brought order to the tectonics of architecture. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARH 1000
Humanities Art,
3 Credit Hours,
(Fall, Spring, Summer)

This course offers a study in the basic concepts of art, including function, style and structure with emphasis on the interaction of medium and meaning and problems of art criticism. This class does not fulfill the art history requirements for art majors, but compliments the art major's course of study as an elective. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2050 † ❖
Art History: Pre-Renaissance,
3 Credit Hours,
(Fall, Spring, Summer)

Survey of significant contributions in art from prehistoric through Renaissance. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2051 † ❖
Art History: Renaissance -
18th Century Neo-Classicism,
3 Credit Hours,
(Fall, Spring, Summer)

Survey of significant contributions in art from Renaissance through Contemporary. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2060 † ❖
Architecture History,
3 Credit Hours,
(Fall, Spring, Summer)

Survey of significant contributions in architecture from prehistoric to modern times. Architecture will be considered in terms of stylistic qualities, structural type, and intended usage. Topics will be addressed according to historical content, societal background, and geographical location. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

ARH 2402 † ❖**Art History: Modern Art,
3 Credit Hours,
(Summer and as needed)**

Surveys and analyzes the major artistic periods and movements from 18th century Neo-Classicism to present. Required for all Art majors. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2930**Art History – Special Topics,
3 Credit Hours,
(Fall, Spring Summer)**

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

ART 1201C**Two-Dimensional Design,
3 Credit Hours,
(Fall, Spring)**

An introductory course, both theoretical and applied, dealing with the principles of organization and the elements of design in a two-dimensional format. This is a foundation course for all of the graphic arts: painting, printmaking, and the two-dimensional crafts. See page 50 regarding audit enrollment.

ART 1203C**Three-Dimensional Design,
3 Credit Hours,
(Fall, Spring)**

An introductory course, both theoretical and applied, dealing with principles of organization and the elements of design in a 3-dimensional format. Various materials, tools, and surfaces are used to explore 3-D form. This is a foundation course. See page 50 regarding audit enrollment.

ART 1300C**Drawing I,
3 Credit Hours,
(Fall, Spring)**

Basic drawing course covering different drawing media, line, form, shape, value and spatial relationships. Drawing problems involving a variety

of subject matter will be explored. Emphasis is on value, drawing techniques, spatial relationships between shapes and composition. See page 50 regarding audit enrollment.

ART 1301C**Drawing II,
3 Credit Hours,
(Fall, Spring)**

Continued study of drawing techniques explored in Drawing I. Provides experience with more complex drawing problems. Emphasis is on self expression, value, color theory, and composition. A variety of subject matter and drawing media will be explored. Prerequisite: ART 1300C. See page 50 regarding audit enrollment.

ART 1750C**Pottery I,
3 Credit Hours,
(Fall, Spring, Summer)**

The students shall be exposed to the production of pottery utilizing all known hand building techniques. Also includes introduction to potter's wheel and basic wheel fundamentals. The first half of course is hand building, the second half is devoted to development of skills on the potter's wheel. Students also learn how to glaze pottery and make glass. See page 50 regarding audit enrollment.

ART 1751C**Pottery II,
3 Credit Hours,
(Fall, Spring, Summer)**

Continues hand building of Pottery I, but major emphasis is placed upon development skills utilizing the potter's wheel. Additional glazing experimentation is also emphasized. Prerequisite: ART 1750C. See page 50 regarding audit enrollment.

ART 1905**Independent Study – Art,
1 Credit Hour,
(Fall, Spring, Summer)**

A defined independent study which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule. Departmental approval is required. Placement test is required. **NOTE:** This course may be used as a Gordon Rule Writing-Across-the-Curriculum-Course. This course may be taken up to four times for credit.

ART 2330C**Figure Drawing I,
3 Credit Hours,
(Fall, Spring)**

The development of technical skills and self-expression through drawing the figure; course begins with anatomy studies, progresses to conceptualization of human form. See page 50 regarding audit enrollment.

ART 2331C**Figure Drawing II,
3 Credit Hours,
(Fall, Spring)**

This class is a continuation of Figure Drawing I. Emphasis is on composition and self-expression in relation to the human figure. Exploration of media and content will be encouraged. Prerequisite: ART 2330C. See page 50 regarding audit enrollment.

ART 2500C**Painting I,
3 Credit Hours,
(Fall, Spring)**

Course will include design elements, composition and spatial relationships. Emphasis is on color theory, color mixing, and execution thereof within a variety of subject matter. See page 50 regarding audit enrollment.

ART 2501C**Painting II,
3 Credit Hours,
(Fall, Spring)**

This course is a continuation of Painting I ART 2500C with emphasis on further exploration of student's personal style and original techniques. Further experimentation in abstraction and emotional aspects of form and color are explored and expressed. Prerequisites: ART 2500C. See page 50 regarding audit enrollment.

ART 2540C**Water Color I,
3 Credit Hours,
(Fall, Spring)**

An introduction to water media techniques applied to various subject matter through demonstrations and various lab experiences. Open to all students. See page 50 regarding audit enrollment.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

ART 2541C
Water Color II,
3 Credit Hours,
(Fall, Spring)

Allows continued experience in more complex water color technique and subject matter. Emphasis is on composition and individual expression. Prerequisite: ART 2540C. See page 50 regarding audit enrollment.

ART 2602C △
Digital Imaging I,
4 Credit Hours,
(Offered as needed)

A digital illustration production course with a strong emphasis on concept development and image making skills. Students will create complex imagery based on manipulations of photographs or traditional drawings and paintings with an industry-standard image editing/manipulation software. Access to an appropriate high quality digital camera is required. It is recommended that students take PGY 1801C at the same time or prior to taking this course.

ART 2603C △
Digital Imaging II,
4 Credit Hours,
(Offered as needed)

A continuing course which expands upon the technical and conceptual foundation laid in Digital Imaging I. Students will explore advanced software techniques and greater challenges of personal or commercial expression in digital media. Access to an appropriate high quality digital camera required. Prerequisites: ART 2602C, PGY1801C.

ART 2701C
Sculpture I,
3 Credit Hours,
(Spring)

An introductory course in the technical and aesthetic consideration of sculptural forms. Includes a wide range of materials and expressions, representing past and present sculptural methods. See page 50 regarding audit enrollment.

ART 2703C
Sculpture II,
3 Credit Hours,
(Spring)

Allows continued experience in more complex three-dimensional techniques; emphasis on individual projects and conceptual approach. Prerequisite: ART 2701C. See page 50 regarding audit enrollment.

ART 2834C
Gallery Practices,
3 Credit Hours,
(Offered as needed)

The principles of Art Gallery practices and operations. Both theoretical and practical experiences will be obtained through lectures, field trips and class projects.

ART 2930
Art – Special Topics,
3 Credit Hours,
(Fall, Spring Summer)

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

ART 2955
Portfolio Development,
3 Credit Hours,
(Spring)

Development of a working portfolio through studio project aimed at fulfilling the general requirements the average company, university, art school or advertising agency looks for in a portfolio presentation. Prerequisites: ART 1201C, ART 1203C, ART 1300C, ART 1301C.

ASL 1140 ❖
American Sign Language I,
4 Credit Hours,
(Fall)

To introduce the student to the basic vocabulary and finger spelling of American Sign Language. Emphasis will be on learning to express this language in a simple form and have a basic receptive language competency.

ASL 1150 ❖
American Sign Language II,
4 Credit Hours,
(Spring)

To increase the student's American Sign Language vocabulary and use more complex expression of thoughts, ideas, and emotions. To increase the receptive and expressive proficiency of the student in both sign and finger spelling. Prerequisite: ASL 1140 or an equivalent course with a grade of "C" or better.

ASL 2160 ❖
American Sign Language III,
4 Credit Hours,
(Spring)

A conversational course in American Sign Language utilizing skills and vocabulary from American Sign Language I and II and building on these to form more complex expressions in American Sign Language. Impromptu and planned stories, dialogues and skits will be performed. Receptive and expressive finger spelling will be advanced. No voice will be used for the majority of classroom time. Prerequisite: ASL 1150 or an equivalent course with a grade of "C" or better.

AST 1002
Astronomy,
4 Credit Hours,
(Fall, Spring, Summer)

This non-lab one-semester course is designed to meet the general education requirements in physical science for non-science majors and for students in related scientific fields needing a scientific elective. The course includes topics in planetary astronomy, the sun and stellar evolution, galaxies, and cosmology. Also covered are basic physical laws, light, and telescopes. Exercises require only basic math with some very limited algebra.

BCN 1230
Building Construction
Materials and Processes,
3 Credit Hours,
(Fall)

Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry.

BCN 1272 *
Blueprint Reading for
Commercial Construction,
3 Credit Hours,
(Spring, Fall)

A course to familiarize non-drafting students with techniques of blueprint reading and the fundamentals of construction methods that make blueprint reading meaningful.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

BCN 1520 *
Electrical Systems in Construction,
3 Credit Hours,
(Spring, Summer, Fall)

A course to familiarize students with electrical terminology, practices, methods, code requirements and safety and health in construction.

BCN 1567 *
Plumbing and Gas
Construction Practices,
3 Credit Hours,
(Spring, Summer, Fall)

A course to familiarize students with Plumbing and Gas code requirements, terminology, methods, practices, processes and safety and health used in building construction.

BCN 2231
Building Construction
Materials and Processes II,
3 Credit Hours,
(Spring)

Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry. The focus of the course will cover Divisions 9 through 16 of the construction industry.

BCN 2560 *
Mechanical Systems in Construction,
3 Credit Hours,
(Spring, Summer, Fall)

A course to familiarize students with mechanical trades terminology, methods, practices, code requirements processes, and safety and health criteria in mechanical construction.

BCN 2721 *
Construction Management/Planning,
3 Credit Hours,
(Spring, Summer, Fall)

The course covers project development and organization from pre-construction site investigation to final completion. The course will include the management of project estimates, plans, schedules, operations and safety. The student will become knowledgeable about documents used in the construction industry for bid, contracts, zoning, permits, bonds, loans specifications and drawings. Cost engineering, procurement, value engineering and quality assurance will be covered. Cost management through job cost analysis and purchase order systems will also be covered.

BCT 1706 *
Construction Documentation,
3 Credit Hours,
(Offered as needed)

A course to familiarize a student with documents used in the Construction Industry to advertise for bids, contracts, change orders, extras, specification, insurance and bid bonds.

BCT 1763 *
Construction Safety and Health,
3 Credit Hours,
(Spring, Summer, Fall)

A basic course in construction safety and health, covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA construction standard and safety practices; environmental safety; violence in the workplace; ergonomics; ethics and safety; workers' compensation; and stress on the job.

BCT 2761 *
Structural Systems in Construction,
3 Credit Hours,
(Spring, Summer, Fall)

A course to familiarize students with structural terminology, practices, methods, code requirements and safety, and health criteria in construction.

BCT 2770 *
Construction Estimating,
3 Credit Hours,
(Spring, Fall)

A course in estimating as it relates to the construction industry covering references, estimating methods, take-off organization and presentation; material take-off, cost estimating in heavy construction, mathematical formulas for estimating, quantity take-off from plan review, and computer estimating overview. Prerequisites: BCN 1230, BCN 1272.

BOT 1010C
Botany,
4 Credit Hours,
(Spring)

This course covers the structure and function of seed plants, basic information on plant metabolism, including photosynthesis and water relations, and a survey of lower plants, algae and fungi. It introduces basic concepts of ecology and plant geography and stresses the importance of plants to humans. Laboratory sessions illustrate concepts from the lecture using specimens, microscope slides and field trips.

BSC 1005 △
General Biology,
4 Credit Hours,
(Fall, Spring, Summer)

The principles of biology are included. Human Biology is emphasized. Man's effect on the environment is considered wherever appropriate. (NO LABORATORY – Not for majors in Biology).

BSC 1005L
Biology Lab,
1 Credit Hour,
(Offered as needed)

Laboratory for General Biology. Experimental methodology and technique. Not recommended for Biology majors. Pre or corequisite: BSC 1005 or equivalent.

BSC 1010C △
Principles of Biology I,
4 Credit Hours,
(Fall, Spring)

A study of the structure and function of the major biological molecules and the organization of these molecules at the subcellular level; of cellular growth including bioenergetics, metabolism and its control, and the movement and incorporation of macromolecules as related to cell expansion and repair; and the study of the control of cellular growth including both genetic and biochemical control mechanisms. Required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisites: high school biology and chemistry or CHM 1025 and eligibility to enroll in MAC 1105.

BSC 1011C
Principles of Biology II,
4 Credit Hours,
(Fall, Spring)

This course is a continuation of BSC 1010C. It provides an overview of the history of life on Earth, a summary of the concepts of phylogeny and classification, and a survey of organisms with emphasis on plants and animals. Structure, evolution, taxonomy, and ecology of the major phyla will be included. This course is required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisite: BSC 1010C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

BSC 1080
Essentials of Anatomy and Physiology,
3 Credit Hours,
(Offered as needed)
This course surveys basic structure and function of the human body with emphasis on terminology and anatomy. This course may be used as a General Educational elective for A.A.S. students only.

BSC 1085C △
Anatomy & Physiology I,
4 Credit Hours,
(Fall, Spring, Summer)
A study of the human organism to include cells, tissues, skeleton, muscular system and nervous system.

BSC 1086C
Anatomy and Physiology II,
4 Credit Hours,
(Fall, Spring, Summer)
A study of the human organism to include the cardiovascular system, the fluid electrolyte balance, and the respiratory, excretory, endocrine, reproductive, gastrointestinal and immune systems.

BSC 1905
Independent Study – Biology,
1 Credit Hour,
(Fall, Spring, Summer)
A course designed to (1) allow a student to complete part of a course taken elsewhere and thereby complete general education requirements, (2) to go deeper into special areas of interest. This course may be taken up to four times for credit.

BSC 2020C
Human Structure and Function,
4 Credit Hours,
(Fall, Spring, Summer)
A study of the structures and functions of the human body with emphasis on system integrations (homeostasis) and an introduction to system disorders and pathologies.

BSC 2946
Directed Work Study – Biology,
1 Credit Hour,
(Offered as needed)
Practical experience with use and maintenance of lab equipment and materials. Participation in support activities and organizational routines of lab courses. Course fees may be waived. May be taken up to four times for credit. Departmental approval following interview is required.

BUL 2241
Business Law I,
3 Credit Hours,
(Fall, Spring, Summer)
Introductory course in business law with objective of presenting the law underlying business transactions. Course includes the study of the Law of Contracts, the Law of Bailments, and the Law of Sales based on the Uniform Commercial Code. Recommended for Business degree students.

BUL 2242
Business Law II,
3 Credit Hours,
(Fall, Spring, Summer)
Course context explores laws relative to Negotiable Instruments, Agency, Partnerships, (includes study of Uniform Partnership Act), Corporation Law, Creditors Rights, Consumer Protection and Insurance. Based on Uniform Commercial Code.

CCJ 1000 *
Introduction to Criminology,
3 Credit Hours,
(Spring)
A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific behavioral problems of addicts, compulsive and habitual offenders and juvenile offenders. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 1020
Introduction to Criminal Justice,
3 Credit Hours,
(Fall, Spring, Summer)
An introduction to the philosophical and historical background of law enforcement and the administration of criminal justice. Organization and jurisdiction of local, state, and federal law enforcement agencies, court and criminal procedures, career opportunities in the Criminal Justice field are also covered.

CCJ 1935 *
Criminal Justice Seminar,
3 Credit Hours,
(Offered as needed)
Exploration, development and discussion of contemporary problems in the Criminal Justice System.

CCJ 1941 *
Internship – Criminal Justice,
3 Credit Hours,
(Offered as needed)
On-the-job training in the programs in which the student is enrolled. The student is under the supervision

at work of a qualified supervisor appointed by the respective agency. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness and total performance. A project paper or approved project will be submitted by the student two weeks prior to the close of the semester. This course may be repeated twice for a total of 6 semester hours.

CET 1600C *△
Networking Fundamentals,
3 Credit Hours,
(Spring, Fall)
This course introduces the student to the basics of Internetworking technology. This is also the first of four courses designed to prepare a student to take the CISCO Certified Network Associate Exam. The student will study networks and layers, networking devices, IP addressing, ARP and RARP, media and design, topology, structured cabling, electricity, and electronics and network management.

CET 1610C *△
Routing Protocols and Concepts,
3 Credit Hours,
(Spring, Fall)
Basic Router terminology and configurations are studied in this course. The student will study router components, router configuration, IOS, TCP/IP, IP addressing, and router protocols. This is one of the four courses designed to prepare a student to take the CISCO Certified Network Associate Exam (CCNA). Prerequisite: CET 1600C.

CET 1660 *△
Introduction to Network Security,
3 Credit Hours,
(Fall, Spring, Summer)
This course is designed to introduce students to the terminology and concepts associated with network security, including communication security, infrastructure security, cryptography, access control, authentication, external attack, as well as operational and organizational security. The course is also intended to assist with preparation for the CompTIA Security+ certification.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CET 2172C *△
Microcomputer Servicing,
4 Credit Hours,
(Spring, Fall)

This course introduces the PC system, how it works and how the operating system controls it. Also studied are the components which make up the PC system, how to use multimeters and logic probes to make measurements and troubleshoot the system with the aid of diagnostic software. Students will perform fault analysis of simulated PC defects. In addition, students will learn to disassemble, reassemble and modify the PC hardware components.

CET 2179C *△
PC Operating Systems A+,
3 Credit Hours,
(Spring, Summer, Fall)

This course is designed to help prepare the student to take the A+ Certification exams by making the student proficient in personal computer operating systems, including Win 2000, Win XP, and Win Vista. Major topics include disk and file management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, remote assistance, and security essentials and security practices.

CET 2182C *△
PC Hardware A+,
3 Credit Hours,
(Spring, Summer, Fall)

This course is designed to prepare the student to take the A+ Certification exam, by teaching the student basic technical skills needed to understand the function and operation of the major elements of personal computer systems, and how to localize and correct common hardware and software problems.

CET 2615C *△
LAN Switching and Wireless,
3 Credit Hours,
(Offered as needed)

This course introduces the student to fundamentals of LAN configurations. This is also the third of four courses designed to prepare a student to take the CISCO Certified Network Associate Exam. The student will study LAN Switching, VLANs, OSPF, EIGRP, VTP, classless routing and Access Lists. Prerequisites: CET 1600C, CET 1610C.

CET 2620C *△
Accessing the WAN,
3 Credit Hours,
(Offered as needed)

This course introduces the student to advanced router configurations and network design. This is also the last

of four courses designed to prepare a student to take the CISCO Certified Network Associate Exam. The student will study WAN technology and design, PPP, ISDN, Frame Relay, and network management. Prerequisites: CET 1600C, CET 1610C, CET 2615C.

CET 2685C *△
Fundamentals of Network Security,
3 Credit Hours,
(Offered as needed)

Introduction to network security and overall security processes. This hands-on, skill-based course focuses on the design and implementation of security solutions to reduce the vulnerability of the network, using VPNs, network routers and a firewall. This course helps prepare the student for the CISCO Security Specialist certification. Prerequisites: CET 1600C, CET 1610C.

CET 2793C *△
Windows Network Infrastructure,
3 Credit Hours,
(Offered as needed)

This course addresses the implementation, management and maintenance of server networking technologies. Tasks include implementing routing, managing DHCP, DNS, and WINS, securing IP traffic with IPsec and certificates, and implementing a network access infrastructure with connections for remote access clients. Prerequisite: CTS 2334 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

CET 2854C *△
Fundamentals of Wireless LANs,
3 Credit Hours,
(Fall, Spring)

Develop, implement and troubleshoot wireless networks. This hands-on, skill-based course focuses on the design, planning and operation of wireless networks, with an overview of technologies, security, and design best practices. This course helps prepare the student for the CISCO Wireless Certification. Prerequisites: CET 1600C, CET 1610C.

CET 2905 *△
Independent Study
Computer Engineering,
1 Credit Hour,
(Offered as needed)

This is a directed study course to provide computer engineering students with individual projects designed to meet specific needs in areas of computer engineering technology for which present course availability is limited. Prerequisite: instructor or departmental chair approval.

CET 2940 *△
Computer Engineering Internship,
1 Credit Hour,
(Offered as needed)

On the job training in the Associate in Science or Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester. May be taken four times for a total of 4 semester hours. Prerequisite: active enrollment in a technical degree program.

CET 2941 *△
Computer Engineering Internship,
2 Credit Hours,
(Offered as needed)

On the job training in the Associate in Science or Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester. May be taken four times for a total of 8 semester hours. Prerequisite: active enrollment in a technical degree program.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CET 2942 *△

**Computer Engineering Internship,
3 Credit Hours,
(Offered as needed)**

On the job training in the Associate in Science or Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester. May be taken four times for a total of 12 semester hours. Prerequisite: active enrollment in a technical degree program.

CGS 1030

**Computer Basics,
3 Credit Hours,
(Fall, Spring, Summer)**

This is an introductory course for basic computer use, including the Internet. It addresses the use of computers for personal, business, and college purposes. It introduces the Windows operating system and Microsoft Office applications, including Word, Excel, and PowerPoint. Hands-on use of a personal computer is required.

CGS 1100 △

**Microcomputer Applications,
3 Credit Hours,
(Fall, Spring, Summer)**

This is a hands-on course using computer software including discussion and practical applications of the Windows operating system, computing concepts, Internet, word processing, spreadsheets, database management, presentation software, and various communications topics.

CGS 1550 △

**Introduction to World Wide Web,
3 Credit Hours,
(Offered as needed)**

This course provides an introduction to the required hardware, software, procedures, uses and building web pages on the World Wide Web and the Internet. Prerequisite: demonstrated competencies in Windows and keyboarding skills.

CGS 1570 △

**Computer Applications for Business,
3 Credit Hours,
(Fall, Spring, Summer)**

This is a hands-on course using computer software (word processing, spreadsheet and database) to facilitate

the activities involved in the business environment. Prerequisite: CGS 1100 or competency exam.

CGS 1843 △

**Intro to E-Commerce,
3 Credit Hours,
(Offered as needed)**

This course is designed to provide students with an overview of the dynamics of electronic commerce and how it links information technology to business objectives. Course may not transfer to all State University System institutions.

CGS 2541 △

**Introduction to Database Concepts,
3 Credit Hours,
(Offered as needed)**

This course will provide an introduction to data modeling and the design and implementation of relational databases and extend the students' understanding of the principles and techniques used in the design and implementation of modern database systems. Prerequisite: CGS 1100.

CGS 2544 △

**Advanced Database Concepts,
3 Credit Hours,
(Offered as needed)**

The aim of this course is to explore advanced database concepts including an advanced exploration of data modeling and the design and implementation of relational databases. This course will extend the students' understanding of advanced principles and techniques used in the design and implementation of modern database systems and explore database problems and potential solutions. Prerequisites: CGS 1100, CGS 2541.

CGS 2820 △

**Web Authoring with HTML,
3 Credit Hours,
(Offered as needed)**

An introduction to the design, creation and maintenance of web pages and websites. Students learn how to critically evaluate website quality, learn how to create and maintain quality web pages, learn about web design standards and why they're important, and learn to create and manipulate images.

CHD 1223 *

**Guidance for Young Children,
3 Credit Hours,
(Fall, Spring, Summer)**

A study of principles, methods, guidance and discipline techniques used to promote positive social

development in young children; influence of environment and developmental level of child on social behavior.

CHD 1230 *

**Child Growth and Development II,
3 Credit Hours,
(Offered as needed)**

Study of the physical, emotional, social, and intellectual growth and development of the school age child (6 through 12 years) up to preadolescence. Includes dynamics of behavior, child guidance and needs of exceptional children.

CHD 1312 *

**Infant and Toddler,
3 Credit Hours,
(Fall, Spring, Summer)**

This course provides the student with information pertinent to the care of infants and toddlers. Special attention is given to selection of developmentally appropriate curriculum. Course work satisfies the Child Development Associate competency standards for Infant/Toddler.

CHD 1430 *

**Observing and Recording
Child Behavior,
3 Credit Hours,
(Fall, Spring)**

Designed to increase objectivity and proficiency in observing and interpreting children's behavior in addition to increase awareness of normative patterns of children from birth through five years of age.

CHD 1531 *

**Parenting Education,
3 Credit Hours,
(Fall, Spring, Summer)**

This course is comprehensive in scope, emphasizing skills and concepts of parenting which include: adjustment to parental roles; parent-child communication, care, growth, and development of children; cultivating strong families; special concerns; alternative family structures; educational institutions working effectively with parents; and agencies and legislation affecting children and parents.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CHD 1800 ***Early Childhood
Program Administration,
3 Credit Hours,
(Fall, Spring, Summer)**

This course provides the student with management and administrative skills related to child care services. Instruction includes: director responsibilities; staff selection, supervision, and evaluation; planning for budget, nutritional services, facility maintenance, health, and safety; and marketing techniques.

CHD 1941 ***Internship: Child Development,
3 Credit Hours,
(Fall, Spring, Summer)**

On-the-job training (OJT) in Applied Associate in Science degree or College Credit Certificate programs in which the student is enrolled. The student is under the supervision, at work, of a qualified supervisor appointed by the respective agency, who works with the NWFSC instructor regarding student's OJT objectives based on student's goals and prior training. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness based on OJT performance. NWFSC instructor will evaluate student OJT experience in consultation with agency supervisor regarding OJT performance and project paper on approved project submitted two weeks prior to close of semester. This course may be repeated four times for a total of 12 semester hours. Prerequisites: CHD 2322, CHD 2432A, DEP 2100.

CHD 2322 ***Programs for Young Children,
3 Credit Hours,
(Fall, Spring, Summer)**

Study of principles and practices of programs for young children; current research in early childhood education, role of the teacher, and selection and use of equipment and materials for groups of young children.

CHD 2332A ***Curriculum for Young Children II,
3 Credit Hours,
(Fall and as needed)**

Study of and development of effective skills and techniques used in program planning and use of creative media for young children. Prerequisite: CHD 2432A.

CHD 2334A ***Curriculum for Young Children III,
3 Credit Hours,
(Spring and as needed)**

Study of the principles, methods, and materials used to assist young children acquire basic skills to use language effectively and competently; evaluation and development of appropriate teaching materials to use with young children. Prerequisite: CHD 2332A.

CHD 2337A ***Curriculum for Young Children IV,
3 Credit Hours,
(Spring and as needed)**

Study of the basic concepts, methods, and materials of mathematics and science appropriate to the education of young children. Identification of the role of staff members in the center for the education of young children. Assignment with young children in community agencies. Prerequisite: CHD 2334A.

CHD 2432A ***Curriculum for Young Children I,
3 Credit Hours,
(Fall, Summer, Spring)**

Study of the techniques of using language arts, science, art, social studies, music, mathematics, and physical activities with young children. Includes participation in NWFSC Child Development Education Center.

CHD 2433 ***Child Development Seminar,
3 Credit Hours,
(Offered as needed)**

This course focuses on current trends and issues in the field of early childhood education. The topic will vary based on current trends and issues. This course may be taken up to three times for credit.

CHD 2810 ***Child Nutrition, Health and Safety,
3 Credit Hours,
(Fall, Spring, Summer)**

Methods of meeting physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.

CHI 1120**Mandarin Chinese I,
4 Credit Hours,
(Fall, Spring)**

This course focuses on pronunciation and grammatical structures of Mandarin Chinese, with emphasis

upon balanced development of all four skills: listening, speaking, reading and writing. Covers all basic structures of the language and develops a foundation for further study of the language. Designed for students with no previous knowledge of Chinese.

CHI 1121**Mandarin Chinese II,
4 Credit Hours,
(Fall, Spring)**

This course is a continuation of Mandarin Chinese I with additional vocabulary and grammar. Pronunciation and grammatical structures of Mandarin Chinese, with emphasis upon balanced development of all four skills: listening, speaking, reading and writing. Covers all basic structures of the language and develops a foundation for further study of the language. Prerequisite: CHI 1120 or an equivalent course with a grade of "C" or better.

CHM 1025**Chemical Science,
4 Credit Hours,
(Fall, Spring, Summer)**

Fundamental principles and theories of matter and energy. Atomic theory, periodicity, properties, structure, kinetic molecular theory, bonding, solutions, scientific method, carbon compounds. This course serves as an introduction to chemistry for non-science majors, satisfying the General Education requirement for the A.A. degree; and as a preparatory course for students intending to enter college chemistry.

CHM 1032C**General Chemistry for Life Sciences,
4 Credit Hours,
(Fall, Spring, Summer)**

This course is a one-semester introduction to chemistry especially appropriate for those pursuing a degree for a career in an allied health science field, although open to all students. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, stoichiometry, and solutions, with an additional emphasis on reaction rates, equilibria, organic and biochemistry, and organic and biomolecules and their roles and functions in living organisms. Prerequisite: MAT 1033A or appropriate placement test.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

CHM 1045C**College Chemistry I,
4 Credit Hours,
(Fall, Spring, Summer)**

Quantitative approach to modern theoretical and descriptive chemistry with appropriate development of laboratory technique. Includes symbols, formulas, equations, atomic structure, bonding, states of matter, stoichiometry, thermo-chemistry, solutions, colloids, molecular orbitals, periodicity and properties. A two semester sequence in general chemistry with laboratory exercises and demonstrations. University transfer credit. Prerequisites: MAC 1105 required; high school Chemistry or Physics, CHM 1025 or PHY 1020 advised.

CHM 1045L**College Chemistry I Lab,
1 Credit Hour,
(Offered as needed)**

A laboratory course designed for CHM 1045, with emphasis on the development of laboratory skills in chemistry. Experiments performed by the student in CHM 1045L will complement and supplement the concepts presented in CHM 1045. University transfer credit. Prerequisite: CHM 1045.

CHM 1046C**College Chemistry II,
4 Credit Hours,
(Fall, Spring, Summer)**

Continuation of CHM 1045C. Includes kinetics, chemical equilibrium, acids and bases, thermo-dynamics, non-metals and their compounds, electrochemistry, redox, the atmosphere, hydrocarbons, biochemistry, nuclear chemistry, coordination compounds, and qualitative analysis. Prerequisite: CHM 1045C.

CHM 1046L**College Chemistry II Lab,
1 Credit Hour,
(Offered as needed)**

A laboratory course and laboratory portion of CHM 1046C. Designed for students needing laboratory credit only in College Chemistry II. Exercises and experiments to supplement the lecture portion of CHM 1046C. University transfer credit. Prerequisite: CHM 1045C.

CHM 2210C**Organic Chemistry I,
4 Credit Hours,
(Fall)**

This course will present the correlation between structure and physical and chemical properties of organic compounds. The principle types of mechanisms involved in organic reactions will be discussed on aliphatic and aromatic hydrocarbons, alkyl halides, alcohols and ethers. Laboratory exercises illustrate these topics. Prerequisite: CHM 1046C.

CHM 2211C**Organic Chemistry II,
4 Credit Hours,
(Spring)**

In continuation of Organic Chemistry I (CHM 2210) the relationships between functional groups and properties of organic compounds will be discussed. Infrared, NMR, and mass spectroscopy will be used for identification of organic compounds and for structure analysis. The transition state theory is applied to interpret the nucleophilic addition reactions, the carbanion condensation reactions, the interconversions of carbonyl compounds and the nucleophilic acyl substitution of carboxylic acids and their derivatives. Biochemical topics, i.e. lipids, carbohydrates, amino acids and proteins are included. Prerequisite: CHM 2210C.

CIS 1000 Δ **Introduction to Computer Science,
3 Credit Hours,
(Fall, Spring, Summer)**

A broad survey of computing and computer science topics appropriate for computer science, computer engineering, and information systems students. Math placement at the college algebra level strongly advised.

CIS 1940 * Δ **Internship in Computer Studies,
3 Credit Hours,
(Fall, Spring, Summer)**

On-the-job training in the Associate in Science and Associate in Applied Science degree programs in which the student is enrolled. The student is under the direction of a full-time faculty member and under the supervision at work of a qualified supervisor. The faculty member in concert with the student and the student's supervisor will design a plan of study. The faculty member will periodically meet with the student and the supervisor to evaluate and if necessary modify the plan as deemed

appropriate. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the term. May be taken four times for a total of 12 credit hours. Prerequisite: permission of the instructor.

CJC 2000 ***Introduction to Corrections,
3 Credit Hours,
(Fall)**

Theories of punishment and incarceration; the organization of correction programs and institutions, principles of probation and parole, role of parole and probation officers, legal implications; and problems of rehabilitation are covered. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CJC 2162 ***Introduction to Probation and Parole,
3 Credit Hours,
(Offered as needed)**

This course reviews the theories and practices of probation and parole within a community setting. The study of probation and parole as it is used as a behavior modification process is considered. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CJE 2500 ***Police Operations,
3 Credit Hours,
(Fall, Spring)**

Responsibilities, powers and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and note-taking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; crime scene procedures; elements of property protection; fundamentals of community relations; mob and riot control; dealing with domestic violence, gangs and drug crime; civil liability of officers and departments.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the-Curriculum Course.

CJJ 1002 *
Juvenile Delinquency,
3 Credit Hours,
(Offered as needed)

A study of the nature and cause of juvenile delinquency, the development of the delinquent and criminal behavior, specific criminal justice subsystem (law enforcement, judicial, corrections) problems dealing with juvenile delinquents from initial contact through final disposition and treatment. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CJL 1100
Criminal Law,
3 Credit Hours,
(Offered as needed)

Includes the study of the fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility, as well as, classification and analysis of Florida Statutes.

CJL 1400
Criminal Procedure,
3 Credit Hours,
(Fall, Spring, Summer)

Includes the study of the fundamentals of constitutional, criminal and civil law; principles, duties and mechanics of criminal procedures in Florida as applied to arrest, search, seizure, and court processing; and a functional analysis of the rules of evidence in court procedures.

CJL 2205 *
Florida Criminal Law,
3 Credit Hours,
(Offered as needed)

This course is designed to provide the student with an overview of criminal law, laws of arrest, rules of evidence, etc., concerning Florida Law.

CJL 2500
Courts and the Judicial Process,
3 Credit Hours,
(Offered as needed)

This course is designed to teach the student the major structures and basic legal concepts of the American criminal court system. The students shall learn the components, personnel, and inherent social issues in our present criminal court system.

CLP 1001
Personal Adjustment,
3 Credit Hours,
(Fall, Spring, Summer)

Psychology of adjustment, application of psychological theory for problem

solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.

CLP 2140
Abnormal Psychology,
3 Credit Hours,
(Offered as needed)

A study of the different problems in psychopathology, including anxiety, depression, social deviance, psychosis, schizophrenia, mental retardation and general brain dysfunction of both children and adults, with emphasis on descriptive etiology, known causes, and treatments. Prerequisite: PSY 2012.

COP 1000 △
Introduction to Programming
Concepts and Logic,
3 Credit Hours,
(Fall, Spring, Summer)

General survey of programming/problem solving techniques. Includes an introduction to structured programming. Algorithm development will employ the use of a modern programming language.

COP 2010 △
Visual Basic Programming,
3 Credit Hours,
(Fall, Spring, Summer)

This course introduces programming in Visual Basic.Net. The student will learn to create innovative and dynamic data structures using Rapid Application Development techniques. Topics to be discussed include: graphical user interface development and object-oriented programming. Prerequisite: COP 1000 or equivalent.

COP 2011 △
Advanced Applications Programming
in Visual Basic,
3 Credit Hours,
(Fall, Spring, Summer)

This course introduces the advanced features of Visual Basic.Net. The student will learn to create advanced versions of innovative and useful Windows programs using Rapid Application Development techniques. Topics to be discussed include: basic and advanced graphical user interface development; sequential file processing; advanced object-oriented programming; ActiveX components; advanced database management development including interfacing to external applications and Visual Basic's internal database manager; multimedia, networking; and advanced data structures. Prerequisite: COP 2010.

COP 2220 △
Programming in C,
3 Credit Hours,
(Fall, Spring, Summer)

An introduction to C programming language using microcomputers. Prerequisite: COP 1000 or equivalent.

COP 2222 △
Advanced Programming in C,
3 Credit Hours,
(Offered as needed)

An advanced exploration of the C programming language using microcomputers. Prerequisite: COP 2220 or equivalent.

COP 2224 △
Programming in C++,
3 Credit Hours,
(Fall, Spring, Summer)

An introduction to C++ programming using microcomputers. Prerequisite: COP 1000.

COP 2228 △
Advanced Programming in C++,
3 Credit Hours,
(Offered as needed)

An advanced exploration of the C++ programming language using microcomputers. Prerequisite: COP 2224 or equivalent.

COP 2360 △
Programming in C Sharp (C#),
3 Credit Hours,
(Offered as needed)

An introduction to the C# programming language using microcomputers. Prerequisite: COP 1000 or equivalent.

COP 2700
Introduction to SQL,
3 Credit Hours,
(Offered as needed)

An introduction to SQL and the design and creation of object-oriented databases (using SQL). Topics include storing, retrieving, updating and displaying data using Structured Query Language (SQL). Prerequisite: CGS 1100; Corequisite: CGS 2541 recommended.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

COP 2800 △
Introduction to JAVA Programming,
3 Credit Hours,
(Fall, Spring, Summer)
An introduction to programming using the Java language. Students will develop and apply individual programs. Prerequisite: COP 1000 or equivalent.

COP 2805 △
Advanced JAVA Programming,
3 Credit Hours,
(Fall, Spring, Summer)
An advanced level programming course using advanced Java techniques. Prerequisite: COP 2800 or equivalent.

COP 2840 △
Web-based Programming I,
3 Credit Hours,
(Offered as needed)
This course is designed to extend the student's understanding of web-based programming techniques, and give them practical experience in the use of a range of technologies for creating e-Commerce applications. Prerequisite: CGS 2820.

CRW 2001
Creative Writing I,
3 Credit Hours,
(Offered as needed)
Instruction and practice in writing various forms of poetry, short story, drama, and/or other modes and in submitting for publication.

CRW 2002
Creative Writing II,
3 Credit Hours,
(Offered as needed)
Advanced work in poetry and prose modes. Student creativity in prose, poetry, and drama. Students submit creative work to publisher market. Prerequisite: CRW 2001 or equivalent or demonstrated publication at equivalent or higher level.

CRW 2100
Introduction to Fiction Writing,
3 Credit Hours,
(Offered as needed)
This course offers extensive practice writing fiction. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Upon agreement with the instructor, students may elect to develop either individual short stories or novel chapters with synopsis. Prerequisites: none, but CRW 2001 and CRW 2002 recommended.

CRW 2300
Introduction to Poetry Writing,
3 Credit Hours,
(Offered as needed)
This course offers extensive practice writing poetry. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Prerequisites: none, but CRW 2001 and CRW 2002 recommended.

CRW 2302
Intermediate Poetry Writing,
3 Credit Hours,
(Offered as needed)
This course builds on poetry writing skills developed in CRW 2300. Students will examine styles and techniques of contemporary poets and develop a portfolio of original work with attention to the revision process. Students will submit work for publication. Prerequisites: CRW 2300.

CRW 2600
Writing Scripts for Film and Television,
3 Credit Hours,
(Offered as needed)
This course offers an introduction to the theory and practice of writing scripts for television and film. Students will develop a body of original work with a goal toward publication.

CTS 1106 *△
Fundamentals of UNIX,
3 Credit Hours,
(Offered as needed)
This course is designed to introduce the UNIX operating system to new users. The student will learn fundamental features of the operating system, including file system navigation, file permissions, editors, command shells, and basic network use. Provides a foundation for more advanced courses in administration and certification.

CTS 1156C *△
Desktop Support,
3 Credit Hours,
(Fall, Summer, Spring)
This course introduces the helpdesk skills to troubleshoot hardware or software operation and application problems for end users on the desktop or client-side, based on the Windows operating system. It is designed to help prepare the student to take the two core exams (70-620 and 70-622) required for certification as an MCITP: Enterprise Support Technician students should have user-level competency with Windows and MS Office. Prerequisites: none, although CTS 2162C, CGS 1100, and CGS 1570 would be useful.

CTS 1347C *
Windows Network Infrastructure 2008,
3 Credit Hours,
(Offered as needed)
This course addresses the configuration of Windows Server network infrastructure. Topics covered include: routing and remote access, network access protection, network authentication, IPv4 and IPv6 addressing, DHCP, DNS, WINS, DFS, IPSec, and security. Recommended level of knowledge: A+, Network +, Security +. This course prepares the student for the MCTS exam, a core requirement for Windows MCITP. Prerequisites: none, although CET 2182C, CET 2179C, CTS 2134, CTS 2162C and CET 1660 would be useful.

CTS 2104 *△
Introduction to Windows,
3 Credit Hours,
(Fall, Spring, Summer)
An introduction to operating systems in general with emphasis on Windows.

CTS 2134 * △
Network Technology,
3 Credit Hours,
(Fall, Spring, Summer)
This course is designed to introduce students to the terminology and concepts of the network industry, including data communications and network services, OSI Model, topology, network media, connectivity devices and security. This is preparation for the CompTIA Network+ certification and the first course in the MCSE/MCSA certification program.

CTS 2162C *△
Windows Vista Operating System,
3 Credit Hours,
(Fall, Spring, Summer)
This course addresses the implementation and desktop support needs of the MS Vista software, including installation, configuration and management of hardware and file systems, user profiles, remove users, and monitoring of resources and performance. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CTS 2163C *△**Windows 7 Client Operating System,
3 Credit Hours,
(Offered as needed)**

This course addresses the implementation and desktop support needs of the MS client software, including installation, configuration and management of hardware and file systems, user profiles, remote users, and monitoring of resources and performance. Recommended level of knowledge: A+, Network +, Security +. This course prepares the student for the MCTS exam, a core requirement for Windows MCITP.

CTS 2300 *△**Designing Active Directory and
Network Infrastructure,
3 Credit Hours,
(Offered as needed)**

This course focuses on the design process of an active directory in infrastructure and a network infrastructure that supports active directory, including name resolution strategy, network connectivity design, Group Policy structure, and forest and domain infrastructure. Prerequisites: CTS 2134, CTS 2162C, CTS 2334, CET 2793C, and CTS 2302C or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2302C *△**Windows Active Directory,
3 Credit Hours,
(Offered as needed)**

This course focuses on a Windows server directory service environment, including forest and domain structure, DNS, site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user/group/computer account strategies. Recommended level of knowledge: A+, Network +, Security +. This course prepares the student for the MCTS exam, a core requirement for Windows MCITP. Prerequisites: none, although CET 2182C, CET 2179C, CTS 2134, CTS 2162C and CET 1660 would be useful.

CTS 2310 *△**Designing Security for
Windows Network,
3 Credit Hours,
(Offered as needed)**

Build the design skills necessary to plan the security infrastructure for a Windows network. Learn to analyze business requirements, identify security risks, plan an authentication strategy, control access to resources, develop a data encryption scheme, and provide

secure connections. This course prepares the student for MCP Exam, a core requirement for Windows MCSE. Prerequisites: CTS 2134, CTS 2162C, CTS 2334, CET 2793C, CTS 2302C.

CTS 2320 *△**Planning and Maintaining
Windows Network Infrastructure,
3 Credit Hours,
(Offered as needed)**

This course addresses the planning and maintenance of server network infrastructure. Tasks include planning the physical and logical network, planning and troubleshooting a routing strategy, planning and optimizing DHCP, DNS, and WINS strategies, and planning IPSec network access. Prerequisites: CTS 2334 and CET 2793C or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2321 *△**UNIX Administration,
3 Credit Hours,
(Offered as needed)**

This course is designed for network administrators in a UNIX operating environment. UNIX operating system concepts, architecture and administration will be explored using Linux. Includes shell programming, database managements, rapid application development, and programming tools such as PERL and C++. Prerequisites: CTS 2134, CTS 1106.

CTS 2334 *△**Windows Server Environment,
3 Credit Hours,
(Offered as needed)**

This course will provide students with the opportunity to develop the skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

CTS 2342C ***Windows Server 2008
Enterprise Administration,
3 Credits Hours,
(Fall, Spring)**

This course focuses on the skills necessary to design and plan a Windows Server 2008 Network and Active Directory infrastructure in large environments. Topics include: designing for network access, planning for Terminal Services, designing Active Directory forests and domains, designing an enterprise-level group policy strategy, designing

branch office deployment strategies, designing and implementing a Public Key Infrastructure, designing for software updates and compliance management, designing operating system virtualization strategies, and planning for business continuity and data availability. A strong background in Microsoft networking and Active Directory Services is required.

CTS 2343C ***Window Server 2008
Application Infrastructure,
3 Credits Hours,
(Fall, Spring)**

This course focuses on the skills necessary to deploy, configure, and manage the applications that come with Windows Server 2008. This includes: Windows Deployment services, Hyper-V and virtual machines, Terminal Services, Web Services, File Transfer Protocol (FTP) Services, Simple Mail Transfer Protocol (SMTP) services, Certificate Services and SharePoint Services. This course assumes a basic knowledge of Microsoft networking and Active Directory services.

CTS 2346C ***Windows Server 2008 Administrator,
3 Credit Hours,
(Fall, Spring)**

This course will provide students with the opportunity to develop the skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data. Recommended knowledge level: A+, Network +, Security + and Win client operating system. This course prepares the student for the MCITP exam. Prerequisites: none, although CET 2182C, CET 2179C, CTS 2134, CTS 2162C and CET 1660 would be useful.

CTS 2437 *△**Administering SQL Server Database,
3 Credit Hours,
(Offered as needed)**

This course provides students with the skills required to install, configure, administer and troubleshoot the client-server database management system of Microsoft SQL Server. This is preparation for the MCP exam, an elective requirement for Windows MCSA/MCSE. Prerequisites: CTS 2134, CTS 2162C, CTS 2334.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

CTS 2438 *
Advanced SQL Server Database,
3 Credit Hours,
(Fall)

This course provides students with advanced topics required to install, configure, administer and troubleshoot the client-server database management system of Microsoft SQL Server. This course is designed to prepare the student for certification, an elective requirement for the Windows MCSA/MCSE. Prerequisites: CGS 2541, CTS 2440, CTS 2437.

CTS 2440 *
Introduction to Oracle,
3 Credit Hours,
(Offered as needed)

An introduction to Oracle and the design and creation of relational databases (using Oracle). Topics include storing, retrieving, updating and displaying data using Structured Query Language (SQL) integrated into Stored Procedures, Functions, Packages and Triggers (PL/SQL Programming). Prerequisites: CGS 1100, CGS 2541.

CTS 2445 *
Advanced Oracle,
3 Credit Hours,
(Offered as needed)

Advanced topics in Oracle and advanced topics in the design and creation of relational databases (using Oracle). Topics include advanced storing and retrieving techniques, advanced topics in updating and displaying data using Structured Query Language (SQL) integrated into Stored Procedures, advanced topics in functions, packages and triggers (PL/SQL Programming). Prerequisites: CGS 1100, CGS 2541, CTS 2440.

DAA 1100
Modern Dance,
2 Credit Hours,
(Offered as needed)

This beginning dance class serves as an introduction to the art of contemporary dance. It includes instruction and practice in basic modern dance techniques, improvisation, dance forms and brief historical overview. This course may be taken up to four times for credit.

DAA 1101
Intermediate Modern Dance,
2 Credit Hours,
(Offered as needed)

This course includes a continued analysis of the modern dance at an intermediate level. Instruction and practice in specific contemporary dance techniques and performance qualities will be stressed. This course may be taken up to four times for credit.

DAA 1200
Beginning Ballet,
2 Credit Hours,
(Offered as needed)

This beginning dance course is designed to serve as an introduction to the tradition and discipline of the art of classical ballet. Physical development of the body as an expressive instrument for ballet movement will be stressed as strength, flexibility, balance, alignment, agility, turnout, control, elevation and sensitivity to line are studied. This course may be taken up to four times for credit.

DAA 1201
Intermediate Ballet,
2 Credit Hours,
(Offered as needed)

Intermediate Ballet is designed to train the student in the tradition of the art of the classical ballet beyond the basics. Continued development of the body as an expressive instrument for ballet movement will be stressed as students reach the proficiency level necessary to perform the more complicated steps of an intermediate class. This course may be taken up to four times for credit.

DAA 1500A
Beginning Jazz,
1 Credit Hour,
(Offered as needed)

This course includes a brief history of the jazz dance and instruction and practice in jazz dance techniques exploring popular dance idioms. This course may be taken up to four times for credit.

DAA 1501
Intermediate Jazz Dance,
1 Credit Hour,
(Offered as needed)

Those students ready to move at the intermediate level in jazz will find this course beneficial for the improvement of jazz dance performance techniques. This course may be taken up to four times for credit.

DAA 1520
Beginning Tap,
1 Credit Hour,
(Offered as needed)

This course includes instruction in tap dance technique and the introduction of time steps commonly used in musical theater auditions. It may be taken up to four times for credit.

DAA 1521
Tap II,
1 Credit Hour,
(Offered as needed)

The Tap II dance class includes a more in-depth history of tap dance, instruction and practice utilizing tap and exploring its various styles. Prerequisite: DAA 1520. This course may be taken up to four times for credit.

DAA 1580
Musical Theater Dance I
1 Credit Hour,
(Offered as needed)

This beginning course covers the study of musical theater dance techniques and styles as related to a specific performance experience, usually Creative Dramatics. Students must participate in designated rehearsals and performances. Prerequisite: level of competency determined by audition. This course may be taken up to four times for credit.

DAA 1680
Dance Workshop,
1 Credit Hour,
(Offered as needed)

This course includes instruction and participation in dance as required by specific productions, i.e., Theater/Show Choir. This course may be taken up to four times for credit.

DAA 1681
Dance Ensemble,
1 Credit Hour,
(Offered as needed)

The student shall participate in the preparation and performance of original dance compositions to include Dance Line and Show Choir performances. Prerequisite: level of competency determined by audition. This course may be taken up to four times for credit.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

**DAA 1905
Directed Individual Study – Dance,
1 Credit Hour,****(Offered as needed)**

This course is a defined independent study in dance pursued under the supervision of a faculty dance instructor and recorded through departmental procedures. It is designed to permit a student to pursue non-scheduled dance activity work which may be of a specialized nature and not available through classes or courses available in a college schedule. Prerequisite: departmental approval is required. This course may be taken up to two times for credit.

**DAA 2202
Advanced Ballet,
2 Credit Hours,****(Offered as needed)**

Students enrolling in Advanced Ballet must have reached a high level of physical strength, mastery of skills, and technical knowledge in order to be eligible for placement in this section. Nuances of ballet performance and classical repertoire will be stressed. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four times for credit.

**DAA 2220
Pointe,
1 Credit Hour,****(Offered as needed)**

The student must already have mastered intermediate/advanced ballet terminology and movement vocabulary in order to be prepared for the physical demands of dancing on pointe. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four times for credit.

**DAA 2581
Musical Theater Dance II,
1 Credit Hour,****(Offered as needed)**

The continued study of Musical Theater dance techniques and styles as related to a specific performance experience, usually Summer Ensemble Workshop. Students must participate in rehearsals and performances. Prerequisite: level of competency determined by audition. This course may be taken up to four times for credit.

**DAA 2610
Dance Composition,
2 Credit Hours,****(Offered as needed)**

An introduction and practice in the application of compositional tools encourages the student to explore and compose dance. By studying the body's movement in time and space the student will improve technical skills, develop improvisation and choreographic skills and enhance overall dance performance. Previous dance experience is helpful. This course may be taken up to four times for credit.

**DAA 2682
Dance Workshop II,
1 Credit Hour,****(Offered as needed)**

This course includes continued instruction and participation in dance as required by specific productions, i.e., Theater/Show Choir. Prerequisite: a demonstration of competency determined by audition. This course may be taken up to four times for credit.

**DAA 2683
Performance Dance
(Repertory and/or Original
Choreography),
1 Credit Hour,****(Offered as needed)**

This course includes the continuation of study and participation in all rehearsals of selected works of dance repertory and/or original choreography culminating in public performance. Prerequisite: demonstration of competency determined by audition. This course may be taken up to four times for credit.

**DAA 2930
Dance – Special Topics,
3 Credit Hours,****(Fall, Spring, Summer)**

This is a defined special topics course pursued under the supervision of a faculty member and recorded through usual departmental procedures. It is designed to permit a student to pursue non-scheduled academic and laboratory work that may be of a specialized nature and not available through the college schedule.

**DAN 1750
Dance Conditioning,
1 Credit Hour,****(Offered as needed)**

Dance Conditioning is an excellent course in which to begin your dance training. It is designed to improve fundamentals for the beginning/intermediate student through daily

practice in floor work, yoga, and Pilates exercises. This movement class will get you ready to meet the challenges of other dance classes by toning, strengthening and preparing the body to move. This course may be taken up to four times for credit.

**DEP 2004
Human Growth and Development,
3 Credit Hours,****(Fall, Spring, Summer)**

A research oriented course in human development, covering the life span of the human being from conception to death. Special emphasis placed upon the interrelationships of the stages of development of the normal person.

**DEP 2100
Child Growth and Development I,
3 Credit Hours,****(Fall, Spring, Summer)**

This course covers the growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, and principles and theories of development.

**DSC 1002 *
Domestic and International Terrorism,
3 Credit Hours,****(Offered as needed)**

This course is designed to assist students in recognizing and understanding the elements and objectives of terrorism and 4th Generation Warfare and how they effect public safety planning and response operations.

**DSC 1004 *
Introduction to NRF and NIMS,
3 Credit Hours,****(Offered as needed)**

Designed to inform emergency responders and planners of the key elements in the National Response Framework (NRF) and the National Incident Management System (NIMS) and their relationship to planning and response operations. The curriculum includes classroom exercises.

**DSC 1222 *
Psychological Management
of Disaster Victims,
3 Credit Hours,****(Offered as needed)**

This course introduces students to a general overview of terrorism and the potential psychological effect of terrorist events on victims.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

DSC 1552 ***Critical Infrastructure Protection,
3 Credit Hours,
(Offered as needed)**

This course introduces participants to the Critical Infrastructure Protection (CIP) process to secure the effective protection of the people, physical entities, and cyber systems that are critical. The CIP course will guide leaders in the systematic protection of critical infrastructures. More basically, the course will introduce decision sequence that assists leaders and future leaders in ultimately determining exactly what really needs protection as well as when. The course will introduce a time-efficient and resource-restrained practice that ensures the protection of only those infrastructures upon which survivability, continuity of operations, and mission success depend.

DSC 1562 ***Homeland Security Threat Strategy,
3 Credit Hours,
(Offered as needed)**

This course addresses problems of terrorism from a criminal justice perspective. It is designed to provide students with an understanding of the major issues associated with responding to terrorism in a democratic society. The course focuses on the threat of terrorism to the United States and will review specific strategies to deter terrorist threats to the U.S. The course will assess the relative effectiveness of anti-terrorist activities.

DSC 1631 ***Planning Considerations
for Terror Prevention,
3 Credit Hours,
(Offered as needed)**

This course introduces participants to various aspects of planning for potential terrorist activity. The student will be introduced to basic principles of emergency management, communications, security threats, and the effects these operations may have on personnel. The student will learn techniques for evaluating their own jurisdiction's vulnerability against terrorist attacks. Students will gain knowledge of the roles and responsibilities of local agencies during terrorism responses. The course introduces participants to various aspects of emergency management of terrorist activity.

DSC 1751 ***Homeland Security Policy and Law,
3 Credit Hours,
(Offered as needed)**

This course introduces participants to the major debates about balancing democratic freedoms with security from the Patriot Act to Supreme Court decisions on detention powers. The course provides insight into legal strategies necessary to confront ongoing national security threats. The course examines laws designed to preserve both our security and our democratic way of life.

DSC 2055 ***Issues in Disaster Response,
1 Credit Hour,
(Offered as needed)**

This course serves as an introduction to disaster response and mitigation for the first responder. Students will be introduced to legislation that has had a major impact on disaster and incident response, the role of local, tribal, state and federal government response to incident and disaster declarations and a brief introduction to the National Incident Management System, National Response Plan and the Incident Management System.

DSC 2056 ***Disaster Response Operations,
3 Credit Hours,
(Offered as needed)**

This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an emergency response plan that will include concepts such as lookout, awareness, communications, escape, safety (laces), training, and various agency relationships.

ECO 2013**Economics I,
3 Credit Hours,
(Fall, or as needed)**

This course covers macroeconomics, its basic concepts and principles, national income accounting; fiscal and monetary policy and application, and growth economics. Basic math skills are required.

ECO 2023**Economics II,
3 Credit Hours,
(Spring, or as needed)**

This course covers microeconomics, including economic structures, price theory, factor markets, and general equilibrium. It also includes the economics of information, externalities,

and other current national and international issues. Prerequisite: ECO 2013 or equivalent.

EDF 1005**Introduction to the
Teaching Profession,
3 Credit Hours,
(Fall, Spring)**

A study of the history, philosophy and social context of education. The course will help the student think critically about the process of education and his/her role as an educator. During a thirty-hour field experience, the student will observe and participate in the educational settings of local schools. An additional fingerprinting cost may be associated with this course. This course requires a minimum grade of "C" if used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program.

EDF 2085 ❖**Introduction to Diversity
for Educators,
3 Credit Hours,
(Fall, Spring)**

This course will provide the student with the opportunity to explore personal values and attitudes toward cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. A thirty-hour field experience and examination of educational materials will enhance the student's understanding of multiculturalism. This course requires a minimum grade of "C" if used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program. Prerequisite: EDF 1005. An additional fingerprinting cost may be associated with this course.

EDP 2002**Educational Psychology,
3 Credit Hours,
(Fall, Spring, Summer)**

Significant aspects of the growth and development of children and youth, including physical, social, and intellectual developments as they affect behavior patterns. Psychology as applied in improving the learning process.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

EEX 2010 ❖**Introduction to Exceptional Children,
3 Credit Hours,
(Offered as needed)**

Study of incidence, nature, etiology and services available in connection with exceptional children including: hearing and speech problems, learning disabilities, mental retardation, blind, physically handicapped, gifted, emotional conflicts, and parents of exceptional children.

EGS 1110C**Engineering Graphics,
3 Credit Hours,
(Spring, Summer, Fall)**

Covers the use of instruments, lettering practice; geometric construction; multiview projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, patterns and development, and methods of reproduction. Prerequisite: ETD 1102 or equivalent; prerequisite only applies to Architectural Drafting and Design students.

EGS 1130C**Descriptive Geometry,
3 Credit Hours,
(Spring, Summer, Fall)**

Covers basic principles of orthographic projection, auxiliary views and rotation as they apply to points, lines and planes in space; addition of coplanar and non-coplanar vectors; intersections and developments; and selected abstract, exponents and oblique projection, and practical problems. Prerequisite: EGS 1110C or equivalent.

EME 2040 △**Introduction to
Technology for Educators,
3 Credit Hours,
(Fall, Spring Summer)**

This course will develop competencies necessary to integrate technology into classroom instruction. Students will survey a variety of instructional technology materials, software, and systems, as well as learn to use these in the classroom environment. This course requires a minimum grade of "C" if used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program.

EMS 1119C ***Emergency Medical Technician,
6 Credit Hours,
(Offered as needed)**

Emergency Medical Technician is designed to prepare the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. Students will

learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic. There is emphasis on assessment based learning and complies with National DOT EMT Basic curriculum. Prerequisites: permission of the EMS Director and AHA CPR for the Healthcare Provider; Corequisite: EMS 1401L.

EMS 1335 ***Emergency Vehicle Operators Course,
1 Credit Hour,
(Offered as needed)**

Students receive basic education and information on the safe and effective operation of emergency vehicles. Prerequisite: permission of the EMS Program Director.

EMS 1337 ***Defensive Tactics,
1 Credit Hour,
(Offered as needed)**

Designed to provide EMS personnel with fundamental knowledge of the recognition of aggressive/violent behavior, and use of appropriate verbal and physical skills to control aggressive behavior in the course of providing emergency care. Prerequisite: admission to the Paramedic program or permission of instructor.

EMS 1401L ***EMT Lab,
4 Credit Hours,
(Offered as needed)**

An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in the laboratory environment, area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum. Prerequisites: permission of the EMS Director and AHA CPR for the Healthcare Provider; Corequisite: EMS 1119C.

EMS 2231C ***Paramedic Processes I,
5 Credit Hours,
(Fall)**

First course in the sequence necessary for Paramedic program completion. Designed to integrate concepts and clinical skills learned at the EMT level with advanced life support concepts and skills. Emphasis on patient assessment, pulmonary anatomy and physiology, advanced airway

management, pathophysiology and clinical management of shock, medical emergencies and traumatic injuries. Course is consistent with most current Department of Transportation (DOT) curriculum. Prerequisite: admission to the Paramedic program.

EMS 2232C ***Paramedic Processes II,
5 Credit Hours,
(Spring)**

Second course in the sequence necessary for Paramedic program completion. Integrates and reinforces concepts and clinical skills learned in Paramedic Processes I, with emphasis on pharmacology, cardiology and Advanced Cardiac Life Support (ACLS) skills. Other topics include assessment and management of OB/GYN emergencies, psychiatric emergencies, pediatric emergencies, musculoskeletal injuries and mass casualty situations. Consistent with the most current DOT curriculum. Corequisite: EMS 2436L.

EMS 2233 ***Paramedic Processes III,
2 Credit Hours,
(Spring)**

The final course necessary for Paramedic program completion. Designed to prepare the student for both Florida State Board and National Registry examinations. Emphasizes the integration of paramedic knowledge, attitudes and behaviors. Course consistent with the most current DOT curriculum. Corequisite: EMS 2425L.

EMS 2342 ***Advanced Extrication,
1 Credit Hour,
(Offered as needed)**

Focus is on advanced principles of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. Packaging of patients to protect against possible spinal injury is demonstrated and assessed. The course takes place with a mock scene and "junk" cars are used for experience with rescue tools.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

EMS 2425L *
Paramedic Externship,
4 Credit Hours,
(Spring)

The final clinical internship consisting of ten (10), 24-hour shifts at Okaloosa County EMS, Walton County EMS, South Walton Fire Rescue or an alternate service. The paramedic student functions in the charge medic role during the experience. Each student is assigned to a designated Senior Paramedic Preceptor for the entire clinical schedule. Corequisite: EMS 2233.

EMS 2435L *
Paramedic Lab I,
5 Credit Hours,
(Fall)

The clinical and skills laboratory companion course to EMS 2231C. Designed to provide instruction in advanced paramedic skills and the opportunity to apply these skills in the clinical setting. By state rule, the instructor-to-students ration will not exceed six students to one instructor. Prerequisite: admission to the Paramedic program; Corequisite: EMS 2231C.

EMS 2436L *
Paramedic Lab II,
5 Credit Hours,
(Spring)

This course is the clinical companion course to EMS 2232C, Paramedic Processes II. It is designed to provide instruction in the advanced paramedic skills and the opportunity to apply them in the clinical setting. By state rule, the instructor-to-student ratio will not exceed six students to one instructor. Prerequisite: EMS 2435L; Corequisite: EMS 2232C.

EMS 2438C *
Advanced Clinical Internship,
2 Credit Hours,
(Offered as needed)

This course serves to reinforce and enhance knowledge learned throughout the paramedic course. Students will learn advanced assessment techniques for patients dealing with neurological, cardiovascular, airway, pulmonary, GI, urinary, renal, endocrine, hematological, immune system and trauma complaints. Specialized clinical lab time will be included with this course. Prerequisites: EMS 2232C, EMS 2436L.

EMS 2526 *
Twelve-Lead EKG Interpretation,
1 Credit Hour,
(Offered as needed)

Designed for the EMS student. Fundamentals of twelve-lead electrocardiogram (EKG) interpretation. Emphasis on scenario-based and case-based learning that reinforces the concept that 12-lead EKG technology is the best tool for visualization of the surfaces of the heart, identification of sites of ischemia, injury and infarction, as well as various intricate conduction abnormalities. Prerequisite: EMT certificate or permission of the instructor.

EMS 2552 *
Advanced Cardiac Life Support (ACLS),
1 Credit Hour,
(Offered as needed)

An intense overview of the guidelines for emergency cardiac care and cardiac arrest management as published by the American Heart Association. Students must successfully pass a written examination and a skills proficiency performance examination to receive the "ACLC Provider" and successfully pass the course. Prerequisites: EMT certificate and CPR for Health Care Providers certification.

EMS 2553 *
Pediatric Advanced Life Support (PALS),
1 Credit Hour,
(Offered as needed)

Designed for the EMS student. Fundamentals of recognizing infants and children who are at risk for cardiopulmonary arrest, including the strategies that are needed to prevent cardiopulmonary arrest in infants and children and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. Prerequisite: EMT certificate or permission of the instructor.

EMS 2555 *
International Trauma Life Support (ITLS),
1 Credit Hour,
(Offered as needed)

Fundamentals of managing traumatic injuries at the basic and advanced levels in accordance with the national Basic Trauma Life Support committee. The recognition and treatment of specific traumatic injuries such as pneumothorax, closed head injury,

hemothorax, compensated and decompensated shock, fractures, uncontrolled bleeding, internal injuries of the abdomen and thorax. Emphasis is on rapid assessment, management and transport with discussion on mechanism of injury and kinematics of trauma. Prerequisite: EMT certification or permission from the instructor.

EMS 2905 *
Independent Study:
Emergency Medical Services,
1 Credit Hour,
(Offered as needed)

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in-depth exploration of a special or advanced topic in the Emergency Medical Services field. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: permission of the instructor/department. This course may be taken up to three times for credit.

EMS 2940 *
Internship:
Emergency Medical Services,
3 Credit Hours,
(Offered as needed)

An individualized course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: permission of the instructor.

ENC 1101 Δ
English Composition I,
3 Credit Hours,
(Fall, Spring, Summer)

Instruction and intensive practice in expository and argumentative writing including a documented paper. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on a standardized placement test measuring communications/verbal achievement or successful completion of ENC 0025 and REA 0017.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the-Curriculum Course.

ENC 1102
English Composition II,
3 Credit Hours,
(Fall, Spring, Summer)

Interpretative and critical reading of fiction, drama, and poetry. The student will write analytic discourse and research papers as part of the essay process. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: completion of ENC 1101 or an equivalent course with a grade of "C" or better.

ENC 2210
Technical Report Writing,
3 Credit Hours,
(Offered as needed)

The course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared and evaluated. The course also includes reading and analysis of technical literature as well as oral reporting. Prerequisite: passing score on placement test.

ENG 1001
Research Papers,
1 Credit Hour,
(Fall, Spring, Summer)

A learn-by-doing course in the methods of conducting library research and writing a documented paper. Students will work in the library on self-selected subjects under the supervision and guidance of the instructor in a tutorial relationship. For successful completion, each student will write a documented paper in accordance with a standard system. This course may be taken four times for credit.

NOTE: This course may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. Students may use this course to satisfy deficiency in the Gordon Rule writing requirement, but it may not be used in lieu of traditional Gordon Rule courses, such as ENC 1101.

ENL 2012A
English Literature I,
3 Credit Hours,
(Offered as needed)

A study of English literature from the Old English period, Beowulf, through the late Eighteenth century, the Age of Enlightenment, focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and

contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: ENC 1101.

ENL 2022
English Literature II,
3 Credit Hours,
(Offered as needed)

A study of English literature from the Romantics through the 20th century focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: ENC 1101.

ESC 1000
Earth Science,
4 Credit Hours,
(Fall, Spring, Summer)

This course provides an introduction to materials, processes, and interactions of Earth's global environments - the lithosphere (solid earth), hydrosphere (water earth), atmosphere (gaseous earth), and biosphere (living earth). It also includes a survey of sciences pertaining to the Earth, including basic astronomy, meteorology, oceanography, and geology.

ESC 1000L
Earth Science Lab,
1 Credit Hour,
(Fall, Spring, Summer)

Laboratory experiences pertaining to the physical environment: observation, measurement, data analysis, mapping, map interpretation, and properties of earth materials. This is an optional course serving students who transfer to universities which require a laboratory course to satisfy the General Education requirement in Physical Science.

ETD 1102 *
Introduction to Technical Drawing,
3 Credit Hours,
(Spring, Summer, Fall)

A course in the fundamental principles of the graphic language (the language of industry) and is developed for students without previous mechanical drawing experience. Topics include: use and care of instruments, lettering, geometric construction, multiview projection, sketching techniques, inking, and methods of reproduction.

ETD 1112 *
Mechanical Drafting I,
4 Credit Hours,
(Offered as needed)

The second of a sequence of courses in drafting which includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, sections and conventional revolutions, dimensioning, inking, mechanical lettering, methods of reproduction, and developing computer-aided drafting skills. Prerequisites: ETD 1102 and ETD 1320C or equivalent; Corequisite: should be taken with ETD 1217.

ETD 1217 *
Fundamentals of
Dimensioning and Tolerancing,
4 Credit Hours,
(Spring, Fall)

A course designed to help students develop the basic fundamentals of dimensioning and tolerancing. Topics include: dimensioning systems such as; metric, decimal, fractional-inch, foot and inch, tolerancing methods, limits and tolerances, tolerancing accumulation, dimensioning practices, and standards fits. Prerequisite: for Drafting and Design student course should be taken with ETD 1102.

ETD 1320C *△
AutoCAD I,
3 Credit Hours,
(Spring, Summer, Fall)

A basic course on the use of AutoCAD Software to include: introduction to AutoCAD, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1102 or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

ETD 1340C *△**AutoCAD II,
3 Credit Hours,
(Spring, Summer, Fall)**

The second course in a series designed to develop skill and proficiency in the use of AutoCAD software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, advanced layering, block, attributes and X-Ref, paper space, UCS, data exchange and output files. Prerequisite: ETD 1320C or equivalent.

ETD 1355C *△**AutoCAD 3-D Modeling I,
3 Credit Hours,
(Spring, Fall)**

A basic course in mechanical design using basic computer geometry techniques. Topics will include: orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1340C or equivalent.

ETD 1801C ***Technical Illustration,
3 Credit Hours,
(Fall)**

The purpose of this course is to help students develop the skills, knowledge, and attitudes necessary to be job entry-level qualified as technical illustrators. Prerequisites: ETD 1112 or EGS 1130C, and ETD 1340C.

ETD 2150 ***Industrial Print Reading,
3 Credit Hours,
(Spring, Summer, Fall)**

The beginning level aspects of reading industrial prints such as drawing notes, title blocks, revision blocks, legends, schedules, multiviews, and parts list.

ETD 2218 ***Geometric
Dimensioning and Tolerancing,
4 Credit Hours,
(Summer, Fall)**

An introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing. Prerequisites: ETD 1217 or equivalent.

ETD 2219 ***Advanced Geometric
Dimensioning and Tolerancing,
4 Credit Hours,
(Offered as needed)**

An advanced course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definitions and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, math for positional tolerancing, quality assurance methods and techniques, and manufacturing methods and techniques. Prerequisite: ETD 2218 or equivalent.

ETD 2250 ***Tolerance Stacks I,
4 Credit Hours,
(Offered as needed)**

A course for engineers, designers, inspectors and other engineering personnel. This course consists of learning how to perform tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2218 or equivalent.

ETD 2251 ***Tolerance Stacks II,
4 Credit Hours,
(Offered as needed)**

A second course for engineers, designers, inspectors and other engineering personnel. The course continues the learning and adds more advanced concepts relative to performing tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2219 and ETD 2250 or equivalent.

ETD 2350C *△**AutoCAD III,
3 Credit Hours,
(Spring, Summer, Fall)**

An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, explanatory drawings, multiview projections, exploded assemblies, pictorial drawings, auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1340C.

ETD 2357C *△**Inventor I,
3 Credit Hours,
(Spring)**

A basic course in Parametric Solid Design using AutoDesk Inventor Software. Topics include: basic concepts of parametric part sketching 3D part creation, Revolve, Sweep and Lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1102.

ETD 2358C *△**Inventor II,
3 Credit Hours,
(Summer)**

The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using Inventor Software. Topics include: sheet metal modeling, assembly concepts, assembly modeling approach and tools, advanced constraints, motion simulation, adaptive technology and drawing presentation. Prerequisite: ETD 2357C.

ETD 2360C *△**AutoCAD 3-D Modeling II,
3 Credit Hours,
(Spring, Summer)**

An advanced course in mechanical design using advanced computer techniques. Contents will include: 3D concepts, wire modeling, surface generation techniques, and solid modeling techniques. Prerequisite: ETD 1355C or equivalent.

ETD 2364C ***SolidWorks I,
3 Credit Hours,
(Fall)**

A basic course in Parametric Solid Design using SolidWorks Software. Topics include: basic concepts of parametric part sketching 3D part creation, Revolve, Sweep and Lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1320C or higher or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

ETD 2368C *
SolidWorks II,
3 Credit Hours,
(Spring)

The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using SolidWorks Software. Topics include: sheet metal modeling, assembly concepts, assembly modeling approach and tools, advanced constraints, motion simulation, adaptive technology and drawing presentation. Prerequisite: ETD 2364C or higher or equivalent.

ETD 2377C *
3D Studio Max I,
3 Credit Hours,
(Offered as needed)

Course is designed to use 3D Studio in rendering, and animation as a dynamic visualization tool for AutoCAD design images. Upon completion of this course, the user will be able to navigate through the modules of the program, model simple projects, set up scenes for rendering and animation, assign materials to objects, and define simple motion paths, input and output techniques. Prerequisite: ETD 1355C or equivalent.

ETD 2395C *
Architectural Desktop for Architecture,
3 Credit Hours,
(Offered as needed)

A basic course in 3D Architectural Modeling using AutoDesk Architectural Desktop Software. Topics include: introduction to Architectural Desktop, creating floor plans, modifying walls, advanced wall features, placing doors and windows, door and window assemblies, creating roofs and roof slabs, creating slabs for floors and ceilings, creating elevations, sections and details, and annotation and documentation. Prerequisite: ETD 1320C or equivalent.

ETD 2542 *
Structural Drafting,
3 Credit Hours,
(Fall)

A course in the fundamentals of structural drafting including: an overview of structural drafting, prestressed concrete drafting, structural steel drafting, and poured on-site concrete drafting. Prerequisite: TAR 2121C or equivalent.

ETD 2543C *
Structural Drafting II,
3 Credit Hours,
(Spring)

An advanced course in structural drafting covering prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting for large commercial and industrial buildings as well as bridges, parking decks, towers, and stadiums. Prerequisite: ETD 2542 or equivalent.

ETD 2571 *
Construction Drafting,
6 Credit Hours,
(Offered as needed)

A course to prepare students to develop shop drawings for large construction projects. Topics covered include: steel, precast concrete, prestressed concrete, poured-in-place concrete, and heavy timber construction projects. Prerequisites: EGS 1110C or ETD 1112 or equivalent.

ETD 2731 *
Mechanical Drafting II,
4 Credit Hours,
(Offered as needed)

A course that continues and completes the student's study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, diametric, trimetric, oblique, and perspective projection, descriptive geometry, auxiliary views, related mathematics, precision dimensioning developing computer-aided drafting skills. Prerequisite: ETD 1112 or equivalent.

ETD 2734 *
Advanced Mechanical Drafting,
3 Credit Hours,
(Offered as needed)

An advanced course covering mechanical drafting, machine design, advanced dimensioning and tolerancing, and working drawings according to MIC and ASME standards. Prerequisites: ETD 2735, ETD 2218, or equivalent.

ETD 2735 *
Mechanical Drafting III,
4 Credit Hours,
(Offered as needed)

A course that continues and completes the student's study of the fundamentals intrinsic to all types of drafting. Topics covered include: isometric, diametric, trimetric, oblique, and perspective projection, descriptive geometry, auxiliary views, related mathematics, and precision dimensioning developing computer-aided drafting skills. Prerequisite: ETD 2218 or permission of instructor.

ETD 2802C *
Technical Illustration II,
3 Credit Hours,
(Spring)

The purpose of this course is to help students develop advanced skills, knowledge, and attitudes necessary as technical illustrators, to include oblique, and axiometric projections, perspective and exploded pictorial drawings, and related techniques. Prerequisites: ETD 1340C or equivalent.

ETD 2905 *
Independent Study – Drafting,
1 Credit Hour,
(Fall, Spring, Summer)

Practical treatment of special geometry, graphics, and design with emphasis on individual work projects utilizing such graphical techniques as orthographic projection, perspective drawing, auxiliary views, topographic drawing, and graphing. Prerequisites: EGS 1110C and ETD 1112 or permission of instructor. This course may be taken up to four times for credit.

ETD 2930 *
Special Topics –
A survey of Geometric
Dimensioning and Tolerancing,
1 Credit Hour,
(Offered as needed)

This is a review course in Geometric Dimensioning and Tolerancing using the Geo-Metric Method nationally accepted according to ASME Y14.5M. This course is intended for students who have prior training in geometric dimensioning and tolerancing, but require a review covering new and updated information on the subject. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

ETG 1941 ***Internship,
3 Credit Hours,
(Offered as needed)**

On-the-job training in the Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester.

ETI 1411 ***Advanced Manufacturing Processes,
3 Credit Hours,
(Offered as needed)**

This course presents the numeric and computer numeric control of various machining processes and the use of computer programming in the machine shop. Included are shop safety, program preparation, milling, drilling, subroutines, coordinate systems and other related topics.

ETI 1414C ***Introduction to CNC Machines and
CNC Machining Practices,
3 Credit Hours,
(Offered as needed)**

This course is designed to provide the student with an introduction to CNC machines and CNC machining to include: theory, operation, setup, safety and practices.

ETI 1420 ***Properties of Materials
and Cutting Tools,
3 Credit Hours,
(Offered as needed)**

This course is designed to provide the student with an introduction to the basic properties of materials, principles and processes in the metal working and plastics field, and tools and machinery involved in manufacture of metals of plastics. This course covers non-chip producing and chip producing manufacturing processes.

ETI 1710 ***Occupational Safety,
3 Credit Hours,
(Spring, Summer, Fall)**

A basic course in occupational safety and health covering such topics as: theories of accident causation, workplace hazards, hazard analysis and prevention, accident reporting, OSHA, ergonomics, product safety, workers' compensation, and stress on the job.

ETI 1713 ***Implementing Total Safety,
3 Credit Hours,
(Spring, Summer, Fall)**

A course on implementing the total Safety Management (TSM) approach to workplace safety and health. Major topics include the TSM Steering Committee, TSM Facilitator, and improvement project teams (IPTs).

ETI 1715 ***ISO 14000 -
Environmental Management,
3 Credit Hours,
(Spring, Summer, Fall)**

ISO 14000 is the international standard for Environmental Management Systems that promote environmental protection and prevention of pollution in balance with socioeconomic needs. This course prepares individuals to guide an organization through the steps necessary for ISO 14000 registration and subsequent audits and triennial re-registration, or to be effective participants (employees of any rank) in an organization already registered to ISO 14000.

ETI 2110 ***Total Quality Tools,
3 Credit Hours,
(Spring, Summer, Fall)**

This course prepares students to effectively solve business/process/product problems, track process performance, find process and product improvement opportunities, and validate improvements made, using the necessary intellectual tools and procedures including: Five-S, flow charting, Pareto analysis, cause and effect diagrams, histograms, check sheets, scatter diagrams, stratification, statistical process control, failure mode and effects analysis.

ETI 2111 ***Quality Tools II,
3 Credit Hours,
(Spring, Summer, Fall)**

This course is a continuation of Quality Tools I with an emphasis on inspection methods and layout techniques. Included also are quality costs, planning, probability, statistical control and other related topics.

ETI 2114 ***Benchmarking,
3 Credit Hours,
(Spring, Summer, Fall)**

A course covering the fundamentals of benchmarking. Major topics include: rationale for benchmarking, management's role in benchmarking, obstacles to benchmarking, selection of processes to benchmarking, and acting on benchmarking data.

ETI 2117 ***Introduction to
Total Quality Management,
3 Credit Hours,
(Spring, Summer, Fall)**

Total Quality Management (TQM) is the proven management system used by successful world-class private and public organizations of all kinds worldwide. Developed and propagated during the latter part of the 20th century and further evolving in the early 21st century, TQM continues to make organizations more effective and competitive in the global economy. This course provides students with a comprehensive understanding of the contemporary management philosophy, concepts, tools, and techniques of Total Quality and related quality management initiatives including ISO 9000, Six Sigma, and Lean. Individuals employed by organizations contemplating, or already using, TQM, ISO 9000, Six Sigma, or Lean should consider this course as a way to become a more effective employee regardless of rank.

ETI 2131 ***Statistical Process Control,
3 Credit Hours,
(Spring, Summer, Fall)**

A course covering the fundamentals of SPC. Major topics include: rationale for SPC, inhibitors of SPC, management's role in SPC, the quality tools, and control charts.

ETI 2190 ***Implementing Total Quality,
3 Credit Hours,
(Spring, Summer, Fall)**

This course prepares individuals to guide a successful implementation of Total Quality Management in any kind of organization, or to be an effective participant (employee of any rank) in a Total Quality implementation. The course features a 20 step process for implementation, each fully detailed, developed, and sequenced, to apply to any organization. Emphasis is placed on the critical role of executive level leaders, and variation among organizations. Prerequisite: ETI 2117.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

ETI 2419C *
**Advanced Concepts of CNC Machines
 and CNC Machining Practices,**
3 Credit Hours,
(Offered as needed)

This course is designed to provide the student with advanced concepts in CNC machines and CNC machining to include: theory, operation, setup, safety, and practices.

EUH 2032 ❖

The Holocaust,
3 Credit Hours,
(Offered Spring)

A survey of European anti-Semitism, the rise of institutionalized and codified racism in Nazi Germany and the resulting Holocaust. Examines the role of the state and the citizenry in genocide. Also examines the nascent anti-Semitism of the modern world and the rise of Israel as an international power.

EVS 1001C
Environmental Sciences,
4 Credit Hours,
(Offered as needed)

A study of the physical and biological environment and man's ecology with emphasis upon contemporary biological problems.

FFP 1140 *
**First Responder for
 Public Safety Personnel,**
3 Credit Hours,
(Offered as needed)

This course introduces the student to the skills and techniques used for first response to medical emergencies. Classroom instruction includes a variety of medical related topics encountered by public safety personnel. Practical exercises and scenarios are included to enhance classroom instruction and skill development.

FFP 1301 *
Fire Service Hydraulics,
3 Credit Hours,
(Offered as needed)

Introduction to the study and characteristics of hydrostatics and hydrodynamics in the fire service; to include basic hydraulic measuring units, facts, theories, and formulas for problem solving. The course covers the relationship between flow and pressure and mathematical hydraulic formulas.

FFP 1302 *
Fire Apparatus Operations,
3 Credit Hours,
(Offered as needed)

The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as an introduction to fire service hydraulics. Fire ground evolutions and pumping operations make up the practical part of the course. The evolution portion of the course includes the calculation of friction loss in hose and appliances, calculation of gallons per minute needed in fire streams, use of pre-connected lines, tandem pumping, drafting, relays and master streams.

FFP 1505 *
Fire Prevention Practices,
3 Credit Hours,
(Offered as needed)

This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence.

FFP 1510 *
Fire Service Codes and Standards,
3 Credit Hours,
(Offered as needed)

This course is a study of building and life safety codes in relation to types of occupancies, building design, fire resistance of building materials, fire problems inherent in structures and life safety considerations. A problem solving emphasis is used to provide opportunities for application of building and life safety code enforcement methods to prevent and correct building design problems.

FFP 1540 *
Private Fire Protection Systems I,
3 Credit Hours,
(Offered as needed)

This is a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction, preventive maintenance and individual uses.

FFP 1740 *
Fire Service Course Delivery,
3 Credit Hours,
(Offered as needed)

The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific areas. Also stressed are measuring teaching effectiveness, the use of media and visual aids.

FFP 1800 *
**Disaster Education for
 Individuals and the Community,**
3 Credit Hours,
(Offered as needed)

This course provides a study of the design, development, and delivery of public disaster safety education and programs including: methods of identification of disaster safety programs, the selection of target programs and strategies of affect reduction, methods of designing and implementing information and educational programs, and methods of evaluating a program's impact. Studies include theoretical and practical skills training in individual, group, and mass media communications, instructional skills, planning priorities, and evaluation techniques.

FFP 1801 *
**Introduction to
 Emergency Management,**
3 Credit Hours,
(Offered as needed)

This course will discuss emergency management practices and how they relate to natural and man-made disasters. It is designed to help the student develop an understanding of overall emergency management principles, practices, and standards in the local, national, and international environments.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

FFP 1810 ***Firefighting Tactics and Strategy I,
3 Credit Hours,
(Offered as needed)**

This course is a study of the basic concepts involved in firefighting, including the behavior, firefighting fundamentals and principles of extinguishment, the proper role for a utilization of various fire companies, and pre-planning fire problems.

FFP 1826 ***Incident Management,
3 Credit Hours,
(Offered as needed)**

This course contrasts the major forms of Incident Management/Incident Command Systems. It illuminates these differences and offers a fresh perspective on the concepts on which these systems are founded in order to make them more accessible and user-friendly. It bridges the gap between their theoretical and academic foundations and their real-world applications, and makes them more applicable to the professional's daily needs.

FFP 1880 ***Public Policy in Emergency
Management,
3 Credit Hours,
(Offered as needed)**

This course provides the student specialized knowledge and skills necessary to develop public policy related to emergency management, providing public policy leadership in the area of emergency management as part of the larger responsibility to protect the general welfare of the people. Topics of discussion include: government disaster programs; agency participation, policy design and implementation, and administrative processes involved in managing disasters.

FFP 1881 ***Emergency Management Leadership,
3 Credit Hours,
(Offered as needed)**

This course provides the student with the knowledge and skills necessary for effective interpersonal relationships, including conflict management and the use of power and influence as they apply to emergency administration and leadership. It addresses the budget process and related administrative duties of an emergency management program manager.

FFP 1890 ***Emergency Management Principles
for Tourism and Hospitality Industry,
3 Credit Hours,
(Offered as needed)**

This course analyzes emergency management functions and responsibilities within the tourism and hospitality industry. Particular emphasis is placed in the areas of administration, organization, communications, and human relations. Students will learn how historical mistakes can influence human response to disaster situations, and some of the current legal and human challenges posed when dealing with disasters.

FFP 2111 ***Fire Chemistry,
3 Credit Hours,
(Offered as needed)**

This course is a study of basic definitions of the chemical characteristics applicable to the chemistry of fire; it also discusses combustion, the principles of fire, heat measurement, heat transfer, and heat energy sources (sources of ignition). Emphasis is on emergency situations and the most favorable methods of handling fire fighting and control.

FFP 2120 ***Fire Service Construction,
3 Credit Hours,
(Offered as needed)**

Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. This is not a building course, but rather a course to identify construction features and their hazards under fire conditions.

FFP 2521 ***Construction Documents
and Plans Review,
3 Credit Hours,
(Offered as needed)**

This curriculum provides the student knowledge of how to assimilate information contained in working drawings and specifications as they relate to the fire inspector. The curriculum includes how to interpret conventional graphic communications. Accepted standards and conventions are introduced. Symbols, abbreviations, principles of technical projection, as well as, a review of construction arithmetic and geometry are included.

FFP 2610 ***Fire Cause and Origin,
3 Credit Hours,
(Offered as needed)**

Study of cause and origin of fires with emphasis on fire inspector's or fire officer's role in the investigation process. The course deals with determination of fire cause and origin, collection of evidence, and investigator's preparation for trial.

FFP 2706 ***Fire Service
Public Information Officer,
3 Credit Hours,
(Offered as needed)**

This course prepares the student to serve effectively as an organizational spokesperson, according to the current practices in the profession of public relations in relationship to the Fire Service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer (PIO) in the Incident Command System (ICS).

FFP 2720 ***Company Officer,
3 Credit Hours,
(Offered as needed)**

Designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics.

FFP 2741 ***Fire Service Course Design,
3 Credit Hours,
(Offered as needed)**

This course covers the principles of effective curriculum design. It stresses the principles of adult learning and student-centered learning. Designing courses and units that address learning, performance, and behavioral objectives is the program goal. The curriculum is intended to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. It is the goal of the Florida State Fire College and the Bureau of Fire Standards and Training to provide a comprehensive program that, when completed, the prospective instructor will have the knowledge and skills to present and or develop a training curriculum.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

FFP 2770 *
Ethical and Legal issues in Fire Service,
3 Credit Hours,
(Offered as needed)

This course teaches the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases. It also includes labor relations, human rights and diversity, conflicts of interest and frameworks for ethical decision-making.

FFP 2780 *
Fire Department Administration,
3 Credit Hours,
(Offered as needed)

The course is designed to present the principles of management theory, and its application in the fire service. The course is intended for officers whose area of responsibility encompasses long and short range planning, budgeting and administration.

FFP 2811 *
Fire fighting Tactics and Strategy II,
3 Credit Hours,
(Offered as needed)

This course is a study of the principles utilized on the fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations. Emphasis will be on developing thinking skills in relation to crises. Prerequisite: FFP 1810.

FFP 2820 *
Emergency Preparedness,
3 Credit Hours,
(Offered as needed)

This course teaches all aspects of emergency preparedness and planning related to natural and man-made disasters, and basic principles of emergency management. Planning concepts and the planning process will be discussed.

FFP 2823 *
Technical Applications in
Emergency Management,
3 Credit Hours,
(Offered as needed)

This course explores issues and problems associated with the use of technology in emergency management. It examines strategies to overcome these issues and problems. Some of the subjects treated are use of the Internet, spatial analysis applications in vulnerability analysis, decision support systems, and emerging technologies.

FFP 2834 *
Societal Issues in
Disaster Management,
3 Credit Hours,
(Offered as needed)

This course examines human response to disaster events, including political and economic factors influencing vulnerability. It examines how individuals and institutions make decisions at all levels of disaster response, it is an introduction to current research pertaining to the sociological aspects of disaster, and it will provide increased awareness of the potential and difficulties in using social science research as a basis for modifying public policy.

FFP 2841 *
Contingency Planning for
the Private Sector,
3 Credit Hours,
(Offered as needed)

This course is designed to assist students in developing effective public sector plans by using the National Incident Management System and the Incident Command System templates. The curriculum includes case studies and development procedures for private sector logistics management and employee support planning.

FRE 1120 ❖
French I,
4 Credit Hours,
(Fall)

Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language.

FRE 1121 ❖
French II,
4 Credit Hours,
(Spring)

Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading and writing. Covers all basic structures of the language. Prerequisite: FRE 1120 or an equivalent course with a grade of “C” or better.

GEA 1000 ❖
World Regional Geography,
3 Credit Hours,
(Offered as needed)

The course introduces the student to geographic regional studies. It will combine the concepts of physical geography and cultural, economic, and human geography as it applies to the

differing regions of the world. It will show the relationships between the regional environment and the people who live there, between settlement patterns, economic patterns and cultural patterns within each region; and, using current events, it will show the impact of other phenomena upon those regions and their people.

GEB 1011
Introduction to Business,
3 Credit Hours,
(Fall, Spring, Summer)

Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.

GEB 1214
Business and Supervision Terminology
2 Credit Hours,
(Offered as needed)

This course is designed for students to achieve mastery of the special vocabulary, jargon, and concept terminology associated with general business and supervision in the modern workplace. Students will apply the terms in common workplace scenarios and hypothetical situations, as well as in standard written documents and assignments.

GEB 1940 *
Internship - Business,
3 Credit Hours,
(Fall, Spring, Summer)

On-the-job training in the Associate in Science/Applied Science Option program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student's performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 credit hours.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

GEB 2430
Business Ethics,
3 Credit Hours,
(Fall, Spring, Summer)

This course addresses the legal, moral, and societal issues of ethical conduct in the business environment. Actual case studies are used to illustrate appropriate relationships among employers, employees, customers, stockholders, and other business stakeholders. Topics include: codes of ethics, laws and regulations related to ethics, conflict of interest, and moral philosophies associated with ethical conduct.

GEO 1200C
Physical Geography,
4 Credit Hours,
(Offered as needed)

This course investigates the relationship between the natural environment and humankind, including weather, climate, soils, biogeography and land forms. The study of the physical Earth is treated so that the student gains an appreciation of man's place in the environment.

GIS 1040C
Introduction to Geographic
Information Systems
4 Credit Hours,
(Spring, Fall, Summer)

This course will provide students with an introduction to Geographic Information Systems (GIS). Lectures will include: what is GIS, GIS applications, fundamentals such as map projections, vector versus raster data models, creating and maintaining geographic databases, spatial analysis and modeling, cartography and map production. Lab sessions will include the hands on use of the ArcGIS software. Students will receive a 180-day version of the software with their textbook that they can use at home to complete assignments. Prerequisite: moderate familiarity with the windows operating system, preferably XP.

GLY 2010C
Physical Geology,
4 Credit Hours,
(Fall, Spring)

This course covers the materials, surface features, processes, and structure of the solid Earth. Topics include mineralogy and petrology, volcanism, Earth's surface environments (ocean floor, coastlines, rivers, caves, glaciers, and deserts), seismology, Earth's interior, plate tectonics, and mountain formation. It also includes laboratory exercises

in mineral and rock identification, interpretation of geological landforms using topographic maps, earthquakes, and field methods.

GLY 2100C
Historical Geology,
4 Credit Hours,
(Fall, Spring)

This course is a survey of the physical and biological history of the Earth. Topics include the origin and early evolution of the Earth, the tectonic formation of continents and oceans, the use of sedimentary rocks to reconstruct past environments and climates, geologic time, evolution and extinction in the fossil record, the Age of Dinosaurs, the Great Ice Age, and the appearance of the first humans. Field and laboratory work in mineral, rock, and fossil identification, description of stratigraphic sections in the field, and geologic map interpretation is also covered.

GLY 2601C
Intro to Paleontology,
4 Credit Hours,
(Fall or Spring)

This course is a survey of prehistoric life. Topics include fossilization, systematics, evolution, ecology, extinction, and the geological history of life. Laboratory work covers the anatomy, classification, and ecology of major phyla of both extinct and extant organisms, including monerans, protists, plant, macroinvertebrates, and vertebrate animals. The course involves local and regional fossil collecting trips. This course may be used as a General Education science course for any A.S. or A.A.S. program, and may be used as a category III General Education science course for the A.A. degree.

GRA 1151C △
Illustration I,
3 Credit Hours
(Offered as needed)

A beginning course to develop basic technical and conceptual skills with a focus on an industry-standard vector-based drawing program. Students will create logos and illustrations typical of graphic design challenges.

GRA 1152C △
Illustration II,
3 Credit Hours
(Offered as needed)

An advanced graphic design course building upon the skills covered in Illustration I; the course includes increased challenges relating to conceptual skills and multi-software

integration relating to typical print-based design problems. Access to an appropriate high quality digital camera is required. Prerequisite: GRA 1151C.

GRA 2140C △
Multimedia I,
4 Credit Hours,
(Fall, Spring, Summer)

An advanced course covering the development of multimedia projects incorporating a variety of digital media elements. Students will learn an industry standard digital video editing application and the aesthetic and technical considerations involved in content acquisition. Access to a miniDV camcorder suggested. Prerequisites: ART 2602C, GRA 1151C and PGY 1801C.

GRA 2141C △
Multimedia II,
4 Credit Hours,
(Offered as needed)

An advanced course covering principles of design and information architecture surrounding interactive multimedia presentations. Students will learn an industry standard interactive DVD media authoring software application. Students will produce a finished interactive DVD. Prerequisite: GRA 2140C.

GRA 2142C △
Web Design I
4 Credit Hours,
(Offered as needed)

An introductory course covering the development of websites using an industry standard web development software application. Students will study the aesthetics and technical considerations involved with information architecture and basic interface design. Access to a high quality digital camera required.

GRA 2143C △
Web Design II,
4 Credit Hours,
(Offered as needed)

An advanced course where students will study an industry standard website development software application. Students will learn advanced techniques and aesthetics involved in information architecture and advanced interface design. Access to a high quality digital camera required. Prerequisite: GRA 2142C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

GRA 2173C △
Projects in Graphic Design,
3 Credit Hours,
(Offered as needed)

An advanced course utilizing the student's full complement of skills and abilities. The student will work under the advisement of a faculty member to produce a large multifaceted project of their own design. Prerequisites: ART 2602C, GRA 1151C, GRA 2190C and PGY 1801C.

GRA 2190C △
Graphic Design I,
3 Credit Hours,
(Offered as needed)

An intermediate Graphic Design course that focuses on using an industry standard page layout software application. Students will be exposed to the ideas and aesthetics involved in the production of print publications. Access to a high quality digital camera required. It is recommended that students take PGY 1801C at the same time or prior to taking this course.

GRA 2191C △
Graphic Design II,
3 Credit Hours,
(Offered as needed)

An advanced Graphic Design course covering the aesthetics and challenges associated with producing complex multi-page printed communications. Access to an appropriate high quality digital camera required. Prerequisites: GRA 1151C, GRA 2190C, PGY 1801C.

GRA 2900
Independent Study – Graphic Art,
1 Credit Hour,
(Offered as needed)

This course covers the practical treatment of Graphics/Printing Technology. Emphasis is on individual work projects.

GRA 2905 △
Independent Study – Graphic Design,
1 Credit Hour,
(Offered as needed)

The student will initiate independent computer related work, utilizing various software and hardware. The course may be taken four times for credit.

GRA 2950C △
Advanced Graphic Projects,
4 Credit Hours,
(Offered as needed)

An advanced Graphic Design course addressing common Graphic Design problems. Students will explore advanced software application

functionality and creative, aesthetic, and portfolio development. Access to a high quality digital camera required. Prerequisites: ART 2602C, ART 2603C, GRA 1151C, GRA 2190C, PGY 1801C.

HFT 1000
Introduction to Hospitality
Management,
3 Credit Hours,
(Offered as needed)

This course is an overview of the hospitality industry, and the many different segments of the hospitality and tourism segments are discussed. Scope, size and industry trends are examined. Theories, examples and industry case studies are used to provide students with examples of problem solving tools of management. Basic industry terminology and management concepts are studied. The important role of service is stressed.

HIM 1000 *
Introduction to
Health Information Management,
3 Credit Hours,
(Fall, Spring, Summer)

Orientation to medical records history and professional associations. Confidentiality, filing, retrieving, indexing, numbering, storage and content of the medical record are also discussed. The course includes job search skills and professional job performance.

HIM 1273C *
Medical Billing,
2 Credit Hours,
(Fall, Summer)

Introduction to computerized medical billing and reimbursement through various payers. Correct completion of HCFA 1500 forms will be emphasized. Prerequisites: HIM 1000, HIM 1282, knowledge of basic computer and keyboarding skills.

HIM 1282 *
Basic Coding for Medical Records,
4 Credit Hours,
(Spring, Summer)

Development of nomenclature and classification systems and an introduction to ICD-9-CM and CPT coding. Prerequisites: HSC 1531, BSC 1080, HIM 1432.

HIM 1432 *
Pathophysiology,
4 Credit Hours,
(Offered as needed)

Introduction to the nature, cause, and treatment of disease entities

and the body's defense mechanisms. Commonly used drugs will also be introduced.

HIM 1442*
Pharmacology for HIM Professionals,
2 Credit Hours,
(Fall, Spring)

Pharmacology for HIM Professionals provides an overview of the pronunciation, spelling, actions and side effects of the most commonly prescribed medications. The course will examine pharmacological terms, abbreviations, and symbols used by healthcare providers to write prescriptions. Prerequisite: BSC 1080.

HIM 2283C *
Advanced Coding for
Medical Records with Lab,
5 Credit Hours,
(Fall, Summer)

Advanced instruction in coding/ICD-9-CM diagnoses, and procedures in ICD-9-CM and CPT (both manually and automated.) Provides sequencing guidelines, rules and regulations in both the hospital and physician office setting. Introduces the student to Ambulatory Payment Classifications (APCs) and Diagnostic Related Groups (DRGs). Prerequisites: HIM 1000, HIM 1282, knowledge of basic computer and keyboarding skills.

HIM 2940*
Medical Coding and Billing
Practicum,
3 Credit Hours,
(Spring)

This elective course is designed to offer students the opportunity to gain additional medical coding and billing skills practice. Working with a preceptor and the medical coding and billing faculty, the student will be able to perform all skills learned in the first two semesters in area health facilities or clinics as arranged by the instructor. Externship clinical experiences are available during daytime hours. Prerequisites: BSC 1080, HIM 1000, HIM 1282, HIM 1432, HSC 1531; Corequisite: HIM 1273C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

HLP 1081**Wellness: Practice and Theory,
3 Credit Hours,
(Fall, Spring, Summer)**

A course designed to promote wellness through assessment, instruction and fitness programs which, if applied, will enable the individual to achieve and/or maintain a high quality of health and fitness throughout life. Based on assessment test results a physical examination by a physician may be recommended.

HSA 1100**Introduction to Health Care,
2 Credit Hours,
(Fall, Spring)**

Introduction to the healthcare delivery system and health related occupations. Also safety, security, and infection control procedures will be discussed.

HSC 1100**Health Education,
3 Credit Hours,
(Offered as needed)**

A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.

HSC 1400**First Aid,
3 Credit Hours,
(Offered as needed)**

Preparation to meet emergencies that occur in the school, home or on the highway. Instruction and practice in dressing and bandaging, care of wounds, shock, bone and joint injuries, cardiopulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.

HSC 1531**Medical Terminology,
3 Credit Hours,
(Offered as needed)**

An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems.

HUM 1020 † ❖**Humanities – Introduction,
3 Credit Hours,
(Fall, Spring, Summer)**

A chronological survey of techniques and forms related to art, dance, film, literature, music, philosophy, religion and theater. Art works and selected readings are utilized as much as possible. The course includes Writing-Across-the-Curriculum and

Speaking-Across-the-Curriculum. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is also required. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 1905**Independent Study –
Arts and Humanities,
1 Credit Hour,
(Offered as needed)**

A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval is required. Placement test is required.

NOTE: This may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. This course may be taken up to four times for credit.

HUM 2250 † ❖**Humanities –
A Contemporary Perspective,
3 Credit Hours,
(Fall, Spring, Summer)**

This course is an integrated study of the artistic, cultural, philosophic, religious, social, and technological influences that shape modern western cultures in the modern era. The focus will begin with the 20th century and follow, chronologically, the issues of the modern era. Gordon Rule course which requires a minimum grade of "C" if used to satisfy Gordon Rule general education requirements. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 2700 ❖**Humanities – Foreign Study,
3 Credit Hours,
(Offered as needed)**

A variable humanities content course designed to allow students first-hand learning experiences outside the United States. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general

education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 2920**Humanities Colloquium,
1 Credit Hour,
(Fall, Spring, Summer)**

Humanities Colloquium is a lab designed to introduce students to critical visual and listening skills to become an intelligent arts consumer. Initial lecture sessions are devoted to discussions of the elements of analysis of art works, music pieces, theater performances, and dance presentations. Students will be required to attend selected NWFSC Visual and Performance Arts presentations and to write a short critical review of each. Topics may vary. Prerequisite: placement test may be required.

HUM 2930**Humanities – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)**

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

HUN 2201 △**Nutrition,
3 Credit Hours,
(Fall, Spring, Summer)**

The role of nutrients in maintenance of physiological well-being. Application of nutrition principles to the individual and family as well as to some selected problems.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

IDS 2220 ❖
Issues in Science and Religion,
3 Credit Hours,
(Fall, Spring, Summer)

The course will explore Eastern and Western religious conceptions of the natural world, and relate them to scientific ways of knowing. This includes a survey of major scientific discoveries and theories that both challenge and inform religious belief, including cosmology, evolution and global change. It also includes an overview of the ecumenical dimensions of Eastern and Western spiritual experience and expression. Emphasis is placed on integrating and harmonizing scientific and religious understandings to develop a meaningful, contemporary worldview.

ISC 1003
Natural Disasters – Causes,
Consequences, Human Response,
4 Credit Hours,
(Offered as needed)

This interdisciplinary course investigates natural catastrophic events, such as earthquakes, volcanic eruptions, tsunamis, hurricanes and floods. This class will use an environmental studies approach to examine how modern society exacerbates the damage caused by these natural phenomena and methods to mitigate human suffering. The student will gain an appreciation of humankind's relationship to the natural environment.

ISC 2210C
Integrated Science and Math,
3 Credit Hours,
(Offered as needed)

This course offers students the opportunity to see and apply fundamental ideas in science and mathematics relative to life on Earth from a qualitative perspective. Students will read about and research contemporary topics from the physical sciences, life sciences, mathematics and engineering and participate in problem solving activities which illustrate and apply the concepts in laboratory and field trip settings. Prerequisite: instructor permission required. This course may be taken up to two times for credit.

ISS 1905
Independent Study – Social Science,
1 Credit Hour,
(Offered as needed)

Directed study and individual projects designed to meet the needs of students interested in a specialized area of the social sciences for which present course availability is limited. This course may be taken up to four times for credit.

LIN 1670
Writing and Grammar,
3 Credit Hours,
(Fall, Spring, Summer)

The course includes practice in writing short essays and encompasses a comprehensive review of grammar and mechanics. Placement is determined by (1) a grade of "C" or better in ENC 0025 or (2) by a score of 99 or above on the PERT. This course is strongly recommended for students scoring 99-112 on the PERT.

LIS 1001
Library Skills,
1 Credit Hour,
(Offered as needed)

A course creating learning situations in which individual students can become effective independent users of Learning Resources facilities. This course is recommended for all degree-seeking students in their first term.

LIS 2004 △
Introduction to Internet Research,
1 Credit Hour,
(Offered as needed)

Introduction to Internet Research is a one-credit hour course offered by the Florida Public Community College system. This course is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. The World Wide Web, e-mail, discussion groups, chat, FTP, Gopher, and Telnet are some of the topics covered. Prerequisite: a full service Internet account, including an electronic mail address from an Internet Service Provider (ISP), or access through a corporate or educational institution prior to beginning the course.

LIT 2090 ❖
Contemporary Literature,
3 Credit Hours,
(Offered as needed)

Studies in contemporary literature, focusing on comments on modern man. May be used as Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: ENC 1101.

LIT 2100 ❖
World Literature I,
3 Credit Hours,
(Fall, Spring, Summer)

Designed to encourage students to know and appreciate the great literature that helps to mold their thinking and everyday living. Includes, without regard to national origin, those masterpieces of world literature, from antiquity through the Renaissance, that reflect cultural and intellectual heritage. May be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet the Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: ENC 1101.

LIT 2120 ❖
World Literature II,
3 Credit Hours,
(Fall, Spring, Summer)

Designed to encourage students to know and appreciate the great literature that helps to mold their thinking and everyday living. Includes, without regard to national origin, those masterpieces of world literature, from the Renaissance to the present, that reflect cultural and intellectual heritage. May be used as a humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: ENC 1101.

△ **Technology-Across-the-Curriculum Course.**

❖ **This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.**

LIT 2335**Introduction to Children’s and Adolescent Literature,
3 Credit Hours,
(Offered as needed)**

Designed to explore the range and diversity of the children’s literary canon, surveying the historical development of children’s and adolescent literature (pre-school to eighth grade) and the construction of socio-cultural influences. While the focus is predominantly on classic works from the tradition of American and British fiction, poetry, folklore and fairy tales, drama, and picture books, the course nonetheless addresses multi-cultural issues and texts in order to broaden the cultural vision provided by the literary study. This course will be a General Education elective, but will not meet the Humanities or English General Education requirements. Course has international/diversity focus for Teacher Education program common prerequisites. Prerequisite: ENC 1101.

LIT 2603 ❖**Literature of War
in the 20th Century,
3 Credit Hours,
(Offered as needed)**

Designed to investigate the historical, psychological, and universal issues that face societies in times of war, through analysis of a range of literary genre and texts, including fiction, poetry, drama, letters, and memoirs focusing on wars of the 20th century. The approach is global, but concentrates heavily on the war experiences of the United States. This course will be a General Education elective, but will not meet Humanities or English General Education requirements. Course has International/Diversity focus for Teacher Ed program common prerequisites. Prerequisite: ENC 1101.

MAC 1105**College Algebra,
3 Credit Hours,
(Fall, Spring, Summer)**

This is a function-based college algebra course which includes the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; and applications of functions (curve fitting, modeling, optimization, exponential/logarithmic growth and decay). Non-symbolic graphing calculators are required.

The TI-83/84 Series is recommended.

Prerequisite: completion of MAT 1033A or equivalent with a “C” or better or appropriate placement score.

MAC 1114**Trigonometry,
3 Credit Hours,
(Fall, Spring, Summer)**

This is the second course in a Pre-calculus sequence which includes the following topics: definitions, graphs, and properties of the six trigonometric functions and their inverses; trigonometric identities; solving trigonometric equations; solving right and oblique triangles and applications; complex numbers; vectors; and the polar coordinate system. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC1140 with a grade of “C” or better or equivalent; or appropriate placement score. This course may be taken concurrently with MAC 1140 with special permission of the Mathematics Department.

MAC 1140**Pre-Calculus Algebra,
3 Credit Hours,
(Fall, Spring, Summer)**

This is the first course in a two-course Pre-calculus sequence which includes the following: equations and inequalities; linear, quadratic, logarithmic and exponential functions and relations; systems of equations; matrices and determinants, mathematical proof techniques, including mathematical induction; binomial theorem; sequences and series; and applications of algebraic techniques in the real world. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 1105 with a grade of “C” or better, or equivalent; or appropriate placement score.

MAC 1147**Pre-Calculus Algebra/Trigonometry,
5 Credit Hours,
(Offered as needed)**

This course reviews algebra and trigonometry. Topics include the following: polynomial, rational, exponential, logarithmic, and trigonometric functions; inverse functions; trigonometric identities and equations; solutions of triangles; vector algebra; topics from analytical geometry; sequences; series; mathematical induction; and the binomial theorem. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisites: appropriate placement

score and high school trigonometry with a “B” or better; or special permission of the Mathematics Department.

MAC 2233**Calculus for Business,
3 Credit Hours,
(Fall, Spring, Summer)**

This is a calculus course covering limits, continuity, differentiation, and integration with emphasis on business applications. There is some mathematical theory; but, in general, topics are approached from an intuitive and applied point of view. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 1140 with a grade of “C” or better, or appropriate placement score. [Special permission may be granted by the Mathematics Department for students with a “C” or better in MAC 1105 and a “C” or better in another Gordon Rule Math course (STA 2023, MGF 1106, etc.)]

MAC 2311**Calculus I,
4 Credit Hours,
(Fall, Spring, Summer)**

This is the first course in a three-course sequence. The course covers the following: limits and continuity, rules of differentiation, chain rule, derivatives of trigonometric, inverse trigonometric, logarithmic, and exponential functions, applications of derivatives to curve sketching, L’Hopital’s Rule, indeterminate forms, and maxima/minima problems, mean value theorem, Rolle’s theorem, definite and indefinite integrals, Fundamental Theorem of Integral Calculus, area, and applications of integrals. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 1140 and MAC 1114 with a grade of “C” or better or equivalent; or appropriate placement score.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

**MAC 2312
Calculus II,
4 Credit Hours,
(Fall, Spring, Summer)**

This is the second course in a three-course sequence. The course covers the following: techniques for finding areas, volumes, arc lengths and surface areas, methods of integration, including integration by parts, trigonometric substitution, and partial fractions, improper integrals, conic sections, graphing and area in polar coordinates, infinite sequences and series, tests for absolute and conditional convergence of series, and power series. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 2311 with a grade of "C" or better or equivalent.

**MAC 2313
Calculus III
4 Credit Hours,
(Fall, Spring, Summer)**

This is the third course in a three-course sequence. The course includes the following topics: vectors, lines and planes in space, quadric surfaces, vector-valued functions and motion in space, functions of two or more variables, partial derivatives, gradients, directional derivatives, and their applications, multiple integrals in rectangular, cylindrical, and spherical coordinates, and their applications, line integrals, and surface integrals. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 2312 with a grade of "C" or better or equivalent.

**MAD 2104
Introduction to Discrete Mathematics,
3 Credit Hours,
(Offered as needed)**

This course is designed for those students who are majoring in computer science, mathematics, engineering, mathematics education, and other highly technical fields. Topics include formal logic, set theory, combinatorics, mathematical induction, relations and functions, recursion, and graph theory. Prerequisite: a grade of "C" or better in MAC 1105.

**MAN 2021
Management,
3 Credit Hours,
(Fall, Spring, Summer)**

Each function of management is analyzed and described in a systematic manner. Both the distilled experience of practical managers and the findings of scholars are presented. Other

aspects of management are presented such as management process and concepts analysis of the technical knowledge and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

**MAN 2300
Personnel Management,
3 Credit Hours,
(Fall, Spring, Summer)**

An introduction to personnel practices and procedures. Topics include the personnel management system, maximizing employee potential, organizational behavior, and labor management relations.

**MAP 2302
Differential Equations,
3 Credit Hours,
(Fall, Spring)**

This course provides an introduction to ordinary differential equations with an emphasis on first and second order linear equations and applications. Prerequisite: either completion of MAC 2313 with a "C" or better or concurrent enrollment in MAC 2313. Equivalent courses from other institutions may be used to meet the prerequisite.

**MAR 2011
Introduction to Marketing,
3 Credit Hours,
(Fall, Spring, Summer)**

An introductory course in the field of marketing including a look at marketing as it exists in our economy today. Consideration of the market, the product, distribution channels. Special emphasis on the study of human behavior in marketing promotion.

**MAS 2103
Linear Algebra,
3 Credit Hours,
(Offered as needed)**

This is an introductory course in Linear Algebra intended to give students enough insight to enable successful pursuit of more abstract mathematics courses. This course includes the study of matrices and systems of equations, determinants, vector spaces, linear transformations, orthogonality, eigenvalues, and eigenvectors. Exercises using MATLAB will be required. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 2312 with a grade of "C" or better, or equivalent.

**MAT 1033A
Intermediate Algebra,
4 Credit Hours,
(Fall, Spring, Summer)**

This is an intermediate algebra course designed to prepare students for general education mathematics/statistics courses. This course emphasizes concepts, techniques, and applications of the following major topics; factoring, algebraic functions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, two-variable linear equations/inequalities and their graphs, systems of linear equations and inequalities, and an introduction to functions. Prerequisites: suitable placement score or completion of MAT 0028 (or equivalent) with a grade of "C" or better and a passing score on the college prep algebra state exit exam. This course may be used as an elective, but does not meet Gordon Rule requirements for B.A.S., A.A., or A.S. transfer students.

**MAT 2905
Independent Study – Mathematics,
1 Credit Hour,
(Fall, Spring, Summer)**

This course is designed to allow a student to complete part of a course taken elsewhere and thereby complete general education requirements or to go deeper into special areas of interest. Prerequisite: passing score on placement exam.

**MCB 2010C
Microbiology, Allied Health,
4 Credit Hours,
(Fall, Spring, Summer)**

This course is designed for students entering programs in the numerous health fields, but primarily for pre-nursing students. The material presented covers the fundamentals of microbiology needed to understand the biology of infectious diseases and the agents that cause them. Not recommended for biology, pre-med, pre-vet, and dentistry. Prerequisite: CHM 1025 or CHM 1045C or BSC 1005 or BSC 1010C or BSC 1085C.

**MET 1010
Introduction to Meteorology,
4 Credit Hours,
(Fall, Spring)**

Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, and economic impact of weather.

MGF 1106**Mathematics for Liberal Arts I,
3 Credit Hours,
(Fall, Spring, Summer)**

This course is designed for those students requiring only general education mathematics courses. It includes systematic counting, probability, statistics, history of mathematics, geometry, sets, and logic. Prerequisite: completion of MAT 1033A or higher mathematics course with a grade of "C" or better or equivalent or appropriate placement score.

MGF 1107**Mathematics for Liberal Arts II,
3 Credit Hours,
(Fall, Spring, Summer)**

This course is designed for those students requiring only general education mathematics courses. Topics include numeration and mathematical systems, number theory, linear and exponential growth, history of mathematics, voting techniques, graph theory, and consumer mathematics. Prerequisite: completion of MAT 1033A or higher mathematics course with a grade of "C" or better or equivalent or appropriate placement score.

MKA 2021 ***Professional Selling,
3 Credit Hours,
(Offered as needed)**

Selling, correct attitudes and personal attributes for dealing with the public on a business or professional basis.

MKA 2041 ***Retail Management,
3 Credit Hours,
(Fall, Spring, Summer)**

This course covers retail store management, location, buying merchandise, control policies, services, pricing, expenses, profits, training and supervision of retail sales forces, and administrative problems. Also includes a variety of current perspectives in retailing management.

MKA 2511 ***Introduction to Advertising,
3 Credit Hours,
(Fall, Spring, Summer)**

Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.)

MNA 1016 ***ISO 9000 - Industrial Management,
3 Credit Hours, 45 lec.
(Offered as needed)**

ISO 9000 is the international standard for Quality Management Systems that promote efficiency, competitiveness, consistency, and international recognition in virtually all types of organizations. This course prepares individuals to guide an organization through the steps necessary for ISO 9000 registration and subsequent audits and triennial re-registration, or to be effective participants (employees of any rank) in an organization already registered to ISO 9000.

MNA 1161 ***Customer Service,
3 Credit Hours,
(Fall, Spring, Summer)**

Designed to build and maintain the critical skills necessary to be a dynamic and successful professional. Students and front-line individuals who work with customers every day will develop strategies to create positive customer relationships. This course provides a practical approach to the thorny issues of customer dissatisfaction and will enable managers to keep service personnel focused on the organization's goals and objectives.

MNA 1345 ***Supervision I,
3 Credit Hours,
(Fall, Spring, Summer)**

The course presents the functions of a personnel manager, philosophy of general management, organizational structure, employer socioeconomic climate and career information. Included also are job descriptions and specifications, recruiting practices, applications, resumes, interviewing, placement, performance appraisals, wage and salary administration and other related topics.

MNA 1346 ***Supervision II,
3 Credit Hours,
(Offered as needed)**

The course presents a continuing study of the functions of a personnel manager, philosophy of general management, employee socioeconomic climate and other information. Included are orientation, training, labor unions, safety, health and other related topics.

MNA 2100 ***Organizational Behavior,
3 Credit Hours,
(Fall, Spring, Summer)**

Designed to help students develop an understanding of how they may be motivated to work together in greater harmony in all kinds of organizations. The basis of human motivation and how it is influenced by leadership, the organization itself, and the social environment in which the organization exists.

MNA 2141**Leadership Techniques,
3 Credit Hours,
(Offered as needed)**

This interdisciplinary course addresses leadership in a group setting and focuses on leadership development through discussion, readings, group and individual projects and other applied activities.

MNA 2141A**Interdisciplinary
Leadership Development,
3 Credit Hours,
(Offered as needed)**

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from history, natural science and the humanities, experiential exercises, films, and contemporary readings on leadership and related topics.

MSL 1001**Foundations of Officership,
1 Credit Hour,
(Fall)**

This course examines the unique duties and responsibilities of officers, organization and role of the Army, reviews skills pertaining to fitness and communication, and analyzes Army values and expected ethical behavior. Requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times a week and will be evaluated on their performance of the Army Physical Fitness Test.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

**MSL 1002
Basic Leadership,
1 Credit Hour,
(Spring)**

This course presents fundamental leadership concepts and doctrine, the practice of basic skills that underlie effective problem solving, and examines the officer experience. This course requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times a week and will be evaluated on their performance of the Army Physical Fitness Test.

**MSL 2101
Individual Leadership Studies,
2 Credit Hours,
(Fall)**

This course develops knowledge of self-confidence and individual leadership skills. It develops problem solving and critical thinking skills, as well as how to apply communication, feedback, and conflict resolution skills. This course requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times a week and will be evaluated on their performance of the Army Physical Fitness Test.

**MSL 2102
Leadership and Teamwork,
2 Credit Hours,
(Spring)**

This course focuses on self-development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills. This course requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times a week and will be evaluated on their performance of the Army Physical Fitness Test.

**MSL 2905
Independent Study –
Military Science and Leadership,
1 Credit Hour,
(Offered as needed)**

Directed study and/or individual project designed to meet the needs and interests of students in ROTC. This course develops knowledge of self, self-confidence, and individual leadership skills. It develops problem and critical thinking skills, as well as how to apply communication, feedback, and conflict resolution skills. This course requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times

a week and will be evaluated on their performance of the Army Physical Fitness Test. Prerequisites: ROTC sophomore standing and departmental approval. This course may be taken up to four times for credit.

**MTB 1103 *
Business Mathematics,
3 Credit Hours,
(Fall, Spring, Summer)**

This course presents basic principles used to solve everyday business problems, including a review of basic skills and business terminology. Topics in the course include the following: base, rate and percentage, trade and cash discounts, wage and salary administration, insurance (fire and automobile), depreciation and business profits, distribution of corporate dividends, simple interest and bank discount, and buying and selling of corporation bonds and stocks. Prerequisite: completion of MAT 0028 with a "C" or better or satisfactory test scores.

**MTG 2206
College Geometry,
3 Credit Hours,
(Offered as needed)**

This course emphasizes Euclidean geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs, constructions, and graphs involve the following: line segments, angles, triangles, polygons, parallel and perpendicular lines, slopes of lines, circles, and similarity. Trigonometry is presented in terms of right triangle relationships. Logic is the basis for deductive reasoning in proofs of theorems. Lines and other geometric figures are graphed in the rectangular coordinate system. Prerequisite: completion of MAC 1105 or equivalent with a "C" or better.

**MUH 1001 †
Humanities – Music,
3 Credit Hours,
(Offered as needed)**

Designed to develop a more intelligent understanding and appreciation of music. Brings about an awareness of music as a vital source in human life, including the advantageous utilization of leisure time and developing positive attitudes toward culture and the fine arts. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement

test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

**MUH 2930
Music Humanities – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)**

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

**MUM 1620
Audio and Acoustic Fundamentals,
3 Credit Hours,
(Offered as needed)**

Audio and Acoustic Fundamentals explores the basics of audio systems and equipment and the acoustical environment in which they are used. Emphasis is placed on equipment terminology, function and acoustical listening. The two basic fundamentals are summed together to begin laying the basic foundation required to operate audio and recording equipment.

**MUM 2300
Introduction to the Music Industry,
3 Credit Hours,
(Fall, Spring, Summer)**

This course is an introduction to the history, principles, and practices of the music industry. Topics will include music publishing, copyright, distribution, industry organization, producing, and general business functions.

**MUM 2600
Recording Techniques I,
3 Credit Hours,
(Fall, Spring, Summer)**

This course is designed as an introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, and studio etiquette will be studied. In addition the student will study techniques and practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing in a variety of situations. Prerequisite: MUM 1620.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

MUM 2600L
Recording Lab,
2 Credit Hours,
(Fall, Summer, Spring)

This course is designed to provide students with “hands on” experience for the instructional material in MUM 1620, MUM 2600, MUM 2601, and MUM 2604. This lab course is required for each of the above listed courses, and may be taken (4) times for credit. Prerequisite: student proficiency in Windows operating system currently in use in the Music Theory Lab.

MUM 2601
Recording Techniques II,
3 Credit Hours,
(Fall, Spring, Summer)

This course explores advanced multi-track recording skills and audio production techniques, edits, use of outboard equipment and live multi-track recording. Prerequisites: MUM 1620, MUM 2600.

MUM 2604
Multi-Track Mixdown
(Post Production),
3 Credit Hours,
(Fall, Spring, Summer)

This course explores the application of signal processing equipment as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices. Prerequisites: MUM 1620, MUM 2600, MUM 2601.

MUN 1000
Summer Ensemble Workshop,
3 Credit Hours,
(Summer)

An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: experience in high school or a desire to learn.

MUN 1001
Summer Ensemble Workshop II,
3 Credit Hours,
(Summer)

An ensemble workshop and performance to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop II will be expected to participate in several scheduled performances. Prerequisite: MUN 1000.

MUN 1002
Summer Ensemble Workshop III,
3 Credit Hours,
(Summer)

An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisites: MUN 1000, MUN 1001.

MUN 1310
NWFSC Chorus I,
1 Credit Hour,
(Offered as needed)

A music organization open through auditions to any student having experience in reading music. A variety of musical styles will be studied and performed. Students electing NWFSC Chorus will be expected to participate in scheduled performances. MUN 1310 may be taken four times for credit. Prerequisite: experience in high school choruses or choirs.

MUN 1340A
NWFSC Show Choir I,
1 Credit Hour,
(Fall, Spring)

A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: audition, consent of department, music or performance minor. This course may be taken four times for credit.

MUN 1360
Madrigal Singers I,
1 Credit Hour,
(Offered Fall, Spring)

Course teaching madrigal styles to include acappella, Renaissance madrigals (choral settings of love songs), as well as choral folk songs. May be repeated four times for credit. Prerequisites: audition based on vocal quality, musicianship and sight reading ability.

MUN 1390
Symphonic Chorus I,
1 Credit Hour,
(Fall, Spring)

A music organization open through auditions to any student. The Symphonic Chorus will study and perform literature for the large sized chorus. Prerequisite: audition or permission of instructor. May be taken up to four times for credit.

MUN 1421
Flute Ensemble,
1 Credit Hour,
(Fall, Spring)

The study and performance of flute ensemble and flute choir music in a musical group. May be taken four times for credit. Prerequisites: audition or instructor recommendation only.

MUN 1710A
Rock and Jazz Ensembles I,
1 Credit Hour,
(Offered as needed)

Music performing organization open to any student who wants to develop his or her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. Prerequisite: some experience in high school bands, etc. This course may be taken up to four times for credit.

MUN 1711
Jazz Workshop,
1 Credit Hour,
(Offered as needed)

The study and performance of jazz music in the context of the small ensemble. This will be accomplished through the performance of both stock arrangements and student arrangements. Instrumentation: 5 wind, 4 rhythm, voice. This course may be taken up to four times for credit. Prerequisite: strong music performance background with basic knowledge of the jazz idiom.

MUN 1720A
Rock and Jazz Ensembles II,
1 Credit Hour,
(Fall, Spring)

Music performing organization open to any student who wants to develop his/her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. Prerequisite: some experience in high school bands, etc. This course may be taken up to four times for credit.

MUN 2211
NWFSC Symphony Orchestra II,
1 Credit Hour,
(Fall, Spring)

A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theater ensembles. This course may be taken four times for credit.

MUN 2361
Madrigal Singers II,
1 Credit Hour,
(Fall, Spring)

Madrigal Singers is an advanced choral ensemble composed of approximately 12 to 14 singers. May be taken four times for credit. Prerequisite: MUN 1360.

MUN 2371
NWFSC Show Choir II,
1 Credit Hour,
(Fall, Spring)

A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: MUN 1340A, Show Choir I. This course may be taken four times for credit.

MUN 2392
Symphonic Chorus II,
1 Credit Hour,
(Fall, Spring)

A music organization open through auditions to any student. The Symphonic Chorus will study and perform literature for the large sized chorus. This course may be taken up to four times for credit. Prerequisite: MUN 1390.

MUS 1905
Independent Study – Music,
1 Credit Hour,
(Offered as needed)

A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be

of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval required. Placement test is required.

NOTE: This course may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. This course may be taken up to four times for credit.

MUS 2930
Music – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

MUT 1001
Fundamentals of Music,
3 Credit Hours,
(Fall, Spring)

A pre-theory course for the nonmusic major, or for the elementary education major. Included are the studies of reading clefs, rhythm, notation, scales, and doing simple keyboard and sight singing exercises. The emphasis is on developing music reading skills.

MUT 1121 △
Music Theory I -
Ear Training and Sight Singing,
3 Credit Hours,
(Offered as needed)

A study of the fundamentals of basic musicianship, music notation, understanding of simple rhythms, key situations, intervals, ear training, dictation, sight singing, major and minor scales, intervals, triads, chords, polyphonic composition and elementary keyboard work. Prerequisite: MUT 1001 or instructor permission.

MUT 1122 △
Music Theory II -
Ear Training and Sight Singing,
3 Credit Hours,
(Offered as needed)

A continuation of MUT 1121. Basic musicianship, writing and reading of music, ear training, dictation, sight singing will be studied, as well as major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods and progressions in all keys. Two, three and four part chords and polyphonic composition. Prerequisite: MUT 1121.

MUT 1641
Jazz Improvisation I,
2 Credit Hours,
(Fall, Spring)

A course designed to introduce the student to the concepts of Jazz Improvisation. Through active participation the student will develop the basic skills necessary to become a competent jazz soloist. This course may be taken two times for credit. Prerequisite: MUT 1121.

MUT 2126
Music Theory III –
Ear Training and Sight Singing,
3 Credit Hours,
(Offered as needed)

A continuation of MUT 1121 and MUT 1122. The harmonization and modulation of melodies through the use of nondominant harmony and the study of sequence writing. Incorporates keyboard harmony plus sight reading of chromatic melodies, large intervals, and advanced rhythms. Prerequisite: MUT 1122.

MUT 2127
Music Theory IV –
Ear Training and Sight Singing,
3 Credit Hours,
(Offered as needed)

The continued study of harmonization of melodies, sequence writing, sight reading, intervals, advanced rhythms and structures. Prerequisite: MUT 2126.

MUT 2351
Introduction to Jazz Theory/Arranging,
3 Credit Hours,
(Offered as needed)

A lecture-demonstration-workshop, approach to jazz/ pop arranging open to any student who wants to begin or understand composing/arranging. Studies include jazz/pop harmonies, arranging fundamentals and techniques, and the use of jazz/pop instrumentation. Workshop practices include assigned arrangements with the arrangements played by the jazz ensemble, and other audio demonstrations. Prerequisite: MUT 1122.

△ Technology-Across-the-Curriculum Course.

MUT 2642**Jazz Improvisation II,
2 Credit Hours,
(Fall, Spring)**

A continuation of MUT 1641 Jazz Improvisation I. This course is designed to further develop the skills needed to become a competent soloist in the jazz idiom. This course may be taken two times for credit. Prerequisite: MUT 1641.

MVB 1201**Applied Music Secondary – Brass I,
1 Credit Hour,
(Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four times for credit.

MVB 2202**Applied Music Secondary – Brass II,
1 Credit Hour,
(Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four times for credit. Prerequisite: MVB 1201.

MVK 1211**Applied Music – Piano I,
1 Credit Hour,
(Fall, Spring, Summer)**

Private instruction in piano, as secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four times for credit.

MVK 2221**Applied Music – Piano II,
1 Credit Hour,
(Offered as needed)**

Private instruction in piano, as a secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four times for credit. Prerequisite: MVK 1211.

MVP 1201**Applied Music Secondary –
Percussion I,
1 Credit Hour,
(Offered as needed)**

Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice is required. Course may be taken four times for credit.

MVP 2202**Applied Music Secondary –
Percussion II,
1 Credit Hour,
(Offered as needed)**

Private instruction in percussion instruments to develop the student's performance ability in an applied area. One half-hour private lesson per week. Minimum of one hour daily practice. Course may be repeated four times for credit. Prerequisite: MVP 1201.

MVS 1016**Applied Strings – Guitar I,
1 Credit Hour,
(Fall, Spring, Summer)**

Private instruction on guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 1017**Applied Strings – Bass Guitar I,
1 Credit Hour,
(Fall, Spring, Summer)**

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit.

MVS 1111**Class Guitar,
1 Credit Hour,
(Fall)**

The study of basic techniques for the beginning and continuing student.

MVS 1201**Applied Music Secondary – Strings I,
1 Credit Hour,
(Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four times for credit.

MVS 2026**Applied Strings – Guitar II,
1 Credit Hour,
(Fall, Spring, Summer)**

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit. Prerequisite: MVS 1016.

MVS 2027**Applied Strings – Bass Guitar II,
1 Credit Hour,
(Offered as needed)**

Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit. Prerequisite: MVS 1017.

MVS 2202**Applied Music Secondary – Strings II,
1 Credit Hour,
(Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four times for credit. Prerequisite: MVS 1201.

MVV 1211**Applied Music – Voice I,
1 Credit Hour,
(Fall, Spring, Summer)**

Private instruction in voice, as a secondary instrument, consisting of one half-hour session per week, with a minimum of one hour daily practice. Course may be taken four times for credit.

MVV 2221**Applied Music – Voice II,
1 Credit Hour,
(Offered as needed)**

Private instruction in voice, as a secondary instrument, consisting of one half-hour lesson per week, with a minimum of one hour daily practice. Course may be taken four times for credit. Prerequisite: MVV 1211.

MVW 1201**Applied Music Secondary –
Woodwinds I,
1 Credit Hour,
(Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four times for credit.

MVW 2202**Applied Music Secondary –
Woodwinds II,
1 Credit Hour,
(Offered as needed)**

Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four times for credit. Prerequisite: MVW 1201.

NSP 1721L
Strategies for Nursing Success,
1 Credit Hour,
(Offered as needed)

The purpose of this course is to provide nursing students with strategies to become more competent learners and test-takers. Topics will include critical thinking and problem-solving skills, nursing process, application of anatomy and physiology, test-taking strategies and techniques, study techniques, time management and support resources. Through content lecture review labs, test-taking skills practice and web-based instructional tools, students will gain additional assistance in preparation for the transition into Associate Degree Nursing courses. Prerequisites: admission to the Nursing Program, permission of the program director.

NSP 2049L
Nursing Practice Readiness,
1 Credit Hour,
(Fall, Spring)

This elective laboratory course assists the nursing student to prepare for the RN licensure examination (NCLEX-RN). Web-based instructional methodologies allow the student to complete the course within a self-paced time frame. Students practice test taking skills, self-evaluation and other strategies to gain confidence in sitting for the NCLEX-RN. Prerequisite: NUR 2241C or permission from Nursing Program Director. Special Nursing Program policies may apply to this course.

NUR 1021C
Nursing Process I,
6 Credit Hours,
(Fall, Spring)

This course introduces concepts and principles of holistic nursing care. Students will build on knowledge obtained in the biophysical and psycho-social sciences in this first of four required clinical nursing courses in the nursing curriculum. Theory content includes an introduction to healthcare systems ethical-legal aspects of nursing practice, health and illness, communications, functional health patterns of clients, stress-adaptation, professional behaviors, and all steps of the nursing process with emphasis on assessment of older adult clients. Students begin socialization into the role of the Associate Degree Nurse as a member of an interdisciplinary healthcare team. Prerequisites: admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, DEP 2004;

Corequisite: NUR 1021L. Special Nursing Program policies may apply to this course.

NUR 1021L
Nursing Process I Clinical Experience,
4 Credit Hours,
(Fall, Spring)

This course introduces students to the role of the Associate Degree Nurse in providing direct, holistic nursing care to young, middle-aged and older adults who are hospitalized or in community settings. Students are introduced to all steps of the nursing process with a focus on assessment skills. Students will identify self learning needs and set their own goals for improvement. Critical thinking and working effectively with peers and other healthcare professionals as a team member is expected. The demonstration of caring behaviors and therapeutic communication as a provider of bedside, technical nursing care is emphasized. Students must demonstrate safe performance of basic nursing skills, including but not limited to medication administration, physical assessment, and comfort care. Prerequisites: admission to the Nursing Program, BSC 1085C, BSC 1086C, DEP 2004; Corequisite: NUR 1021C. Special Nursing Program policies may apply to this course.

NUR 1141
Pharmacologic Principles in Nursing I,
1 Credit Hour,
(Fall, Spring)

This course introduces students to concepts and principles of pharmacology related to safe administration of therapeutic agents within the nursing process framework. Students begin to learn major drug classifications and selected exemplars along with principles of safe, effective administration of drugs. Students will learn dosage calculations, factors that affect the absorption, excretion, distribution, and metabolism of drugs, as well as drug actions, adverse effects, and interactions. Prerequisites: admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, NUR 1021L. Special Nursing Program policies may apply to this course.

NUR 1142
Pharmacologic Principles in Nursing II,
1 Credit Hour,
(Fall, Spring)

This course continues to address concepts and principles of pharmacology related to safe administration of therapeutic agents

within the nursing process framework. Students continue to learn major drug classifications and selected exemplars along with principles of safe, effective administration of drugs, including more complex dosage calculation skills. Prerequisites: admission to the Nursing Program, NUR 1141 or LPN licensure. Special Nursing Program policies may apply to this course.

NUR 1200C
Orientation to AD Nursing,
5 Credit Hours,
(Offered as needed)

This course gives LPNs and other special students an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Course content includes review of functional health patterns of the childbearing adult, selected topics related to acute care of hospitalized adults, the geriatric client and the newborn; the nursing process, holistic care planning and pharmacologic principles of nursing. Critical thinking is stressed as students transition into the Associate Degree Nursing student role. Prerequisites: admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, DEP 2004 and LPN license; Corequisite: NUR 1200L. Special Nursing Program policies may apply to this course.

NUR 1200L
Orientation to
AD Nursing Clinical Experience,
4 Credit Hours,
(Offered as needed)

This course is designed for LPNs and other special students; an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Students will learn physical assessment skills, holistic care planning and demonstrate nursing skills at the bedside of clients in acute care settings, i.e., the perioperative client, the obstetrical client and newborn. Critical thinking is stressed as students transition into the Associate Degree Nursing student role. Successful completion of this course will allow students to progress to the second year of the nursing program. Prerequisites: admission to the Nursing Program, BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, DEP 2004 and LPN license; Corequisite: NUR 1200C. Special Nursing Program policies may apply to this course.

NUR 1231C
Nursing Process II,
5 Credit Hours,
(Fall, Spring)

Application of the nursing process continues with emphasis on the planning and implementation of nursing care for clients experiencing threats to functional health patterns, including women and infants within a significant support system. Basic concepts and principles of holistic nursing are built upon with interpersonal relationships focusing on the new parent, grandparents and older adult clients. Practice issues focus on legal-ethical cases related to maternal-child and family care. Development of professional behaviors, such as developing therapeutic relationships continues with students working clients through life interactions. Students further develop critical thinking skills through case studies and simulation scenarios designed to provide students with problem solving skills in analyzing, planning and prioritizing care for clients whose health problems are more acute or chronic; the client with psycho-emotional dysfunctions, dysfunctional support systems situations, grief, and loss. Students learn basic management skills as a team member caring for a limited number of clients in hospitals with emphasis on coordination of nursing care and discharge planning. Conflict management skills are highlighted as the student increases role as client advocate. Prerequisites: admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C or LPN licensure; Corequisite: NUR 1750L. Special Nursing Program policies may apply to this course.

NUR 1750L
Nursing Process II -
Clinical Experience,
4 Credit Hours,
(Fall, Spring)

This course builds on competencies presented in Nursing Process I regarding the role of the Associate Degree Nurse in providing direct, holistic nursing care for adult clients during the childbearing process and/or experiencing dysfunctional health patterns. Clinical experiences in hospitals, clinics, and community settings provide students with opportunities to apply the nursing process in care of clients, including the older adult and newborns. Students continue to develop management skills through conflict management and other professional behaviors. Students demonstrate safe performance of all

basic and more complex nursing skills. Prerequisite: admission to the Nursing Program, NUR 1021L or LPN licensure; Corequisites: NUR 1231C. Special Nursing Program policies may apply to this course.

NUR 1940L
Nursing Clinical Externship,
3 Credit Hours,
(Summer)

This elective course is designed to offer students the opportunity to gain additional clinical skills practice during the summer semester. Working with a preceptor and the nursing faculty in area hospitals, clinics, or community settings, the student will be able to perform all skills learned in successfully completed nursing courses. Prerequisites: admission to the Nursing Program; NUR 1021L or NUR 1750L. Special Nursing Program policies may apply to this course.

NUR 2233C
Nursing Process III,
6 Credit Hours,
(Fall, Spring)

Students will continue to use the nursing process and critical thinking skills in caring for adults and children experiencing threats to functional health patterns, including those whose normal lines of defense have been invaded by stressors to the degree that hospitalization is necessary. Nursing practice issues continue to focus on ethical-legal issues related to acute and/or chronic illness and disability. Management skills include delegation and career development. Prerequisites: permission of the Director of Nursing, NUR 1231C, NUR 1142; Corequisite: NUR 2233L. Special Nursing Program policies may apply to this course.

NUR 2233L
Nursing Process III -
Clinical Experience,
4 Credit Hours,
(Fall, Spring)

Students will continue to apply knowledge and skills learned in previous nursing courses in providing nursing care for hospitalized adults and children whose health problems are more complex and/or chronic. Clinical sites may include hospitals, clinics, schools, and other community settings. Students adapt therapeutic skills to meet the needs of clients experiencing psycho-emotional dysfunctions to the extent that they may be hospitalized. Students apply conflict resolution skills as needed to meet client and/or peer learning goals; they also begin to practice delegation skills with their peers. Students must maintain all

previously learned nursing skills and must perform safely all advanced nursing skills in order to successfully complete this course. Prerequisites: NUR 1750L, NUR 1142; Corequisite: NUR 2233C. Special Nursing Program policies may apply to this course.

NUR 2241C
Nursing Process IV,
5 Credit Hours,
(Fall, Spring)

Students integrate knowledge and principles of the biophysical and psychosocial sciences to solve life-threatening problems that affect a limited number of critically ill clients in a variety of clinical settings. Students differentiate holistic nursing care therapies in primary, secondary and tertiary care settings. Students become proficient in applying all steps in the nursing process with emphasis on evaluating nursing care outcomes. Students apply critical thinking skills in exploring case-based practice situations and work together in simulation seminars to select effective client care improvement processes. Self-evaluation is part of the socialization process to prepare students for the work world as competent, caring staff nurses. Nursing practice issues include licensure standards and continued professional development. Prerequisites: permission of the Director of Nursing, NUR 2233C, MCB 2010; Corequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

NUR 2241L
Nursing Process IV -
Clinical Experience,
3 Credit Hours,
(Fall, Spring)

Students apply knowledge and principles of the biophysical and psychosocial sciences to assess, plan, implement and evaluate holistic nursing care of critically ill adults in hospitals, ambulatory care settings, and the home. Students will expand on management of care skills in preparation for their four-week clinical practicum prior to graduation from the program. Students will also shadow a home health/hospice nurse in observing treatment and palliative care of adults and children. Other clinical activities will include experiences in the emergency department and critical care units. Students must demonstrate competency in all behaviors required for an Associate Degree Nursing graduate. Prerequisite: NUR 2233L; Corequisite: NUR 2241C. Special Nursing Program policies may apply to this course.

NUR 2811L
Nursing Practicum,
3 Credit Hours,
(Fall, Spring)

This course provides a time during the last four weeks of the nursing program in which students begin to transition from the student role into the graduate role as Associate Degree Nurses. Students work with an experienced Registered Nurse preceptor to provide holistic nursing care for a limited number of clients with potentially life threatening health problems. Clinical experiences may take place in a variety of clinical settings and work schedules. Students develop team-leading skills in the clinical setting, delegating and evaluating aspects of care to other health team members. Focus is on demonstration of all professional behaviors and competencies expected of the Associate Degree Registered Nurse graduate at entry level. Prerequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

NUR 2931
Special Topics in
Associate Degree Nursing,
5 Credit Hours,
(Offered as needed)

Students work individually to enhance nursing knowledge and skills applicable to selected topics in Associate Degree Nursing. AD nursing competencies provide the framework for learning prescriptions which include critical thinking and problem-solving. Seminars, journals, CAI, written assignments and student – instructor conferences guide students in meeting course objectives. Flexible schedule. Prerequisite: admission to the program; permission of program director.

NUR 2931L
Special Topics in
Associate Degree Nursing Laboratory,
4 Credit Hours,
(Offered as needed)

Students work individually to apply concepts, principles and standards of nursing practice pertaining to client core needs in the acute, ambulatory or long-term care setting. Simulations, CAI and other laboratory activities within a flexible schedule assist students to meet individual learning goals. Prerequisite: admission to the program, permission of program director; Corequisite: NUR 2293C.

OCE 1001C
Introduction to Oceanography,
4 Credit Hours,
(Fall, Spring)

A survey of the physics, chemistry, geology and biology of the oceans. Interrelationships between the atmosphere and oceans, methods of measurement and research, processes of coastal change and marine conservation. May be used to satisfy A.A. requirements in physical science for career goals other than the sciences, engineering, and pre-professional healthcare.

OCE 1013C
Aquatic Environmental Science
4 Credit Hours,
(Offered as needed)

This course will investigate living and non-living components of aquatic ecosystems. Students will learn how aquatic ecosystems function naturally as well as how human activity can alter these ecosystems. The course is built around field trip(s) and lab work during which students will obtain water quality data from a local aquatic environment. Through field trip(s) and lab work, students will gain appreciation for the local relevance of course material. For both majors and non-majors, a key outcome of such experiences will be gaining experience in using inquiry and reasoning through the scientific method and becoming comfortable with data, technology, and instrumentation. Problem-solving, interpretation of data, and class discussions will be key.

OST 1107 △
Typing and Word Processing I,
3 Credit Hours,
(Fall, Spring)

Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, and other word processing functions.

OST 1355 *
Records Management,
3 Credit Hours,
(Fall, Spring, Summer)

Methods and systems of filing used in business offices, filing equipment, and time-and-motion skills. Filing practice sets are used.

OST 2117 △
Typing and Word Processing II,
3 Credit Hours,
(Spring)

Continuation of Typing and Word Processing I – develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2335
Business Communications,
3 Credit Hours,
(Fall, Spring, Summer)

Business Communications is a comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in principle, then illustration, and practice in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters. Prerequisites: passing score on English placement test or passing grade of “C” in ENC 0025.

OST 2401 *
General Office Management,
3 Credit Hours,
(Fall, Spring, Summer)

Study of practices and procedures in the modern office. Emphasis on exercising judgment, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: OST 2117.

PEL 1121
Beginning Golf,
1 Credit Hour,
(Offered as needed)

Instruction in the fundamental technique and the development of personal skills through participation.

PEL 1212
Advanced Softball,
1 Credit Hour,
(Offered as needed)

Instruction, practice, and participation in advanced softball. The continuous development of physical skills is of major importance in this course. May be taken four times for credit. (Athletes)

PEL 1217
Advanced Baseball,
1 Credit Hour,
(Offered as needed)

Instruction, practice, and participation in advanced baseball. The continuous development of physical skills is of major importance in this course. May be taken four times for credit. (Athletes)

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

PEL 1321**Volleyball,
1 Credit Hour,
(Offered as needed)**

Instruction and practice in the basic skills for full participation and enjoyment of the game of volleyball.

PEL 1341**Beginning Tennis,
1 Credit Hour,
(Offered as needed)**

The history of tennis, the fundamental techniques and the development of personal skills through participation.

PEL 1622M**Advanced Basketball (Men),
1 Credit Hour,
(Offered as needed)**

This course is a high intensity, drill-oriented program designed to increase the knowledge, skill ability, and endurance levels of individuals interested in basketball. Instruction includes various aspects of the game of basketball including rules and regulations, basic fundamentals, offensive set, defensive sets, and scouting procedures. Instruction will be given through classroom lectures, as well as on-the-court lectures and activities. It is strongly recommended that students participate in an exercise program outside of class hours. It may be recommended and in some cases required that the student obtain medical approval before participating in this course. May be taken up to four times for credit.

PEL 1622W**Advanced Basketball (Women),
1 Credit Hour,
(Offered as needed)**

This course is a high intensity, drill oriented program designed to increase the knowledge, skill ability, and endurance levels of individuals interested in basketball. Instruction includes various aspects of the game of basketball including: rules and regulations, basic fundamentals, offensive set, defensive sets, and scouting procedures. Instruction will be given through classroom lectures, as well as on-the-court lectures and activities. It is strongly recommended that students participate in an exercise program outside of class hours. It maybe recommended and in some cases required that the student obtain medical approval before participating in this course. May be taken up to four times for credit.

PEL 1905**Independent Study Physical Education,
1 Credit Hour,
(Fall, Spring, Summer)**

Directed study and/or individual projects designed to meet the needs and interests of students in a specialized area of health, physical education and recreation, for which present course availability is limited. May be taken up to four times for credit.

PEL 2905**Directed Work Study –
Physical Education,
1 Credit Hour,
(Offered as needed)**

Directed experience in instructional, laboratory and/or materials assistance in a designated Physical Education area. Entry by permission of department chair only. May be taken up to four times for credit.

PEM 1104**Body Conditioning,
2 Credit Hours,
(Fall, Spring, Summer)**

An in-depth and advanced continuation of the exercise component of HLP 1081. Using progressive goal setting techniques, the course is designed to assist the student in the development of a regular, systemized program of exercise into their daily life-style. Initially, the students' health and fitness levels are evaluated; progress of their personal exercise prescriptions monitored, and followed with a reevaluation at the termination of the course. Prerequisite: HLP 1081. May be taken up to two times for credit.

PEM 1131A**Strength Training,
3 Credit Hours,
(Offered as needed)**

This course is a high intensity lecture/demonstration and flexible lab hour weight training program designed to increase the size, strength, and endurance of the skeletal muscle system. Instruction includes, but is not limited to, weight training safety, etiquette, history, and nutrition. Instruction will be given in the design of progressive resistance programs to increase total body efficiency and to meet the objectives of the individual student. Students are responsible for determining fitness for training, and those with medical problems which restrict personal activities are encouraged to obtain medical clearance before enrolling in the course.

PEM 1171**Aerobic Dance,
1 Credit Hour,
(Offered as needed)**

Instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities.

PEM 2108**Fitness Lab,
1 Credit Hour,
(Offered as needed)**

Instruction and participation in an exercise program with emphasis on muscle endurance, strength and flexibility. May be taken up to four times for credit. Prerequisite: HLP 1081 or approved wellness assessment by the department chair.

PEM 2172**Aerobic Dance II,
1 Credit Hour,
(Offered as needed)**

Advanced level of instruction and participation in a physical fitness program that offers conditioning of the figure muscles and of the cardiovascular system through dance activities. Prerequisite: PEM 1171.

PEO 2004**Theory and Practice of
Teaching a Specific Sport,
3 Credit Hours,
(Offered as needed)**

This course is designed to provide knowledge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: baseball/softball, basketball, football, golf, soccer, swimming, tennis, track and field/cross country, volleyball and wrestling.

PEO 2005**Coaching Theory,
3 Credit Hours,
(Offered as needed)**

This course is designed to provide knowledge of the characteristics, principles, ethics, and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal levels of performance.

PET 1000
Introduction to Physical Education,
3 Credit Hours,
(Offered as needed)

A study of the history of physical education and sport with particular emphasis placed on present practices and trends.

PET 2622
Care and Prevention
of Athletic Injuries,
3 Credit Hours,
(Offered as needed)

Designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in physical education activities to include the effects and dangers of drug use including performance enhancing drugs.

PGY 1220C
Commercial Photography I,
4 Credit Hours,
(Offered as needed)

A beginning course that introduces students to the procedures and aesthetics of developing photographic illustrations for industrial and advertising use. Students will gain experience using a high quality digital studio camera, electronic lighting, and digital applications of their work. It is recommended that students take PGY 1801C prior to or at the same time as this course.

PGY 1401C
Basic Photography,
3 Credit Hours,
(Offered as needed)

A beginning course in black and white photographic and darkroom technique. Students will learn the functions of their camera and darkroom equipment. Students will apply their technical knowledge to various artistic challenges. Access to a 35mm camera with manual mode required.

PGY 1405C
Advanced Black and White
Photography,
3 Credit Hours,
(Fall, Spring, Summer)

An advanced course in black and white photography. Students will be presented with more demanding creative challenges and will be exposed to a variety of advanced procedures in the darkroom. Access to a 35mm camera with manual mode required. Prerequisite: PGY 1401C or equivalent.

PGY 1801C △
Digital Photography I,
4 Credit Hours,
(Offered as needed)

A beginning course in photography with an emphasis on digital darkroom production techniques. Students will be exposed to procedures and aesthetic concerns relating to photography and digital image production. Access to an appropriate high-quality camera required.

PGY 2221C △
Commercial Photography II,
4 Credit Hours,
(Offered as needed)

As advanced a course that allows the student to expand their skill set in producing photographic illustrations for industrial and advertising use. Students may explore product, portrait, and on-location commercial photographic projects. Prerequisites: PGY 1220C and PGY 1801C.

PGY 2802C △
Digital Photography II,
4 Credit Hours,
(Offered as needed)

An intermediate-level photography course where creative idea generation and composition in photography are emphasized. Students research more deeply the history of photography and apply new skills to creative digital photographic work. Access to an appropriate high-quality camera required. Prerequisite: PGY 1801C.

PGY 2804C △
Digital Photography III,
4 Credit Hours,
(Offered as needed)

An advanced-level photography courses where creative idea generation and composition in photography are emphasized. Students research more deeply the history of photography and apply new skills to creative digital photographic work. Access to an appropriate high-quality camera required. Prerequisite: PGY 2802C.

PHI 2010 ✦
Introduction to Philosophy,
3 Credit Hours,
(Fall, Spring, Summer)

Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the

standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

PHI 2600 † ✦
Introduction to Ethics,
3 Credit Hours,
(Fall, Spring, Summer)

Ways to frame and resolve ethical issues are studied. Major historical theories including consequentialism, deontology, and virtue ethics are presented in moral arguments and narratives. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

PHI 2930
Philosophy – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

PHY 1020
Physical Science,
4 Credit Hours,
(Fall, Spring, Summer)

A one term course of lectures and demonstrations designed 1) to meet the general education requirements in physical science for non-science majors and 2) for students who need a preparatory course prior to taking physics. The course presents the fundamental classical and modern concepts of physics in the area of mechanics, energy, wave motion, electromagnetism, and atomic structure. Also topics in earth science and astronomy will be discussed.

△ Technology-Across-the-Curriculum Course.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

✦ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

PHY 1020L
Physical Science Laboratory,
1 Credit Hour,
(Offered as needed)

A science laboratory course designed to supplement principles covered in Physical Science. Specifically experiments in motion, forces, light, electricity, thermodynamics, astronomy, earth science and meteorology. It is recommended that the student have previously taken PHY 1020 or be currently enrolled in PHY 1020.

PHY 1053C
Physics I,
4 Credit Hours,
(Offered as needed)

The first half of a two term sequence of noncalculus physics designed for the nonphysical science major. Physics I covers the areas of mechanics, mechanical energy, temperature and heat. The entering student is assumed to have a working knowledge of basic algebra and trigonometric functions. Prerequisite: MAC 1114.

PHY 1054C
Physics II,
4 Credit Hours,
(Offered as needed)

The second half of a two term sequence of noncalculus physics designed for the nonphysical science major. Physics II covers the areas of electricity, magnetism, light, quantum theory, atomic and nuclear structure, and elementary nuclear processes. Prerequisite: PHY 1053C or equivalent.

PHY 2048C
College Physics I,
4 Credit Hours,
(Offered as needed)

The first of a two course sequence in calculus-based college physics designed for engineering, physical science, and pre-professional studies majors. This course covers mechanics (statics and dynamics), rigid-body dynamics, fluids, and thermodynamics. Course prerequisite is MAC 2311, however MAC 2311 can be taken concurrently with instructor approval.

PHY 2049C
College Physics II,
4 Credit Hours,
(Spring, or offered as needed)

This course is the second in the physics sequence. Topics covered are wave theory, electrostatics, magnetostatics, EM fields and waves, DC circuits, and AC circuits. This is a preparatory class for students taking circuits and electronics classes in upper division science and engineering courses.

Prerequisites: PHY 2048C, MAC 2311, MAC 2312. MAC 2312 can be taken concurrently with instructor approval. In special circumstances PHY 2048C and PHY 2049C can be taken out of sequence with instructor approval.

PLA 1003 *
Introduction to Paralegalism,
3 Credit Hours,
(Offered as needed)

Designed to give students a broad understanding of the nature of the paralegal professional and its responsibility.

PLA 1005 *
Legal Terminology,
3 Credit Hours,
(Offered as needed)

This course is designed to give an explanation of the common legal vocabulary involved in the broad, general principles of substantive and common law.

PLA 1013 *
Introduction to the Legal System,
3 Credit Hours,
(Offered as needed)

A practical introduction to the US legal system, types and sources of law, the courts, and related topics; a beginning course for students seeking careers in legal secretary technology or legal assisting.

PLA 1114 *
Case Analysis and Legal Writing,
3 Credit Hours,
(Offered as needed)

This course was designed to provide the student with necessary skills and knowledge required in case analysis and legal writing.

PLA 1600 *
Wills, Trusts, and Probate,
3 Credit Hours,
(Offered as needed)

An introduction to estate planning, wills, and probate administration.

PLA 1800 *
Introduction to Family Law,
3 Credit Hours,
(Offered as needed)

An introduction to practices as they relate to family law.

PLA 2273 *
TORTS: Personal Injury Litigation,
3 Credit Hours,
(Offered as needed)

This course is designed to provide the student with an introductory knowledge of TORT law with objectives centered on personal injury TORTS.

PMT 2406 *
Production Technology,
3 Credit Hours,
(Offered as needed)

Production Technology examines the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated assembly, CAD/CAM, numerical control, industrial robots, lasers, flexible manufacturing, computer integrated manufacturing, and other related technologies.

PMT 2512 *
Production Technology II,
3 Credit Hours,
(Offered as needed)

Production Technology II continues to examine the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated manufacturing, control solving processes, and other related technologies. Prerequisite: PMT 2406.

POS 1041
American Government,
3 Credit Hours,
(Fall, Spring, Summer)

Examines government, political ideals, and institutions. Strong emphasis is placed on political thought, the origin of the American federal system, and the distribution of powers between state and national governments. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

POT 1002
History and Ideas of Political Science,
3 Credit Hours,
(Offered as needed)

This course reviews classical ideas, political theory and institutions from a historical and comparative viewpoint. It examines the rise of the State, its organization, economic systems, the use of force, and persuasion. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

PSC 2905
Independent Study – Physical Science,
1 Credit Hour,
(Fall, Spring, Summer)

Directed study and individual projects designed to meet the needs of students interested in a specialized area of the physical sciences for which present course availability is limited. Meets specific general education requirements. This course may be taken up to four times for credit.

PSY 2012
Psychology,
3 Credit Hours,
(Fall, Spring, Summer)

Surveys of the various fields of psychology. Understanding human behavior by studying the adaptation of the individual to the physical and social environment.

REA 1205
Reading Across the Genres I,
3 Credit Hours,
(Offered as needed)

This college-level reading course employs a variety of literary genres as the source material for building student skills in comprehension, context clues, reading speed, critical analysis, vocabulary, and other related reading skills. Students will be exposed to numerous styles and levels of reading material including novels, short stories, critical essays, drama, news reporting. Students will also develop a personal reading preference profile and learn how to identify books, magazines and other reading material commensurate with that profile. Prerequisite: PERT placement score of 104 or higher.

REA 2105 △
Advanced Reading,
2 Credit Hours,
(Fall, Spring)

An individualized approach designed to improve reading speed, comprehension, and critical analysis skills while reading various types of material for either educational or recreational purposes. Activities and materials are individualized to meet specific needs of students as determined through diagnostic instruments. Helpful for those students whose speed, comprehension, and analysis skills are weak or inadequate for proper text book analysis.

REL 2300 ❖
Introduction to World Religions,
3 Credit Hours,
(Offered as needed)

This course will explore the principles and practices of the world's major religious traditions. The religions will be studied in their historical and contemporary forms. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

REL 2930
Religion – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

RTE 1000 ♦
Introduction to Radiologic Technology,
2 Credit Hours,
(Fall)

This course is designed to provide an overview of the history of radiography and the role and scope of practice of the practitioner in the healthcare delivery system. Organizations, accreditation, federal agencies, regulatory agencies (including OSHA) and professional credentialing will be discussed. Content includes a fundamental background in medical law, ethics, human diversity and patient consent. The student will examine a variety of ethical issues and dilemmas found in clinical practice, as well as developing a better understanding of patients, the patient's families, and professional peers through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles and socioeconomic influences. Radiographic Medical Terminology will be covered. Prerequisite: admission to the Radiography Program.

RTE 1111 ♦
Introduction to Radiographic Patient Care,
2 Credit Hours,
(Fall)

This course is designed to prepare radiography students to provide basic patient care. Basic concepts of patient care will be described, as well as infection control procedures and standard precautions. This course includes hospital specific training. Health risks, life stages, HIV/AIDs and domestic violence will be discussed. This course also includes an introduction to medical and radiographic terminology. Topics include vital signs, venipuncture, body mechanics and transport, verbal/nonverbal communication, and some pharmacology. Prerequisite: admission to the Radiography Program.

△ **Technology-Across-the-Curriculum Course.**

❖ **This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.**

♦ **This college credit course may not be applied toward the A.A. degree and normally is not intended for transfer unless the student transfers to a baccalaureate in radiologic sciences degree program that is specified under the Florida Statewide AS to BS Articulation Agreement.**

**RTE 1418 ♦
Radiographic Techniques I,
3 Credit Hours,
(Fall)**

This course is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. This course introduces the student to a comprehensive study and theory of the production of x-rays and primary exposure factors of radiographic imaging. The image parameters of density, contrast, recorded detail, image distortion and blur will be studied as well as ancillary devices and equipment required to produce a quality radiographic image. Film and digital imaging with related accessories will be emphasized. Class demonstrations and labs are used to demonstrate application of theory. Prerequisite: admission to the Radiography Program.

**RTE 1457 ♦
Radiographic Techniques II,
3 Credit Hours,
(Spring)**

This course is a continuation of RTE 1418 Radiographic Techniques I, and is designed to introduce the student to various specific radiographic methods and techniques, such as automatic exposure control, fluoroscopy and image intensification, macroradiography, subtraction radiography, conventional tomography, digital image receptors, and digital image acquisition and manipulation. The student will also be instructed in calculating heat units, tube rating charts, anode cooling chart, and characteristic curves. Prerequisite: RTE 1418. Corequisite: RTE 1613.

**RTE 1503C ♦
Radiographic Procedures I,
4 Credit Hours,
(Fall)**

This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremity and lower extremity. An introduction to medical and radiographic terminology, radiographic anatomy, and film critique are also included. Prerequisite: admission to the Radiography program.

**RTE 1513C ♦
Radiographic Procedures II,
4 Credit Hours,
(Spring)**

This course is a continuation of RTE 1503C. It is designed to provide the student with instruction in radiographic procedures and anatomy in the distal extremities, hip region, spine, ribs, and sternum and the cranium. Critical thinking, medical and radiographic terminology, as well as image critique are emphasized. Prerequisites: RTE 1503C, RTE 1804L; Corequisite: RTE 1814L.

**RTE 1613 ♦
Radiographic Physics,
3 Credit Hours,
(Spring)**

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. Course content also includes the basics of magnetism, electricity, motors, generators, rectifying systems, x-ray tube and filament circuitry. Topics in electromagnetism such as self and mutual induction, high voltage transformation, and AC rectification will be emphasized. Prerequisites: RTE 1418; Corequisite: RTE 1457.

**RTE 1804L ♦
Radiography Clinical Education I,
2 Credit Hours,
(Fall)**

This course involves the practical application of the theories covered in RTE 1503 and RTE 1000. Rotations provide experience with various imaging systems, protocols, and patient care. Students observe, assist and perform basic radiographic procedures (chest, abdomen and extremities) under direct supervision. This course emphasizes patient care and critical thinking. This course meets at the affiliate hospitals. Uniforms, name badges and radiographic markers required. Prerequisite: admission to the Radiography Program.

**RTE 1814L ♦
Radiography Clinical Education II,
3 Credit Hours,
(Spring)**

This course is a continuation of Radiography Clinical Education I. This clinical training emphasizes lower and upper extremity. Medical and radiographic terminology, patient care, critical thinking and communication skills are emphasized. This course meets at the affiliate hospitals. Uniforms, name badges and radiographic markers required. Prerequisite: RTE 1804L; Corequisite: RTE 1513C.

**RTE 1824L ♦
Radiography Clinical Education III,
4 Credit Hours,
(Summer)**

This course is a continuation of Radiography Clinical Education II. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's I and II. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, critical thinking, imaging and exposure techniques, radiation protection application and image processing will be emphasized. This rotation covers clinical experience in all phases of fundamental radiologic procedures and image critique. Students will rotate through ancillary departments in this course. Prerequisite: RTE 1814L; Corequisite: RTE 2523C.

**RTE 2061 ♦
Radiographic Preparation for Practice,
4 Credit Hours,
(Spring)**

This course is designed review information in preparation for the student to take the American Registry of Radiologic Technologist (ARRT) registry examination. The course will cover patient care and education, image production, equipment operation and maintenance, radiographic procedures and radiation protection. The student will also be given simulated registry examinations for practice and assessment purposes. Prerequisite: RTE 2844L; Corequisite: RTE2854L.

♦ This college credit course may not be applied toward the A.A. degree and normally is not intended for transfer unless the student transfers to a baccalaureate in radiologic sciences degree program that is specified under the Florida Statewide AS to BS Articulation Agreement.

**RTE 2385 ♦
Radiographic Protection and Biology,
3 Credit Hours,
(Fall)**

This course is designed to provide the student with an overview of the principles of interaction of ionizing radiation with lining systems. Ionizing effects on molecules, cells, tissues and the body as a whole are presented, along with factors affecting biological response, including; acute, chronic, stochastic and non-stochastic effects. This course is also designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and healthcare organizations are incorporated, as are the various methods of monitoring radiation exposure and acceptable dose limit values. Prerequisites: RTE 1000, RTE 1418, RTE 1457, RTE 2523C; Corequisite: RTE 2844L.

**RTE 2473 ♦
Radiographic Quality Assurance,
2 Credit Hours,
(Fall)**

This course is designed to introduce the student to the quality management of medical imaging, including quality control procedures and image analysis/critique of radiographs. This course will include theory and practical applications to routine quality control check on routine, fluoroscopic, mobile, and tomographic radiography equipment. Quality control tests on ancillary equipment, such as film processor, view boxes, grids and leaded protective equipment are also included. Acceptable parameters for QC tests, as established by various regulatory agencies will also be presented. This course teaches the student to critically analyze radiographic images for image quality and diagnostic value, as well as formulating corrective action as needed. Class demonstrations and labs are used to demonstrate application of theory. Prerequisite: RTE 1418, RTE 1457; Corequisite: RTE 2844L.

**RTE 2523C ♦
Radiographic Procedures III,
3 Credit Hours,
(Summer)**

This course is a continuation of RTE 1513C covering cranium procedures and positioning. It is designed to provide the student with instruction in more complex radiographic procedures such as

fluoroscopy, urinary studies, bone age, trauma, pediatrics, mobile and surgical radiography. Included is instruction in additional modalities and studies such as CT, MRI, arthrography, myelography, and vascular studies. Attention will be given to the specialized equipment, contrast media, critical thinking and techniques necessary to perform these procedures. Radiographic anatomy, pathology, and critique of images are included in this course. Prerequisite: RTE 1513C; Corequisite: RTE 1824L.

**RTE 2782 ♦
Radiographic Pathology,
3 Credit Hours,
(Spring)**

This course is designed to introduce theories of disease causation and the pathophysiologic disorder that compromise healthy persons. Etiology, pathophysiologic responses, clinical manifestations, and radiographic appearance of alterations in body systems will be presented. Emphasis will be placed on pathological findings on diagnostic radiographic images, in both conventional and digital formats. Prerequisite: RTE 2523C; Corequisite: RTE 2854L.

**RTE 2844L ♦
Radiography Clinical Education IV,
6 Credit Hours,
(Fall)**

This course is a continuation of RTE 1824L. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's I, II and III. The student will gain experience and develop clinical competence in specialized imaging procedures, and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue. Prerequisite: RTE 1824L; Corequisite: RTE 2385.

**RTE 2854L
Radiography Clinical Education V
6 Credit Hours,
(Spring)**

This course is a continuation of RTE 2844L. The terminal objective for this course is to prepare the student for employment as an entry level technologist. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's I-IV and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue. Prerequisite: RTE 2844L; Corequisite: RTE 2061.

**RTE 2910 ♦
Radiographic Evidence
Based Practice,
1 Credit Hour,
(Fall)**

This course is designed to develop the student's research, writing and oral presentation skills; while completing assignments, both independently and collaboratively, with minimal direction and supervision. Methods of research, appropriate style of writing, citing work, and using APA format will be covered. Prerequisite: RTE 2523C; Corequisite: RTE 2844L.

**SLS 1101
College Success,
3 Credit Hours,
(Fall, Spring, Summer)**

A course designed to focus on developing practical study skills to enhance academic success. Skills taught in this course are time management, concentration/memorization, listening, note taking, test taking, use of college resources, establishing goals, identifying learning styles, developing career choices and learning to cope with personal issues that face many college students.

**SLS 1102
Freshman Seminar,
3 Credit Hours,
(Offered as needed)**

A seminar designed to orient entering students to NWFSC, to familiarize them with the requirements of the College Level Academic Skills program, to assist them in assessing their academic competencies (i.e., identify strengths and weaknesses), to identify means for capitalizing on strengths and for overcoming weaknesses, and to enter and pursue academic specializations (majors) based on reasonable career choices. This course is recommended for all entering A.A. degree seeking students in their first term.

♦ This college credit course may not be applied toward the A.A. degree and normally is not intended for transfer unless the student transfers to a baccalaureate in radiologic sciences degree program that is specified under the Florida Statewide AS to BS Articulation Agreement.

SLS 1201
Service Learning Seminar,
1 Credit Hour,
(Offered as needed)

A seminar course designed to enhance and reinforce the value of civic responsibility and to provide students with a community service program opportunity by volunteering in community agencies in the public and private sectors.

SLS 1501
Effective Study,
1 Credit Hour,
(Offered as needed)

Practical application of psychological principles to personal learning and study skills. Recommended for all students who feel deficient in study techniques or who otherwise wish to improve their study skills. May be taken up to four times for credit.

SPC 1006 †
Essentials of Speech,
1 Credit Hour,
(Offered as needed)

This course can be used to satisfy missing transfer requirements and/or oral components required in certain programs. Individuals participate in the preparation and presentation of speeches.

SPC 1608 †
Speech,
3 Credit Hours,
(Fall, Spring, Summer)

Emphasis is on assisting the individual to develop his/her potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.

SPC 2300 †
Interpersonal Communication,
3 Credit Hours,
(Fall, Spring, Summer)

This course studies the speech communication principles involved in one-to-one interaction, comprehensive listening, conflict resolution, family and group communication and intrapersonal thought. Learning techniques may include small group participation, role play, as well as formal and informal presentations.

SPC 2511
Discussion and Debate,
3 Credit Hours,
(Offered as needed)

This course is designed to provide learning experiences in rational decision making incorporating the techniques of persuasion

through organized procedures for argumentation, debate and discussion. Prerequisite: membership on forensic team.

SPN 1120 ❖
Spanish I,
4 Credit Hours,
(Fall, Spring, Summer)

Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language.

SPN 1121 ❖
Spanish II,
4 Credit Hours,
(Fall, Spring, Summer)

Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills – listening, speaking, reading and writing. Covers all basic structures of the language. Prerequisite: SPN 1120 or an equivalent course with a grade of “C” or better.

SPN 2220 ❖
Spanish III,
4 Credit Hours,
(Offered as needed)

Intermediate level review of grammar, readings in Spanish Literature, and development of conversational and writing skills. Prerequisite: SPN 1121 or an equivalent course with a grade of “C” or better.

SPN 2221 ❖
Spanish IV,
4 Credit Hours,
(Offered as needed)

Completion of intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: SPN 2200 or an equivalent course with a grade of “C” or better.

STA 2023
Statistics,
3 Credit Hours,
(Fall, Spring, Summer)

This course provides a general introduction to understanding and applying statistical terms and concepts. Topics include the following: descriptive statistics, probability, random variables, discrete and continuous probability distributions, sampling distributions, confidence interval estimation, hypothesis testing, two sample inferences, correlation, and simple linear regression. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended.

Prerequisite: completion of MAT 1033A or equivalent with a “C” or better, or appropriate placement score.

STA 2122
Statistical Applications,
4 Credit Hours,
(Offered as needed)

This course is designed for students pursuing psychology, education, and some specialized degrees. The course is an introduction to understanding and applying statistical concepts. Topics include: descriptive statistics, probability distributions, one and two sample hypothesis testing, confidence interval estimation, correlation, regression, and analysis of variance. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: MAT 1033A or equivalent with a “C” or better, or appropriate placement score.

SUR 2100C *
Surveying,
3 Credit Hours,
(Fall, Spring)

Measurement of distances, elevations and angles; analysis of errors; adjustments of instruments; computation of positions, areas and volumes; contours establishing grades; topographic mapping and land surveying.

SUR 2140C *
Surveying II,
3 Credit Hours,
(Fall, Spring)

This course covers advanced surveying concepts. Topics will include: measurement of distances, elevations and angles, analysis of errors, and adjustment of instruments. Additional coverage will include computation of positions, areas and volumes; contours; determining grades; topographic mapping and land surveying. Prerequisite: SUR 2100C or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

SYG 2000 ❖**Sociology,
3 Credit Hours,
(Fall, Spring, Summer)**

An introduction to the basic theories, concepts, and descriptions of individuals, groups, and societal behaviors. Basic themes include an overview of culture, socialization, deviance, and social institutions, with an emphasis on the dynamics of families, government, and economic influences.

SYG 2010 ❖**Social Problems,
3 Credit Hours,
(Fall, Spring, Summer)**

Introduction to the sociological study of the nature of social problems to insure understanding of their impact on the individual, the group and social institutions in societal and cultural settings. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

SYG 2430**The Family and Society,
3 Credit Hours,
(Offered as needed)**

An examination of the problems which arise out of participation in marriage, family and community situations. Designed to provide students with a basic understanding of the dynamics of family interaction, the effects upon the children, and the family's relationship to and participation in the community.

TAR 2121C**Architectural Drafting,
3 Credit Hours,
(Offered as needed)**

Architectural design and development of residential and light commercial buildings to include: development and construction of good architectural freehand lettering, VA and FHA approved residential house plans, "Good Sense" house plans as defined in the Arkansas Plan, and heat loss/heat gain calculations. Prerequisite: ETD 1102 or ETD 1112 or equivalent.

TAX 2000**Federal Income Tax: Individual,
3 Credit Hours,
(Offered as needed)**

Federal Income Taxes. Determine income tax for individuals, interpretations of Internal Revenue Code and Regulation, tax planning and advisory service. Brief introduction to partnership, corporation, estate and gift taxes. Extensive practice problems in individual income tax returns and research in tax questions.

THE 1905**Independent Study – Theater,
1 Credit Hour,
(Fall, Spring, Summer)**

A defined independent study which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule. Departmental approval required. Placement test is required.

NOTE: This course may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. This course may be taken up to four times for credit.

THE 2071 †**Humanities – Cinema Appreciation,
3 Credit Hours,
(Offered as needed)**

An introduction to the origin, development, cultural aspects and analysis of cinema topics. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

THE 2100 †**Introduction to Theater History,
3 Credit Hours,
(Fall, Spring, Summer)**

An introduction to theater and theatrical production. Topics span a wide range of interest – critical, historical, aesthetic and practical – intended to lay a foundation for further

knowledge and skill of the theater.

This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

THE 2300 †**Dramatic Literature,
3 Credit Hours,
(Offered as needed)**

Survey of dramatic works from the Greeks to the 20th century, with emphasis on the plays of the 19th and 20th centuries; intensive investigation and script analysis with reports, lectures and discussions. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

THE 2820**Introduction to Creative Dramatics,
3 Credit Hours,
(Offered as needed)**

An introduction to creative dramatics and children's theater. Topics span a wide range of interests; creative experience, children and theater, workshop procedure, script selection, rehearsal and performance.

THE 2821**Introduction to Creative Dramatics II,
3 Credit Hours,
(Offered as needed)**

Creative dramatics introduces the many elements of theater: dance, voice and musical theater. Topics span a wide range of interests: the creative process, workshop procedures, rehearsal and performance. Creative Dramatics will focus on producing a final performance. Prerequisite: THE 2820.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

THE 2930**Theater – Special Topics,****3 Credit Hours,****(Fall, Spring, Summer)**

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

TPA 1210**Stagecraft,****3 Credit Hours,****(Offered as needed)**

This course is an introduction to the principles of stagecraft: stage terminology, stage safety, instruction in proper use of shop tools, basic theater construction methods, understanding of theatrical rigging, and understanding of general background practices.

TPA 1290**Technical Theater Lab I,****3 Credit Hours,****(Offered as needed)**

An introduction to technical theater and scene technology. Topics include scene drawings, safety and health, stage facility, basic crafts, two and three-dimensional scenery, scene painting, scene assembly, rigging, properties, special effects and shop organization. Prerequisite: TPA 1210.

TPA 2220**Technical Theater Lab II,****3 Credit Hours,****(Offered as needed)**

An introduction to stage lighting. Topics include history of stage lighting, fundamentals of light and illumination, lighting control, and lighting practices. Prerequisite: TPA 1210.

TPA 2232**Introduction to Costuming Technology,****3 Credit Hours,****(Offered as needed)**

An introduction to costume techniques and wardrobe practices. Topics span a wide range: costume construction techniques, problems in costumes, costume history, construction styles, sewing machine practices, seam finishes, flat pattern layout and production techniques. This course is intended to develop practical experiences in theater costumes.

TPA 2276C**Entertainment Technology - Crafts,****3 Credit Hours,****(Offered as needed)**

This course presents the practices and principles of advanced woodworking,

welding, smithing, casting, ceramics, plaster work, fiberglass and plastic technology for the entertainment industry. State of the art tool technology, shop and field practice, health and safety standards will be emphasized. These crafts are entertainment industry oriented that will use items created in a realized production. Prerequisite: TPA 1210.

TPA 2600**Stage Management,****3 Credit Hours,****(Offered as needed)**

This course is an introduction to the study and application of stage management as it relates to the manager portfolio, the stage manager morgue, rules and regulations relating to I.A.T.S.E., rules related to contracts, competence in stage management, proper communication with directors, technical directors, designers, cast members and crews, competence in technical discussion areas and basic first aid.

TPP 1190**Rehearsal and Performance I,****3 Credit Hours,****(Offered as needed)**

An ensemble theater performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisite: experience in high school or a desire to learn.

TPP 1191**Rehearsal and Performance II,****3 Credit Hours,****(Offered as needed)**

An ensemble theater performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1190.

TPP 1192**Rehearsal and Performance III,****3 Credit Hours,****(Offered as needed)**

An ensemble theater performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1191.

TPP 2110**Acting I,****3 Credit Hours,****(Offered as needed)**

Through in-class performance the student will develop an understanding and proficiency of those skills of

movement, voice, and expression which are required of a theatrical performer.

TPP 2111**Acting II,****3 Credit Hours,****(Offered as needed)**

Through in-class performance, the student develops an understanding and proficiency in styles of acting from classic through modern. Prerequisite: TPP 2110.

TPP 2118**Acting III,****3 Credit Hours,****(Offered as needed)**

This course is a continuation of TPP 2111, Acting II, with specialization in characterization utilizing scripted materials and scene study. Prerequisite: TPP 2111.

TPP 2119**Acting IV,****3 Credit Hours,****(Offered as needed)**

This course is a continuation of TPP 2118, Acting III, with advanced study of acting skills and script analysis with specialization in performance. Prerequisite: TPP 2118.

TPP 2301**Directing I,****3 Credit Hours,****(Offered as needed)**

A beginning course in the study, development and training in directing for the theater. Although not a prerequisite, students are encouraged to take Acting I and II before Directing I.

TPP 2302**Directing II,****3 Credit Hours,****(Offered as needed)**

Directing II is a continued study of the basic principles of directing for the theater with emphasis in the continued study, development and training in directing for the theater. Prerequisite: TPP 2301.

TPP 2930**Theater Performance – Special Topics,****3 Credit Hours,****(Fall, Spring, Summer)**

A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule. This course may be taken up to four times for credit.

WOH 1012 ❖
World Civilization I,
3 Credit Hours,
(Fall, Spring, Summer)

A study of world history from 4000 BC to 1650 AD as it relates to the development of western civilization. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than chronological facts. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

WOH 1022 ❖
World Civilization II,
3 Credit Hours,
(Fall, Spring, Summer)

A study of history from 1650 AD to the present as it relates to the development of the modern world. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than chronological facts. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

WOH 2040 ❖
20th century,
3 Credit Hours,
(Offered as needed)

International political and historical affairs in the 20th century through the institutions and organizations of the Western State System. Attention is on international cooperation, decision making, force, world resources, and world political geography by the selection of a specific problem. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of "C" is required if used to meet A.A. Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

WOH 2224
The History of Christianity from the
Reformation
3 Credit Hours,
(Offered as needed)

This course traces the evolution of the Christian Church from the Protestant Reformation. Special emphasis shall be given to: the reformation of theological dogma and doctrine as well as the establishment of hierarchical systems in the numerous Protestant sects; the major theologians and leaders of the Protestant movement; the relationship of the European monarchies and the sectarian wars; and, special emphasis on the Protestant movement in the New World, and in the United States of America. Prerequisite: WOH 1012.

WOH 2232
The History of Christianity to the
Reformation,
3 Credit Hours,
(Offered as needed)

This course traces the evolution of the Christian Church from its founding to the onset of the Protestant Reformation. Special emphasis shall be given to: the formation of theological dogma and doctrine as well as the establishment of the hierarchical system prior to the fall of the Roman Empire; the Fathers of the Church; medieval power and the relationship of the Church with the European monarchies; and, crises within the Church which culminated in the Reformation.

ZOO 1010C
Zoology,
4 Credit Hours,
(Offered as needed)

An introduction to the major concepts of animal life, to include the structure, taxonomy, evolutionary relationships, and natural history of the major animal groups. Prerequisite: BSC 1005 (or equivalent) or permission of the instructor.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

PERSONNEL LISTING



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 Certificate - Northwest Florida State College
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 A.A. - Northwest Florida State College
 B.A. - University of West Florida

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 Theresa A. Comeau, Graphic Services Manager
 Marketing Certificate - Northwest Florida State College
 Sean Flynn, Web Designer/Programmer
 Gloria Paris, Staff Assistant I
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 A.A.S. - Hallmark Institute of Technology
 A.A. - Northwest Florida State College

Resource Development/College Foundation

Cristie Kedroski, Director, College Advancement & Foundation
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 Carla Reinlie, Associate Director, College Advancement & Foundation
 B.M. - University of Southern Mississippi
 M.M. - University of Louisville

ACADEMIC AFFAIRS

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 B.A. - Coker College
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 A.A. - Broward College
 B.A. - Florida Atlantic University
 C.M.C. - International Institute of Municipal Clerks
 Adriana Luna Bas, Instructional Support Specialist
 B.S. - University Externado de Colombia
 Graduate Diploma - University Jorge Tadeo Lozano
 Patricia Mann, Senior Administrative Assistant
 A.S., A.A. - Northwest Florida State College
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 A.S. (2) - Northwest Florida State College
 B.S. - Troy University
 M.P.A. - University of West Florida
 Anne Hay Southard, Dean,
 Teacher Education, Research and Learning Support
 B.A., M.A., Ed.D. - University of West Florida

Melinda Stein, Dean,
 Instructional Services and Professional Programs
 A.A. - Northwest Florida State College
 B.A. - University of West Florida
 M.S. - Troy University
 Ed.D. - University of West Florida

E-Campus & Learning Technologies Support

Mike Van Dyke, Instructional Design & Learning Technologies Manager
 A.A. - Northwest Florida State College
 B.S., M.S. - Florida State University
 Elizabeth Morgan, Technology Specialist
 A.A. - Northwest Florida State College
 B.S., M.S.M. - Troy University
 Ed.S. - University of West Florida
 John Patten, Distance Learning Specialist
 A.A. - Northwest Florida State College
 Regina Tucker, Staff Assistant II, Learning Technologies
 B.S.W. - East Tennessee State University
 Ron Walls, C.E.T., Instructional Technology Specialist

Educational Support

Iris Strunc, Coordinator, Educational Support Services
 B.S. - University of Nebraska
 M.S. - Valdosta State University
 Michael Espeseth, Learning Lab Supervisor
 A.A.S., B.A.S. - Northwest Florida State College

Institutional Research

Diane Hodgins, Coordinator, Institutional Research
 B.A. - University of Florida
 M.Ed. - State University of West Georgia
 Ph.D. - Florida State University

Leadership Institute

Julie Cotton, Director - Leadership Institute and Special Projects
 B.A. - Spring Hill College
 M.S. - Troy University

Workforce Education

Wanjiku Jackson, Coordinator, Workforce Education
 B.S., M.S. - Troy University
 Edna Washington, Career Advisor
 A.A. - Northwest Florida State College
 B.S., M.S. - Troy University

Women's Resource Center

Pamela Walters, Coordinator
 Women's Resource Center
 B.A. - University of West Florida
 M.S. - Troy University

ADVANCED TECHNOLOGY AND DESIGN

Raymond L. Rickman, Department Chair/Professor,
 Drafting/Design
 A.A. - Northwest Florida State College
 B.S., M.Ed. - University of West Florida
 Benjamin Gillham, Professor, Graphic Design
 B.A. - Albion College
 M.F.A. - Michigan State University
 A.V. "Ginger" Maddox, Professor, Computer Science/
 Computer Engineering Technology
 A.A. - Indian River Community College
 B.S. - University of West Florida
 M.S. - Naval Postgraduate School
 Ed.D. - University of West Florida

BACCALAUREATE PROGRAMS

Project Management

- Caisson M. Vickery, Professor, Management and Business Administration
 B.A. – Harvard University
 M.S. – Air Force Institute of Technology
 Ph.D. – Florida State University
- June R. Gibson, Educational Advisor/Baccalaureate Programs
 B.S. – Oklahoma State University
 M.S. – University of West Florida

Bachelor of Science in Nursing (BSN)

- Beth Norton, Division Director, Allied Health and BSN Programs
 R.N. – Piedmont Hospital School of Nursing
 B.S.N. – Vanderbilt University
 M.S.N., D.N.P. – University of South Alabama
- Teresa Ryan, Assistant Professor, Nursing
 B.S. – Troy State University
 B.S. – Texas Christian University
 M.S. – University of South Alabama
 DNSc – Louisiana State University
- Holly Solaas, Staff Assistant II
 A.A.S. – Northwest Florida State College
 B.S. – University of West Florida
- Marty Walker, Professor, Nursing
 L.P.N. – Atlantic Vocational School
 A.D.N. – Broward Community College
 B.S.N. – Florida International University
 M.S.N. – Barry University
 Post Master's Certificate
 Family Nursing Practice - University of South Alabama

Teacher Education

- Samantha Dawson, Department Chair/Professor, Teacher Education
 A.A. – Northwest Florida State College
 B.A. – University of West Florida
 M.Ed. – Memphis State University
 Ed.D. – University of Memphis
- Lori Anderson, Staff Assistant Teacher Education
- Lynn Ketter, Professor, Teacher Education
 A.A. – Broward College
 B.A. – University of Florida
 M.Ed., Ed.S., Ed.D. – University of West Florida

BUSINESS AND COMPUTER TECHNOLOGY

- D. Keith Burns, Department Chair/Professor, Business Administration
 B.S. – University of Alabama
 M.S., M.B.A. – University of Texas at Dallas
- Jay Bhattacharya, Professor, Economics
 B.A. – Victoria College – India
 M.A. – University of North Bengal
 Ph.D. – University of Illinois
- Heidi R. Gentry Kolen, Professor, Computer Science
 B.S. – University of Maryland
 M.S. – University of West Florida
- Dixie C. Irwin, Instructional Support Specialist
 A.A. – Northwest Florida State College
 B.S. – University of West Florida
- Adele Levesque, Assistant Professor, Economics
 B.A. – University of Washington
 M.A. – Florida Atlantic University

- Margaret "Meg" Herrick McManus, Professor, Computer Science
 A.A., A.A.S. – Northwest Florida State College
 B.S., M.S., Ed.D. – University of West Florida
- Deborah Murphy, Assistant Professor, Business Administration/Accounting
 B.S. – Florida State University
 M.A. – University of West Florida
- Vy Nguyen, Assistant Professor, Information Technology/Computer Science
 B.S. - Louisiana State University
 M.S. - University of West Florida
- Arthur T. Tomerlin, Assistant Professor, Economics
 B.S. – University of Florida
 M.S. – Clemson University
 Ph. D. – University of Florida
- Donald R. Wilke, Assistant Professor, Accounting
 B.S. – University of Missouri
 M.B.A. – Monmouth College

COLLEGIATE HIGH SCHOOL

- Anthony Boyer, Director – Collegiate High School
 A.S. – Northwest Florida State College
 B.A.S., M.P.A. – Troy University
 Ed.S. – University of West Florida
- Lisa Amesbury, Learning Lab Supervisor/Coordinator Tutorial Services
 A.A. - University of Florida
 B.B.A. - University of North Florida
- Stacey Barkman, Bus Driver
- Patricia Belote, Educational Advisor
 A.A. – Northwest Florida State College
 B.A. – University of West Florida
- Sandra Caudill, Records/Reports Specialist
 A.A. – Northwest Florida State College
- Diane "De" Cook, Professor, Mathematics
 B.S. – University of Manitoba
 M.A.T. – University of Alaska Fairbanks
- Margrit Cripe – Bus Driver
 B.S. – University of West Florida
- Alicia Franklin, Learning Lab Coordinator
 B.S. – Auburn University
 M.A. – University of Alabama
- Ross E. Hamilton, Professor Emeritus, Science
 B.S. – William Carey College
 M.S. – Northeast Louisiana State College
- Elizabeth Ritter, Coordinator, Instructional Services
 B.A. - University of Alabama
 M.A., Ph.D. - Southern Illinois University
- Mary Jane Robertson, Staff Assistant II
 B.A. – Winthrop College
- Christine Rogers, Associate Director - Collegiate High School
 B.A. – Millersville University of Pennsylvania
 M.S. – North Carolina A&T State University
- Robert Schrader, Counselor/Student Services Coordinator,
 B.S. – University of Wyoming
 M.A. – Western Kentucky University
- Suzanne Wood, Professor, Reading
 B.A. – Clemson University
 M.A. – University of West Florida

COMMUNICATIONS

- Joyce Goldstein, Dean, Communications & Social Sciences
B.A. – University of South Florida
M.A. – Our Lady of the Lake University
Ph.D. – St. Louis University
- Jon Brooks, Professor, Communications
B.A., M.A. – University of South Dakota
Ph.D. – University of Alabama
- Deborah Fontaine, Professor, Developmental English
B.A. – Stetson University
M.Ed., M.A. – Eastern New Mexico University
- Jack Gill, Professor, Communications
B.A. – Berea College
M.A. – Eastern Kentucky University
- Beverly Holmes, Professor, Communications
B.S. – Bowling Green State University
M.S.E. – University of Central Arkansas
M.A. – University of Denver
Ph.D. – Florida State University
- Vickie G. Hunt, Professor, Communications
B.A. – Georgia State University
M.A., Ph.D. – Florida State University
- Amy Junger, Instructional Support Specialist
- Maria Helena López, Professor, Spanish
B.A. – Interamerican University
A.B.D. – Florida State University
- Deborah Nester, Professor, English
B.S. – Florida State University
M.A. – University of West Florida
Ph.D. – University of Miami
- Julie Nichols, Professor, Communications
B.A., M.A. – University of West Florida
- Dory O'Brien, Professor, English/Foreign Languages
B.A., M.A., Ph.D. – University of Iowa
- Donna Pierson, Assistant Professor, American Sign Language
B.S. - Auburn
- Cheryl C. Powell, Professor, English
B.A. – Auburn University
M.A., Ph.D. – Florida State University
- Deidre Price, Professor, English
B.A., M.A. – University of South Alabama
Ph.D. - Florida State University
- Amy Riddell, Professor, English
B.A., M.F.A. – University of Alabama
- Ronnie Stanley, Professor, Speech
A.A. – Copiah-Lincoln Community College
B.A., M.S. – University of Southern Mississippi
- James Suderman, Professor, Communications
B.A. – Earlham College
M.A. – South Dakota State University
- Patrice A. Williams, Professor, English
B.S. – University of South Alabama
M.A. – University of Mobile
Ed.S. – Florida State University

CONTINUING EDUCATION

- Amanda Barker, Director, Continuing Education
A.A. – Indian River Community College
B.S., M.S. – Florida State University

DENTAL ASSISTING

- Mary Thomas, Dental Assisting Program Director
National CDA Certification
CPDA Certification
A.A. – Northwest Florida State College
B.S. – University of West Florida
- Holly Solaas, Staff Assistant II
A.A.S. – Northwest Florida State College
B.S. – University of West Florida
- Marnita Wilson, Assistant Professor, Dental Assisting
Certified Dental Assistant – Gulf Coast
Community College
A.A. – Northwest Florida State College
B.S. – University of West Florida

EARLY CHILDHOOD EDUCATION

- Beverly Sandlin, Child Care Director
B.S. – Eastern New Mexico University
M.S. – Northwestern State University
Ed.S. – Florida State University
- Cora Aaron, Staff Assistant III
A.S. – Northwest Florida State College
- Sabine Claybrook, Early Childhood Specialist
A.S. – Northwest Florida State College
CDA Credential
- Cheryl Liddon, Early Childhood Specialist
A.A.S. - Northwest Florida State College

HUMANITIES, FINE AND PERFORMING ARTS

- Clifford Herron, District Dean, Mattie Kelly Arts Center and Humanities, Fine & Performing Arts Division
A.A. – Lake Michigan College
B.S., M.A. – Western Michigan University
Ph.D. – Florida State University
- Mary Lou Baker, Instructional Support Specialist
- Anthony Borella, Sound Engineer
- Jennifer Boudette, Costume Production Coordinator
B.M. - Ithaca College
G.P.D. - Longy School of Music
Certificate - Boston University
- Jerrilyn "JB" Cobbs, Professor, Art/Humanities
A.A. – Miami-Dade Community College
B.F.A. – Florida International University
M.Ed. – Southeastern Oklahoma State University
- Dirk Dunbar, Professor, Philosophy
B.A. – Eckerd College
B.S. – Central Michigan University
M.A. – University of West Florida
Ph.D. – Florida State University
- Allison Everitt, Professor, Music Theory & Applied Voice / Director of Madrigal Singers
A.A. – Northwest Florida State College
B.A. – Florida State University
M.A. – University of West Florida
- Guy Heath, Professor, Music/Humanities
B.A. – Southern California College
M.A. – University of West Florida
Ed.D. – Nova Southeastern University
- James "Clint" Mahle, Scenic Design Coordinator
B.F.A., M.F.A. – University of Mississippi and University of Exeter, United Kingdom
- Delores Merrill, House Manager
A.S. – Wallace College
B.S. – Troy University
M.F.A. – University of Alabama

HUMANITIES, FINE AND PERFORMING ARTS (cont.)

- Charles Myers, Professor, Humanities
B.A. – Tulane University
M.A., Ph.D. – University of Texas at Austin
J.D. – University of California, Berkeley
- Sarah Paulk, Professor, Humanities
A.A. – Northwest Florida State College
B.A., M.A., Ph.D., – Florida State University
- Stephen Phillips, Assistant Professor, Art
B.A., M.F.A. – Florida State University
- Lyn Rackley, Professor, Art
B.A. – Central Washington State University
M.S. – Florida State University
- Jeremy Ribando, Professor, Music
B.M. – Cornerstone University
M.M. – Western Michigan University
D.M.A. – Michigan State University
- Jeffrey Rink, Mattie M. Kelly Distinguished Endowed Teaching
Chair in Music and Conducting/Conductor, Northwest
Florida Symphony Orchestra
B.M., M.M. – University of Maryland
- Carolyn Schlatter, Professor,
Music Theory/Piano/Humanities
A.A. – Northwest Florida State College
B.A., M.A. – University of West Florida
- Jeanette Shires, Associate Director,
Mattie Kelly Fine and Performing Arts Center
B.S. – Gwynedd-Mercy College
M.S. – Troy University
- David Simmons, Professor, Film & Humanities
B.A., M.A. – Brigham Young University
Ph.D. – Florida State University
- Joseph Taylor, Professor, Dance
A.A. – Northwest Florida State College
B.F.A., M.F.A. – Florida State University
- Lois Van Dam, Professor, Music
B.A., M.A. – Bob Jones University
- D. Ann Waters, Professor, Art History
A.A. – Chipola Junior College
B.A. – University of West Florida
M.A. – University of South Alabama
E.D.S. – University of West Florida
- Robert Whittaker, Theater Technical Supervisor
B.F.A. – North Carolina School of the Arts
- Kristen Williams, Gallery Director
B.A. – Rhodes College
M.A. – Indiana University

LEARNING RESOURCES CENTER

- Janice W. Henderson, Division Director, Research and
Learning Resources Services
B.S. – Spring Hill College
M.S.L.S. – University of North Carolina
- Owen Adams, Reference Librarian
A.A. – Gulf Coast Community College
B.A. – Our Lady of the Lake University
M.S.L.S. – Florida State University
M.B.A. – University of West Florida
- Deborah Crabtree, Library Technician II
A.A. – Northwest Florida State College
- Steve Fielding, Library Technician III
A.A. – Northwest Florida State College
- Pamela R. Hynes, Library Technician III
B.A. – Central Michigan University
- Overia “Denise” Jones, Library Technician I
A.S. – Northwest Florida State College

- Edward M. Livingston, Jr., Media Services Manager
A.A. – Northwest Florida State College
- Sandra MacDonald, Library Technician II
- Shelton W. Mann, Jr., Technology Support Specialist
A.A. – Northwest Florida State College
A.S. – Vernon Regional Junior College
B.S. – Wayland Baptist University
- Kathy Richardson, Library Technician III
B.A. – University of South Carolina
- Paula Schrader, Educational Services Librarian
B.S. – University of Wyoming
M.S. – Western Kentucky University
- Rhonda Trueman, Access Services Librarian
A.A. – Central Piedmont Community College
B.A., M.L.I.S. – University of North Carolina

LITERACY CENTER AND ADULT BASIC EDUCATION

- Barbara M. Jones, Director
B.S. – Tennessee Technological University
M.A. – University of West Florida
- Jean “Jeanie” Eidem, Instructor/Trainer for Family Literacy/Even
Start
A.A.S. – Central Texas College
A.A., B.A.S. – Northwest Florida State College
- Marian Denise Irwin, Grants Staff Assistant, AmeriCorps
A.S. – Pensacola State College
A.A. – Tallahassee Community College
- Sheron McLaney, Transition Specialist
B.S. – University of West Florida
- Nancy Ordonia, Coordinator, Adult Education Program
A.A. – Valencia Community College
B.A. – University of Central Florida
- Melissa Shadix, Senior Staff Assistant, Adult Education
A.A. – Northwest Florida State College
- Laurie Von Kaenel, AmeriCorps Director
B.S. – State University of New York

MATHEMATICS

- Michelle Ragle, Professor, Chair, Department Mathematics
A.A. – Northwest Florida State College
B.A., M.A. – University of West Florida
M.S., Ph.D. – University of Florida
- Douglas Dunbar, Professor
B.S. – Auburn University
M.A. – California State University
M.S. – Florida State University
- Ronald Ethridge, Professor
B.A., M.A. – University of West Florida
M.S. – Air Force Institute of Technology
- Perian Herring, Assistant Professor
B.S., M.Ed. – Auburn University
Ph.D. – Florida State University
- Guangyu Liu, Professor
M.S. – Nanjing University – China
Ph.D. – University of Connecticut
- Mary “Priscilla” McAlister, Learning Lab Manager
B.S. – Oklahoma State University
M.A.T. – University of West Florida
- Cynthia McGinnis, Professor
A.A. – Hillsborough Community College
B.A., M.A. – University of West Florida
- Christopher R. Mizell, Professor
B.A., B.S. – Union University
M.S. – University of Memphis
- Robin Charles Olmstead, Professor, Mathematics
B.S., M.S.T. – Georgia Southern College

MATHEMATICS (cont.)

- Nishant Patel, Assistant Professor
B.S., M.S. – Maharaja Sayajirao University of Baroda
M.A. – University of South Florida
- Julia K. Polk, Professor
B.S. – Southeastern Louisiana University
M.S. – Clemson University
- Rajalakshmi Sriram, Professor
B.Sc., M.Sc. – University of Mysore
M.A. – State University of New York
Ph.D. – University of Texas
- Alicia Steinberg, Instructional Support Specialist
A.A. – Tallahassee Community College
B.S. – University of Florida
- Amie Urban, Professor
B.A. – New College of Florida
M.A. – University of Texas

NURSING

- Charlotte Kuss, Director of Nursing
B.S.N. – Ohio State University
M.S.N. – University of South Alabama
- Candis Carrillo, Professor, Nursing
B.S.N. – St. Louis University School of Nursing
M.S.N. – University of Alabama in Birmingham
- April Carter, Professor, Nursing
B.S.N. – Bishop Clarkson College of Nursing
M.S.N. – University of Texas Health Science Center
- Toinette Higgins, Professor, Nursing
L.P.N. – Macarthur State Technical College
A.S.N. – Excelsior
B.S.N., M.S.N. – University of Phoenix
- Kathleen McNair, Instructional Support Specialist,
Health Technology
A.S. – Northwest Florida State College
- Henry Lee Moore, Assistant Professor, Nursing
A.S. – Northwest Florida State College
B.S.N. – Florida State University
- Janet Place, Professor, Nursing
B.S.N. – California State University
M.S.N. – University of Utah
Vocational Certificate – University of West Florida
- Elizabeth Robison, Professor, Nursing
B.S.N. – Duke University
M.S. – Troy University
M.S.N. – University of Alabama at Birmingham
- Sherry Ward, Professor, Nursing
A.A., A.S.N. – Darton College
B.S.N. – Georgia Southwestern University
M.S.N. – Troy University

PUBLIC SAFETY

- Barry Reed, EMS & Fire Science Program Director
A.A. (2) – CCAF
B.S. – Midwestern State University
- Sean Lynch, Director, Criminal Justice Training Center
A.A. & Certificate – Northwest Florida State College
B.S. – Florida State University
- Ron Bishop, Training Center Coordinator
B.S. – Troy State University
- Phyllis Davis, Instructional Support Specialist
Certificate – Northwest Florida State College
- Virginia Haddad, Professor
B.A. – University of Arkansas at Little Rock
J.D. – College of Law, University of Arkansas
at Little Rock
L.L.M. – George Washington University

- Renee Johnson, Training Center Coordinator
A.A.S. – Northwest Florida State College

RADIOGRAPHY

- Grace Stewart, Radiography Program Director
A.A., A.S. – Pensacola Junior College
B.S. – Florida Hospital School
M.L.S. – Fort Hayes State University

SCIENCES

- Darryl Ritter, Division Director,
Biological and Physical Sciences/Professor, Biology
B.S. – University of Illinois
M.S., Ph.D. – Southern Illinois University
- Gail S. Baker, Professor, Biology
A.B. – Calvin College
M.A. – Vanderbilt University
Ph.D. – Mississippi State University
- Allison Beauregard, Mattie M. Kelly Distinguished Endowed
Teaching Chair in Environmental Sciences
B.S. – University of Maine
Ph.D. – University of Delaware
- Jonathan R. Bryan, Professor, Geology
B.S. – Florida State University
M.S. – University of Florida
Ph.D. – University of Tennessee
- Ralph Calhoun, Professor, Physics
A.A. – Chipola Junior College
B.S. – University of West Florida
M.S., Ph.D. – Florida State University
- Susan Erickson, Science Lab Specialist
A.A. – Northwest Florida State College
- Philip Heise, Professor, Biology
B.S. – University of New Mexico
M.S. – Penn State University
Ph.D. – University of Tennessee
- Mark Horrell, Professor, Earth Science
B.S. – Troy University
M.S. – University of Kentucky
Ph.D. – University of Chicago
- Patrick D. McArthur, Professor, Biology
B.A. – California State University Northridge
M.Ed. – Azusa Pacific University
Ph.D. – The University of Southern Mississippi
- J. Jean Mitchell, Assistant Professor, Anatomy & Physiology
A.A. – Ocean County College
B.S., Ph.D. – University of Florida
- Anthony Russo, Professor, Physical Science, Physics
A.A. – Miami-Dade Community College
B.S., M.S. – Florida Atlantic University
- Deanna Simpson, Instructional Support Specialist
Certificate, A.A. – Northwest Florida State College
- Lisa Struck, Professor, Chemistry
A.A. – Pensacola Junior College
B.S. – Florida State University
M.A. – Rice University
Ph.D. – Rice University
- Kurt A. Teets, Professor, Chemistry
B.S. – Purdue University
Ph.D. – University of Southern California
- Margaret I. Tu, Science Lab Supervisor
B.S. – Chung-Hsin University
M.S. – Tuskegee Institute
- Frank Wilderman, Jr., Assistant Professor, Biology
B.S. – Allentown College
Ed.M. – Temple University
D.P.M. – Pennsylvania College of Podiatric Medicine

SOCIAL SCIENCES

Joyce Goldstein, Dean, Communications & Social Sciences
 B.A. – University of South Florida
 M.A. – Our Lady of the Lake University
 Ph.D. – St. Louis University

Theodore (Ted) A. Barker, Professor, Social Science
 B.S., M.S., Ph.D. – Florida State University

Wendell Griffith, Professor, Social Science
 B.A. – Louisiana Tech University
 M.A. – University of West Florida

Amy Junger, Instructional Support Specialist

Aven Lofquest, Professor, Social Science
 B.A., M.A.T. – College of Notre Dame

Cecelia Rivers, Professor, Social Science
 B.S. – Alabama State University
 M.A. – University of South Alabama

David Schjott, Professor, Social Science
 B.A., M.A. – University of South Alabama
 M.S. – Troy University
 Ed.D. – Nova Southeastern University

Robyn Strickland-Gordon, Professor, Social Science
 B.S. – Troy University
 M.A. – University of West Florida

STUDENT SERVICES/ATHLETICS/HEALTH AND FITNESS

Michael “Mickey” Englett, District Dean of Students/
 Division Director of Athletics, Health & Fitness
 B.S., M.A. – University of South Alabama
 M.S. – University of West Florida

Athletics/Health & Fitness

Jack Byerley, Women’s Head Softball Coach
 B.S. – University of South Alabama

Nicholas Fletcher, Assistant Baseball Coach
 B.S. – Falkner University

Steven Forbes, Men’s Head Basketball Coach
 A.A. - Muscatine Community College
 B.S.E. - Southern Arkansas University

Kim Gibson, Instructional Support Specialist

Taryn Gray, Assistant Fast-Pitch Softball Coach
 B.S. - Auburn University

Patrick Harrington, Women’s Head Basketball Coach
 B.A. - Rollins College

W. Doug Martin, Head Baseball Coach
 B.S., M.Ed. – Auburn University

Tamela McCorvey, Assistant Women’s Basketball Coach
 B.A. - Auburn University

Ramsey Ross – Student Athletics Coordinator
 B.S., M.S. – Florida State University

Student Activities

Aimee Watts, Student Activities Coordinator
 B.S., M.S. – Troy University

Army ROTC – Military Science

Stephen Duckworth, Major, United States Army
 B.A. – University of South Alabama

Enrollment Services

Christine C. Bishop, Dean – Enrollment Services/Registrar
 A.A. – Alpena Community College
 B.S. – Troy University
 M.S.A. – Central Michigan University

Janice M. Buchanan, Coordinator of Enrollment Services & Testing
 A.A. – Ball State University
 B.A. – St. Leo College
 M.P.A. – Troy University

Karyn Cooper, Evaluation Specialist
 B.A. – University of Florida

Bree Durham, Instructional Services Specialist
 A.A. – Northwest Florida State College
 B.S. – Florida State University

Loretta “Lori” Harrington, Senior Staff Assistant,
 Dual Enrollment and Admissions
 B.A. - Colorado State University-Pueblo
 M.S. - Kansas State University

Elizabeth W. Kuntz, Enrollment Services Technician
 B.A. – University of Cincinnati

April Leake, Records and Reports Specialist
 A.A. – Northwest Florida State College
 B.A., M.Ed. – University of West Florida

Carla Martin, Enrollment Services Specialist/Testing Specialist
 A.A. – Northwest Florida State College
 B.S. – University of West Florida

Maddalena Fricano Ostrowski, Coordinator of Recruitment
 A.S. – Parkland College
 B.A., M.Ed. – University of West Florida

Debra Patterson, Admissions Specialist
 Certificate - Northwest Florida State College

Jasmin Ricks, Enrollment Services Specialist
 A.A. - Northwest Florida State College

Brenda Talbot, Transcript Specialist
 B.A. – University of West Florida

Carolina Urena, Admissions Specialist

Jayne Young – Testing Supervisor
 B.S. – Ohio State University
 M.Ed. - University of West Florida

Counseling/Advising

Dianne Faith Avillion, Director, Counseling and Advising
 B.A. – Mansfield State College
 M.Ed., Ed.S. – University of Florida
 Ed.S. – University of West Florida

Cindy Bell, Enrollment Services Specialist
 A.A. & A.S. – Northwest Florida State College

Sandra Bishop, Educational Advisor, Health Technology
 B.S. – Florida State University

Traci Carelly, Enrollment Services Specialist

Nancy DiBattista, Educational Advisor,
 International Student Admissions
 B.A. – Wright State University
 M.S. – Troy University

Elizabeth “Betsy” Hanson, Educational Advisor
 B.S. – Florida State University

Josette Horne, Educational Advisor
 A.S. – Northwest Florida State College

Barry Tidmore, Educational Advisor
 B.S. – University of Alabama
 M.S. – University of West Alabama

STUDENT SERVICES (cont.)

Financial Aid

- Patricia Bennett, Director, Financial Aid/Veteran's Affairs
B.A. – Fairmont State College
M.A. – Marshall University
- Christa Henderson, Financial Aid Specialist – Pell Grant
A.A. – Northwest Florida State College
B.S. – Florida State University
- Suzanne Keithley, Financial Aid Technician
A.A. – Cambridge School of Business
- Kymerly Lang, Financial Aid Specialist
- Kristen Last, Financial Aid Specialist – Scholarships
A.A. – Valencia Community College
B.S. – Old Dominion University
M.S.A. - University of West Florida
- Wanda Morgan, Financial Aid Technician
Certificate, A.A., A.A.S., B.A.S. –
Northwest Florida State College
- Anthony Pannelli III, Financial Aid Specialist – Veterans Affairs
A.A. – Northwest Florida State College
B.A. – University of West Florida

CHOCTAWHATCHEE BASIN ALLIANCE

- Julia Terrell, Director, Choctawhatchee Basin Alliance
B.S., M.S. – University of Florida
- Sarah Kalinoski, Grant Coordinator
B.F.A., M.A. – New York University
- Alison McDowell, Senior Grant Manager
B.A. M.S. – University of West Florida

FORT WALTON BEACH CAMPUS

- David L. Goetsch, Vice President,
Community Relations and Workforce Development
A.S. – Pensacola Junior College
B.S., M.A. – University of West Florida
M.S., M.A., M.S. (3) – Troy University
Ed.D. – Nova Southeastern University
- Kenneth Goodwin, Groundskeeper
- Lee A. Gouthro, Staff Assistant II
B.S. – University of North Carolina
- Mary L. Henderson, Director,
Fort Walton Beach Campus and Dual Enrollment
B.A., M.A.T., Ed.D. – University of West Florida
- Floripes Jettner, Library Technician I
A.A. – Northwest Florida State College
B.S.B.A. – University of West Florida
- Suzanne Johnson, Counselor
B.S. – University of Rochester
M.S. – Troy University
- David Lewis, Skilled Craftsman I
- Mary Joan Lindsey, Educational Advisor/
Student Support Specialist
B.A. – University of Kentucky
- Margaret "Meg" Herrick McManus, Professor,
Computer Science
A.A., A.A.S. – Northwest Florida State College
B.S., M.S., Ed.D. – University of West Florida
- Dory O'Brien, Professor, English/Foreign Languages
B.A., M.A., Ph.D. – University of Iowa
- Robin Charles Olmstead, Professor, Mathematics
B.S., M.S.T. – Georgia Southern College
- Christopher Page, College Stores Specialist III
A.A. – Northwest Florida State College
B.A. – University of West Florida
- Cheryl C. Powell, Professor, English
B.A. – Auburn University
M.A., Ph.D. – Florida State University

- Nancy Pyle, Campus Specialist
B.S. – Kansas State University
- Maxine Randolph, Student Services Specialist
A.A., B.A. – St. Leo College
- Larry Sassano, Economic Development Council
B.B.A. – Ohio State University
- George J. Tillis, Jr., Computer Lab Specialist
A.S. – Northwest Florida State College
- Frank Wilderman, Jr., Assistant Professor, Biology
B.S. – Allentown College
Ed.M. – Temple University
D.P.M. – Pennsylvania College of Podiatric Medicine
- Richard Yocke, Groundskeeper

COLLEGE CENTERS

Chautauqua Center

- Barbara M. Jones, Director
B.S. – Tennessee Technological University
M.A. – University of West Florida
- Janet Faubel, Educational Advisor
B.A., M.A. (2) – University of West Florida
- Glenn Hutchinson, Facilities Maintenance Specialist
- Tammy D. Lawrence, Staff Assistant III

Eglin Center

- Kathy Martin, Campus Specialist
A.A. – Northwest Florida State College
B.S. – University of West Florida

Hurlburt Center

- Rhonda Duryea, Director
B.S. – Methodist College
M.S. – Troy University
Ed.S. – University of West Florida
- Charlotte Kelly, Staff Assistant III
B.S. - Troy University

Robert L. F. Sikes Education Center

- Gail C. Kaltz, Director
B.S., M.Ed. – University of West Florida
- Marcee Cook, Staff Assistant III
A.A. – Northwest Florida State College
- John "Aveary" Matthews, Facilities Maintenance Specialist

South Walton Center & Choctawhatchee Basin Alliance

- Julia Terrell, Director, Choctawhatchee Basin Alliance
B.S., M.S. – University of Florida
- Holley Langille, Campus Specialist
B.S., M.S. - Auburn University
- William Arrant, Facilities Maintenance Specialist

ADMINISTRATIVE SERVICES

- Gary Yancey, Vice President – Administrative Services
B.S. – Florida State University
M.B.A. – Florida State University
Ed.D. – University of Florida
- Maria Checkley, Facilities Coordinator/Administrative Assistant
- Business Services**
- Donna K. Utley, C.P.A., Associate Vice President for
Business Services
B.S. – Texas Technological University
M.S. – Texas A&M University
- James Adams, Business Office Manager/Analyst
A.A. – Northwest Florida State College
B.A. – University of West Florida

ADMINISTRATIVE SERVICES (cont.)

Tamara "Tammy" Adams, Accountant
A.A. – Northwest Florida State College
B.S.B.A. – University of West Florida

Wendy Ates, Staff Assistant I, Business Office
A.S. - Northwest Florida State College

Nabanita Bhattacharya, Accountant
B.A., M.A. - University of North Bengal

Mary Blanchet, Senior Staff Assistant, Financial Services

Serena Brown, Accountant
B.S.B.A. – Missouri Southern State University

Elizabeth "Beth" Dunn, Purchasing Support Specialist

Pamela Kaby, Controller
B.B.A. – Pittsburg State University

Dedria Lunderman, Purchasing Coordinator
B.S. – Southern University
M.S. – Troy University
Ed.S. – University of West Florida

Sharon Marsh, Cashier Supervisor, Business Office

Sharon Oehler, Fiscal Assistant/Accounts Receivable
A.A. – University of Alaska Anchorage

Anne Puette, Fiscal Assistant/Accounts Payable
A.S. - Northwest Florida State College

Robin Stewart, Staff Assistant I, Business Office
A.A. - Northwest Florida State College

Human Resources

Nancy Murphy, Director of Human Resources
A.A. – Northwest Florida State College
B.A. – St. Leo College

Shari Forfa, Human Resources Specialist
A.A. – Northwest Florida State College
B.S. – University of West Florida
M.S. – Troy University

Carol Hanley, Staff Assistant III

Jonathan Marshall, Staff Assistant II

Information Technology

Greg Eller, Director, Information Technology
A.A. – Gulf Coast Community College
B.S. – University of West Florida

Donna B. Bouchard, Senior Programmer/ Analyst
B.S. – University of Rhode Island

Thuyen Buendia, Network Specialist I
A.S. - Northwest Florida State College

Robert Coache, Systems Programmer

Kenneth Frazier, Senior Programmer/ Analyst
A.A. – Northwest Florida State College
B.S. – University of West Florida

Jessie Graves, Senior Network Specialist
A.S., A.A. – Northwest Florida State College

Jesse Hall, Network Specialist II

John C. Hutson, Data Base Administrator
B.S. – Florida State University

Leanne Jordan, Information Technology Specialist
A.A. – Northwest Florida State College

E. Gregg Laird, Network Administrator
A.A. – Northwest Florida State College
B.S., M.B.A. – University of West Florida

Raquel McKay, Database Specialist
B.S. – AMA Computer College

Robin McNeill, Senior Programmer/Analyst
A.A. – Lurlene B. Wallace State Junior College
B.S. – Troy University

Lisa Spikes, SQL Analyst
A.A. – Northwest Florida State College

George Stroh, Mainframe Technical Support Specialist
A.A.S. (2) – Northwest Florida State College

Gregory Tulenko, SQL Analyst
B.A. - Indiana University of Pennsylvania

Physical Plant

John Rickard, Director, Physical Plant
A.A. – Northwest Florida State College
B.S. – Troy University

James Barfield, Physical Plant Attendant/Grounds

Johnny Bell, Custodial Worker

Gary Cassell, Senior Custodian
A.A. – Northwest Florida State College

Thomas Cole, Custodial Worker

Thomas Crum III, Custodial Worker

Sang Dang, Custodial Worker
B.S. – California State University

Marty Edwards, Senior Groundskeeper

Patrick Epps, Groundskeeper

Robert Freeman, Receiving/Shipping Specialist
(Central Services)
A.A.S. – Community College of the Air Force
A.A.S. – Northwest Florida State College

Erin Glenn, Senior Custodian

Don Grace, Grounds Supervisor

Adam Guiles, Senior Custodian
B.S. – Crown College

Michael Hankish, Custodial Worker

Jean Harris, Custodial Worker

Jo Ann Hobbs, Custodial Worker

David Hoffman, Groundskeeper

Sherry Miller, Senior Custodian

Brandon Monte, Custodial Worker

Chubbie Moore, Senior Custodian

Kevin Moore, Custodial Worker

Thomas Moore, Groundskeeper

Gary Plyler, Groundskeeper

Chris Polazzo, Custodial Worker
Certificate – Northwest Florida State College

Benjamin Randolph, Bus Driver/Vehicle Maintenance
B.A. – Saint Leo University

Tammy Ricchio, Custodial Worker

Alexander Rich, Custodial Supervisor
A.A.S. - Community College of the Air Force

Deborah Rolison, Staff Assistant II

Mac Shepherd, Custodial Worker

Janet Strong-Floyd, Custodial Worker

Lee Roy Thomas, Groundskeeper

Masaru Uezato, Office Assistant/Courier (Central Services)

Gary Weinhold, Custodial Worker
Electrician Helper Certificate – Okaloosa Co. Vo. Tech.

Carl Younger, Central Receiving/Mail Supervisor
(Central Services)
A.A.S. – Community College of the Air Force
B.S. – University of Maryland
M.S., M.P.A. – Troy University

ADMINISTRATIVE SERVICES (cont.)

Facilities

Sam Jones, Facilities Director
Maria Checkley, Facilities Coordinator/
Administrative Assistant
Heinz Falk, Assistant Facilities Director
John Feris, Skilled Craftsman II (HVAC Technician)
A.A. - ITT Technical Institute
HVAC Certificate - Mississippi Gulf Coast
Community College
Daniel Fife, HVAC Technician
HVAC Certificate - Locklin Technical
Elbert Gore, Skilled Craftsman II
James Mayes, Clerk of the Works
B.S. - Livingston University
M.S. - Troy University
David O'Keefe, Skilled Craftsman I
Douglas Picklap, Supervisor of Plant Operations/HVAC
A.A. - Danville Area Community College
Thomas Schwarz, Skilled Craftsman I
Bobby Sexton, Trades Specialist
A.A. - Northwest Florida State College
William Stewart, Trades Specialist
Dewey Wells, Skilled Craftsman I
Kevin West, Skilled Craftsman II (HVAC Technician)
Shane White, Renovation Coordinator

Auxiliary Services

Gwen J. Street, Director, Auxiliary Services
A.A., A.S. - Northwest Florida State College
B.S. - Troy University
Phyllis Decker, College Store Specialist II
Kelly Miller, College Store Specialist I
Tami Van Dyke, College Store Specialist III

Food Services

James Breault, Food Services Coordinator
Certificate - Food Services
Certificate - Applied Food Service Sanitation
Vera "Joanie" Byrne, Events Specialist
Toni Grogg, Food Services Supervisor

RETIRED FACULTY AND PROFESSIONAL STAFF

- * James Edward McCracken, Ph.D., 1964–1988, President Emeritus
- * Henderson Adams, M.A., 1968–1981
- Roger Adams, B.S., M.S., Ph.D., 1989–2004
- * Lucile Anderson, M.A., 1964–1972
- * Hilda M. Anger, M.A., 1968–1991
- Robert C. Atwood, A.A., B.S., M.A., 1976–2007
- Vera Craiger Auerbach, M.A., 1968–1987
- Karen Baker, A.A., B.A., M.A., 1982–2004
- * Jack Bartell, M.A., 1964–1971
- * Roby A. Beal, Ed.D., 1967–1988
- Ernest Beasley, B.A., M.A., 1968–1992
- Myrtle B. Beavers, A.A., B.A., M.A., Ph.D., 1984–2003
- Eugene S. Benvenuti, B.S., M.A., 1970–1993
- * Harold Boone, 1972–1987
- Sue T. Bridges, B.S., M.Ed., Ph.D., 1988–1998
- Gaius Bruce, B.S., M.S., 1966–2004
- * Roy Bundy, Ph.D., 1968–1989
- Marilee C. Caldwell, B.S., M.S., Ed.D., 1972–2010
- * Louise Campbell, M.A., 1967–1970
- Herbert J. Cash, M.S., 1968–1989
- George Castle, M.A., 1972–1985
- Leigh Chapman, 1969–1979
- * Grady Clark, 1973–1983
- Flora Conger, B.S., M.S., Ed.D., 1971–1992
- Ned R. Couey, B.S., M.A., Ed.D., 1971–2004
- Margaret A. Crozier, B.A., M.A., 1965–2002
- Jack Culwell, M.S., 1967–1987
- * Carl Davy, 1974–1992
- * Fanny-Fern Davis, Ph.D., 1965–1968
- * Reate Davis, B.G.S., M.S., 1984–1994
- James A. Durham, B.S., M.S., Ed. D., 1964–1997
- Diane V. Edgington, B.M.E., 1995–2005
- * Dorothy Fernstrom, Ed.D., 1971–1986
- * Gerald Fowler, M.B.A., 1973–1988
- Edward Friese, B.S., M.A.T., 1967–2002
- Edwin A. Gardner, B.A., M.A., 1971–1996
- James A. Graham, A.A., B.S., M.S., 1971–1998
- * John Glasgow, M.S., 1964–1987
- William Grigsby, A.S., B.S., M.S.P.A., 1989–1995
- * Earl Gulledege, Ph.D., 1971–1984
- Inez W. Bailey Hall, B.S., M.Ed., 1983–2001
- William T. Hall, B.S., M.S., 1986–1997
- Ross E. Hamilton, B.S., M.S., 1968–2002
- * Arnie Hart, Faculty Emeritus, B.F.A., M.Ed., 1966–1999
- * Dorothy P. Harris, M.A., 1970–1991
- Ronald A. Head, B.S., M.A., Ph.D., 1965–1996
- Lanny Heath, B.S., M.A., 1964–1997
- Lewis Heckroth, B.A., M.S., 1964–1992
- Tom Hester, B.S., 1967–1985
- * Rosa N. Hilton, M.A., 1965–1986
- Elizabeth Jones Hoefflin, M.S.L.S., 1968–1978
- James D. Holland, B.S., M.S., 1984–1997
- * Rietta Howard, A.B., M.A., 1968–1992
- Myron Howell, B.S.E., M.Ed., 1968–1993
- * Dorothy Jackson, M.B.E., 1969–1991
- Annabelle James, B.A., M.A., 1984–2000
- Gordon L. Jasperson, B.S., M.S., Ed.S., 1974–2002
- Chilton Jensen, M.S., 1968–1976
- * Cecil Johnson, M.S., 1965–1985
- Doris L. Johnson, B.S., M.Ed., Ed.D., 1977–2002
- * Wesley Johnstone, B.S., 1984–1991
- Martha C. Jordan, B.A., M.S., 1967–1993
- * Donald Kampwerth, B.S., M.S., 1980–1993
- Victoria Keller, 1964–1994
- Sybil King, 1980–1990
- Dianne F. Kostelny, B.S., M.Ed., 1988–2011
- * Kenneth Kuhn, B.S., 1995–2001
- Charlotte A. Langley, B.S., M.S., 1966–2002
- * James LaRoche, M.A., 1968–1983

- Robert A. Larson, B.S.S., M.A., Ph.D., 1965–1995
- R. D. Lawson, M.S., 1970–1985
- John Leatherwood, B.M., M.M., 1968–2005
- Lionel O. Leon, Jr., B.S., M.S., Ed.D., 1965–1993
- George Lucas, B.B.A., M.A., 1970–2003
- Elizabeth Martin, M.A., 1965–1987
- Victoria Martinez, B.S., M.S., 1993–2006
- * Joseph J. Matthews, B.A., M.A., Ph.D., 1964–1997
- Juda McAdoo, B.G.S., M.S., 1989–2005
- * Maurice Mettee, 1968–1982
- Robert Miller, B.S., M.B.A., 1985–2001
- * George Muhlbach, M.A., 1969–1984
- Albert Nudo, M.M., 1968–1985
- * David C. Owens, B.S., M.F.A., 1971–1997
- * Alfred S. Pell, B.S., 1977–1987
- Joel Perdue, M.B.A., 1984–1996
- Riley Perdue, 1973–1996
- Fred Phillips, 1973–1981
- Margaret Phillips, A.A., B.A., M.A.L.S., 1973–2007
- Charles Pulley, B.S.R, M.P.E., 1965–1995
- * Laura N. Ray, M.A. L.S., 1965–1979
- Louan Rathke, B.A., M.Ed., 1967–1999
- James Richburg, A.A., B.S., M.A., Ed.D., 1987–2008
- * James Rhoades, M.S., 1967–1990
- * William S. Roberts, B.S., M.S., 1964–1993
- Hosmer W. Roberson, M.S., 1969–1996
- Lucia Walton Robinson, A.B., M.A., 1990–2006
- Ray H. Rudolph, M.B.A., 1965–1984
- * William T. Sadler, Ph.D., 1972–1985
- Jeff Schembera, B.S., M.S., 1988–2004
- Edward T. Scofield, B.A., M.A., 1971–1998
- Ronald Senzig, B.S., M.A., 1970–2005
- * Jean Sheppard, Ed.S., 1972–1989
- Naomi Shermer, R.N., 1971–1992
- Walter Shipley, B.S., M.A., 1973–2004
- * Bernice Shuler, M.S. L.S., 1969–1984
- Olivia Simmons, A.A., B.S., M.S., 1965–1993
- Lester S. Smith, B.S., M.S., 1976–1994
- Warren C. Smith, A.A., B.S., 1979–1999
- John W. Stair, B.S., M.S., 1965–1994
- Mary L. Stegall, B.S., M.S., Ph.D., 1967–1995
- Marty Steinberg, B.S., 1978–1992
- * Bruce Stewart, A.A., B.S., M.S., 1997–2011
- Jo Nelle Swenson, B.S., M.S., 1986–2008
- Merrill A. Symonds, Ph.D., 1967–1984
- Glenn Tripplett, B.A., M.S., 1990–2001
- David Vaughn, B.S., M.S., 1990–1998
- * Mamiruth Walter, M.Ed., 1964–1974
- * J. Richard Warren, B.A., M.A., Ph.D., 1973–1993
- * Lucy Warren, M.L.S., 1971–1990
- Lulu S. Watson, B.A., M.S., 1969–2003
- Eugenie Weathers, 1975–1994
- Jill White, B.A., M.P.Acc., Ed.D., 1997–2010
- Mona Williams, A.S., B.S., M.S., 1989–2007
- * C. Duque Wilson, B.A.E., M.Ed., 1964–1991
- * Robert D. Wilson, Ph.D., 1970–1991
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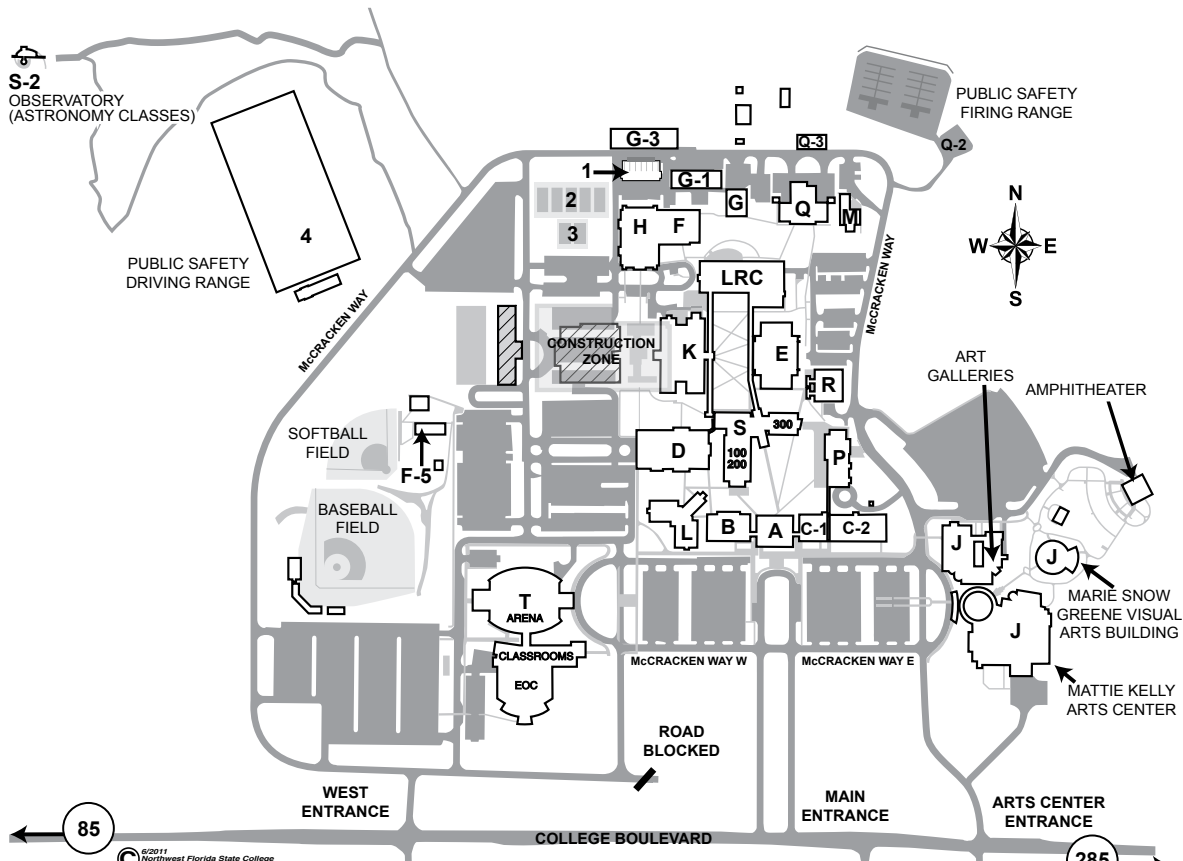
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- * Capp, Al
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- * Carter, Hodding
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- * Holzhauer, Emil
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- Myers, Gordon
American Arts Chair – Artist-in-Residence, 1966
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COLLEGE LOCATION MAPS



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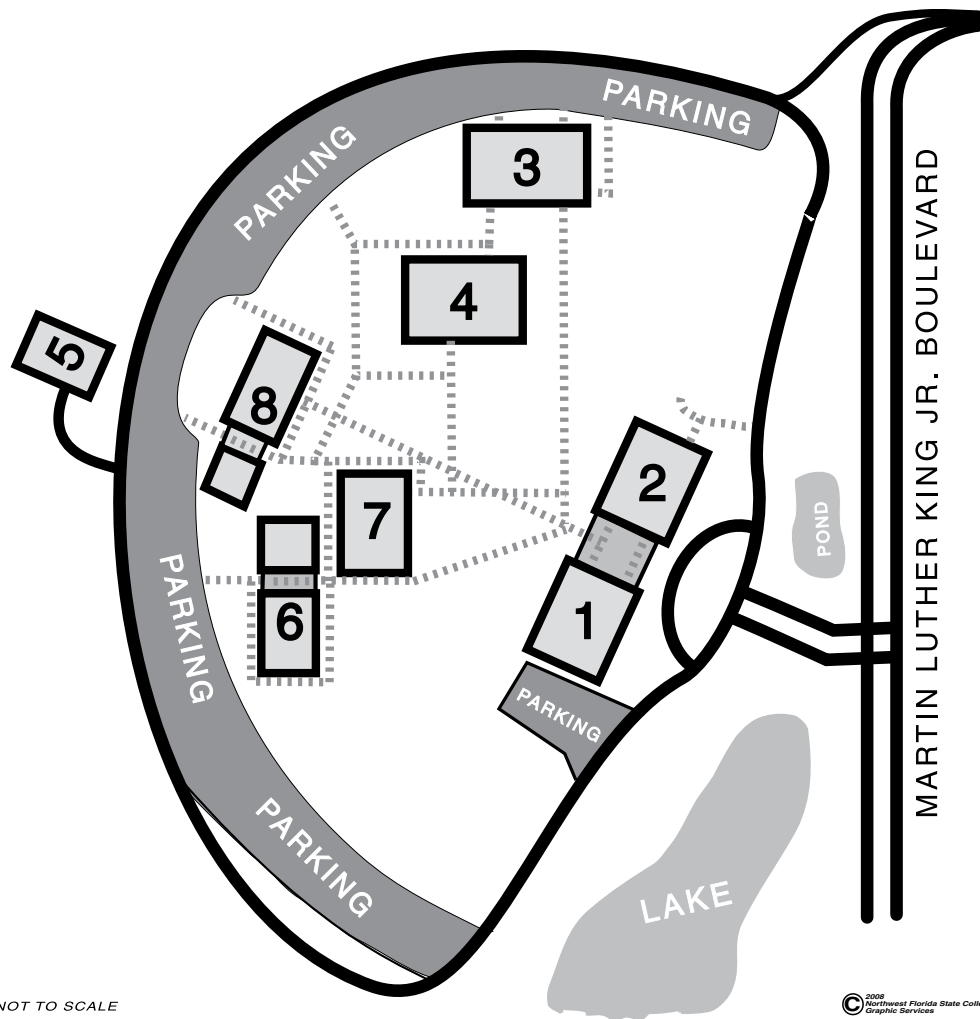
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KEY

Administration.....	A	Mary Lou O'Connor Child Development Ctr....	M
Drafting/Computer Engineering.....	B	Business.....	P
Student Services - Registration/Financial Aid..	C-1	Graphic Services/Teacher Education.....	Q
Student Services - Advising/Testing.....	C-2	Public Safety Firing Range.....	Q-2
Collegiate High School.....	D	Public Safety Vehicles.....	Q-3
Communications/Social Science/ Nursing & Allied Health/Graphic Design.....	E	Information Technology.....	R
Public Safety.....	F	Robert E. Greene, Jr. Science Building.....	S
Strength Center.....	F-5	Observatory.....	S-2
Utilities.....	G	Community Services Complex.....	T
Maintenance.....	G-1	Arena.....	T
Receiving/Grounds.....	G-3	Wellness Center/Physical Ed/ROTC.....	T
Gymnasium.....	H	Col. George E. "Bud" Day Wing.....	T
Mattie Kelly Fine & Performing Arts Center.....	J	Okaloosa County EOC/911 Center.....	T
College Mall/College Store/SGA.....	K	Racquetball Courts.....	1
Learning Resources Center.....	LRC	Tennis Courts.....	2
Math.....	L	Volleyball Courts.....	3
		Public Safety Driving Range.....	4
		College Loop Road.....	McCracken Way

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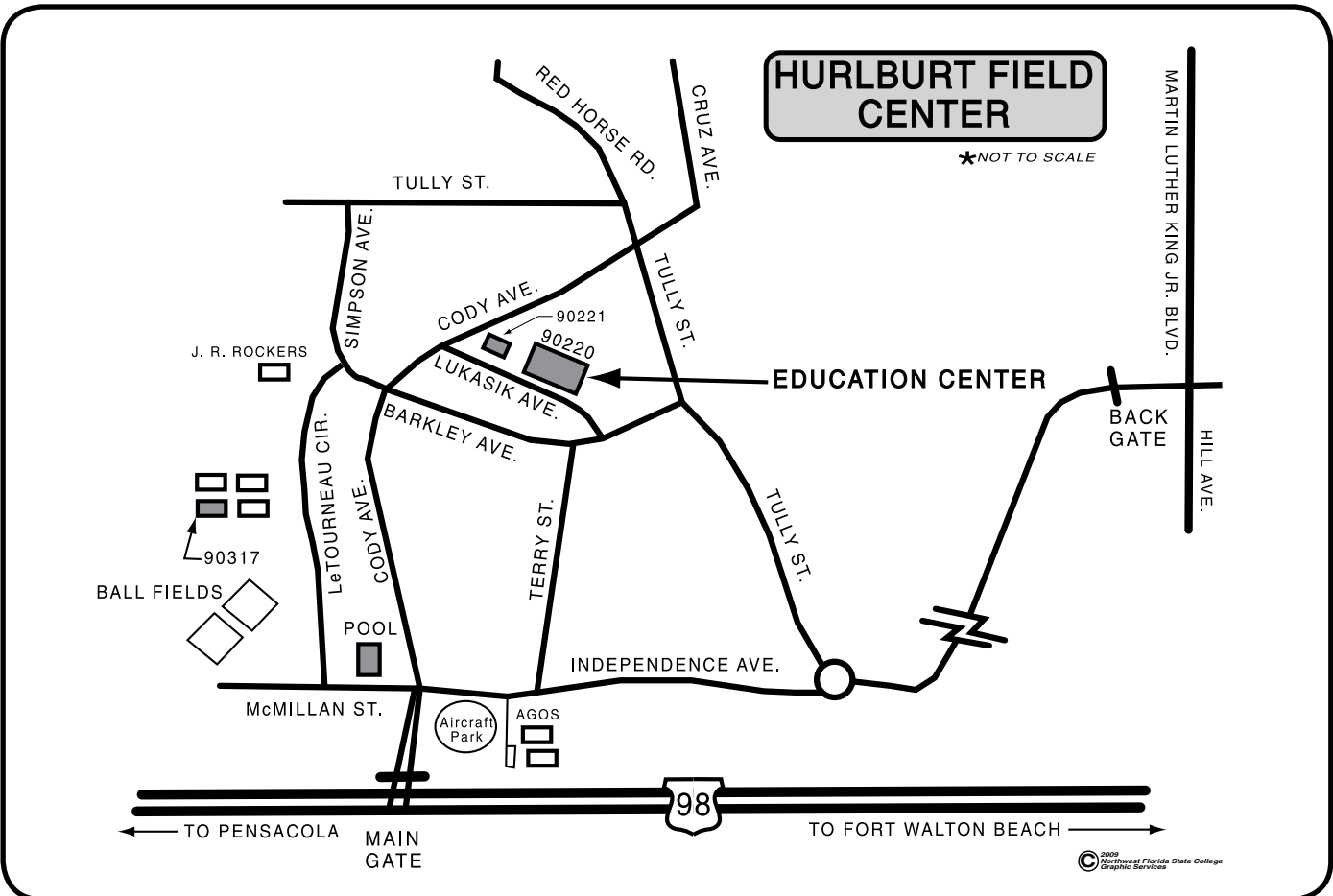
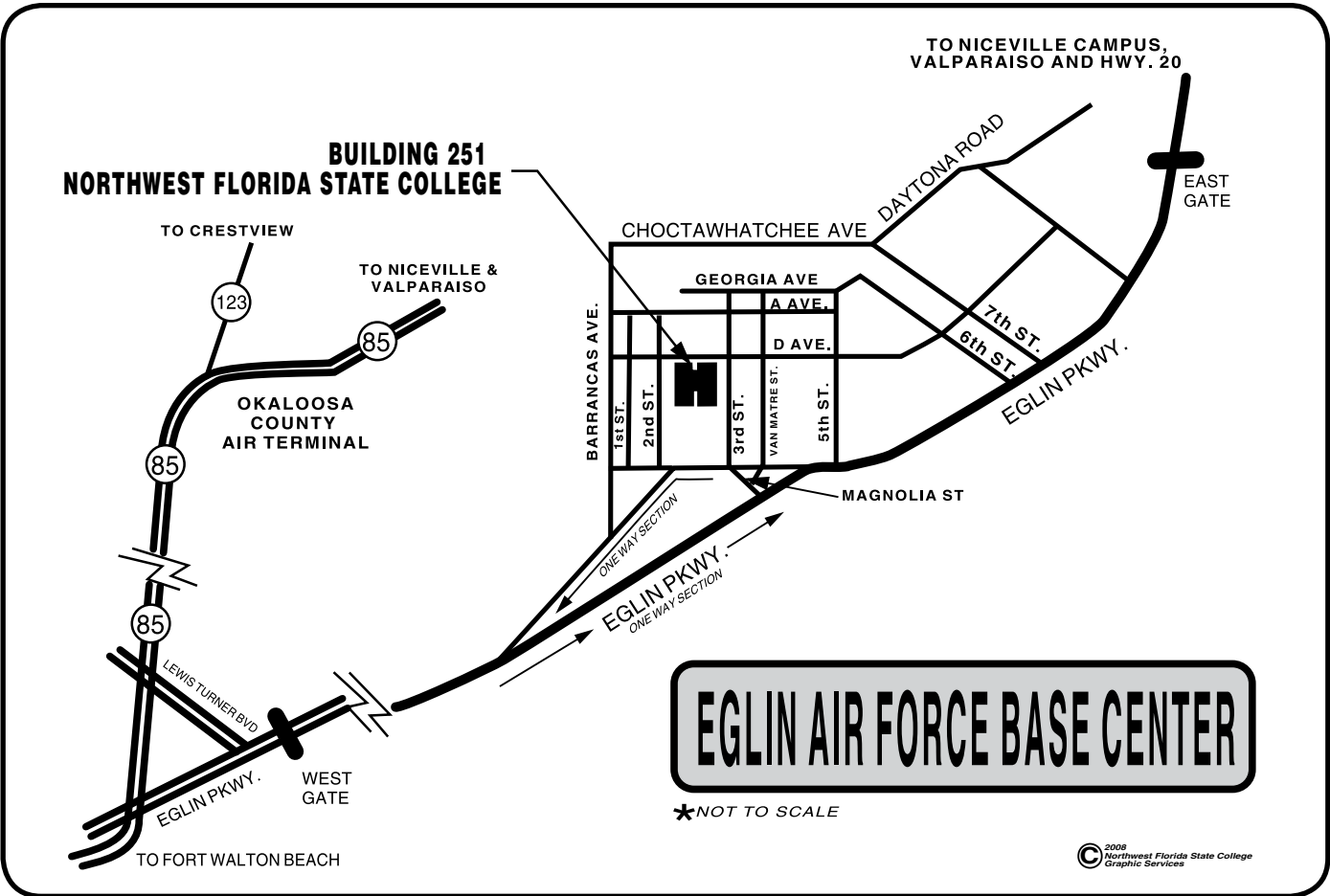


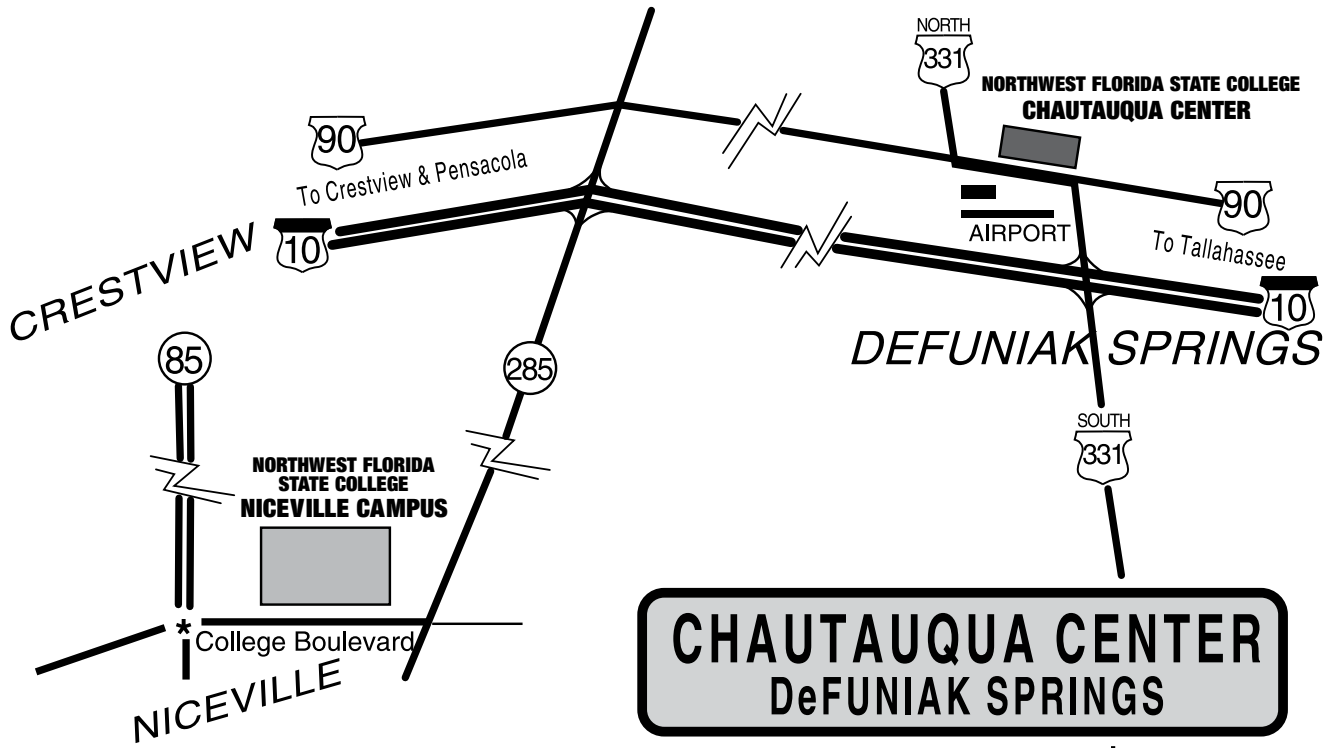
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|---------------------------------------|--|
| Bldg. 1-Administration | Bldg. 5-Utility Service |
| Bldg. 2-Student Services | Bldg. 6-Science |
| Bldg. 3-Classroom | Bldg. 7-Technology |
| Bldg. 4-Faculty Offices/
Classroom | Bldg. 8-Library, Fitness Center,
Auditorium |
| Sidewalks | □ Buildings |
| | — Streets/Roads |



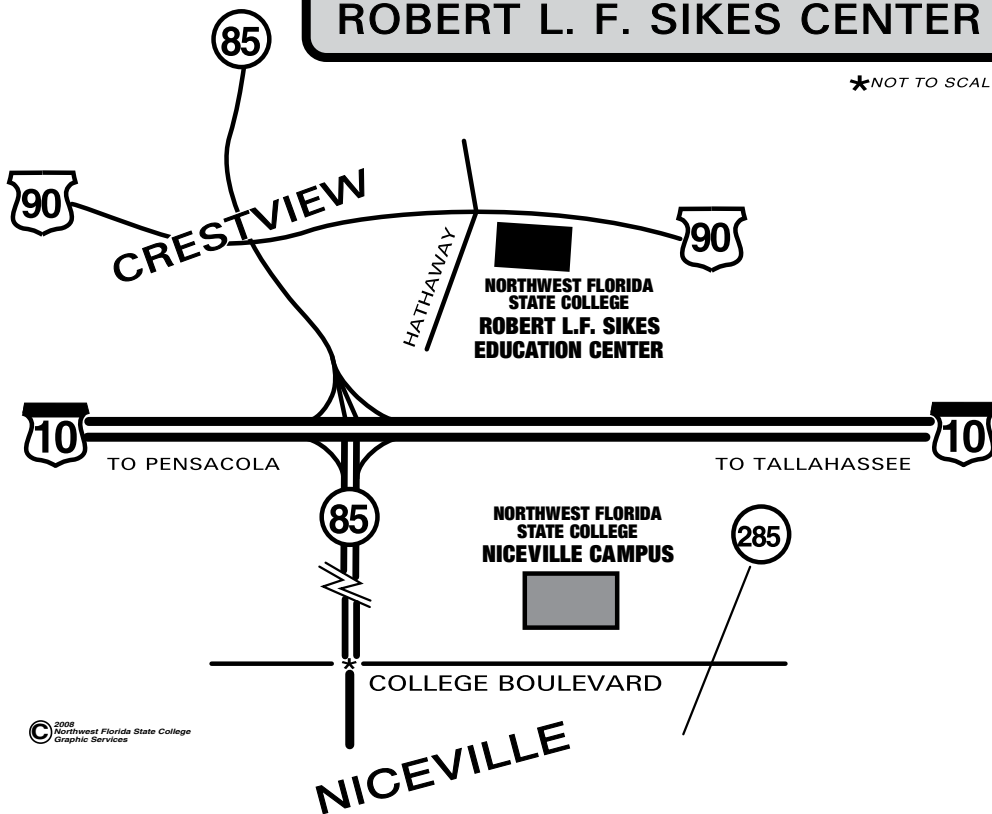


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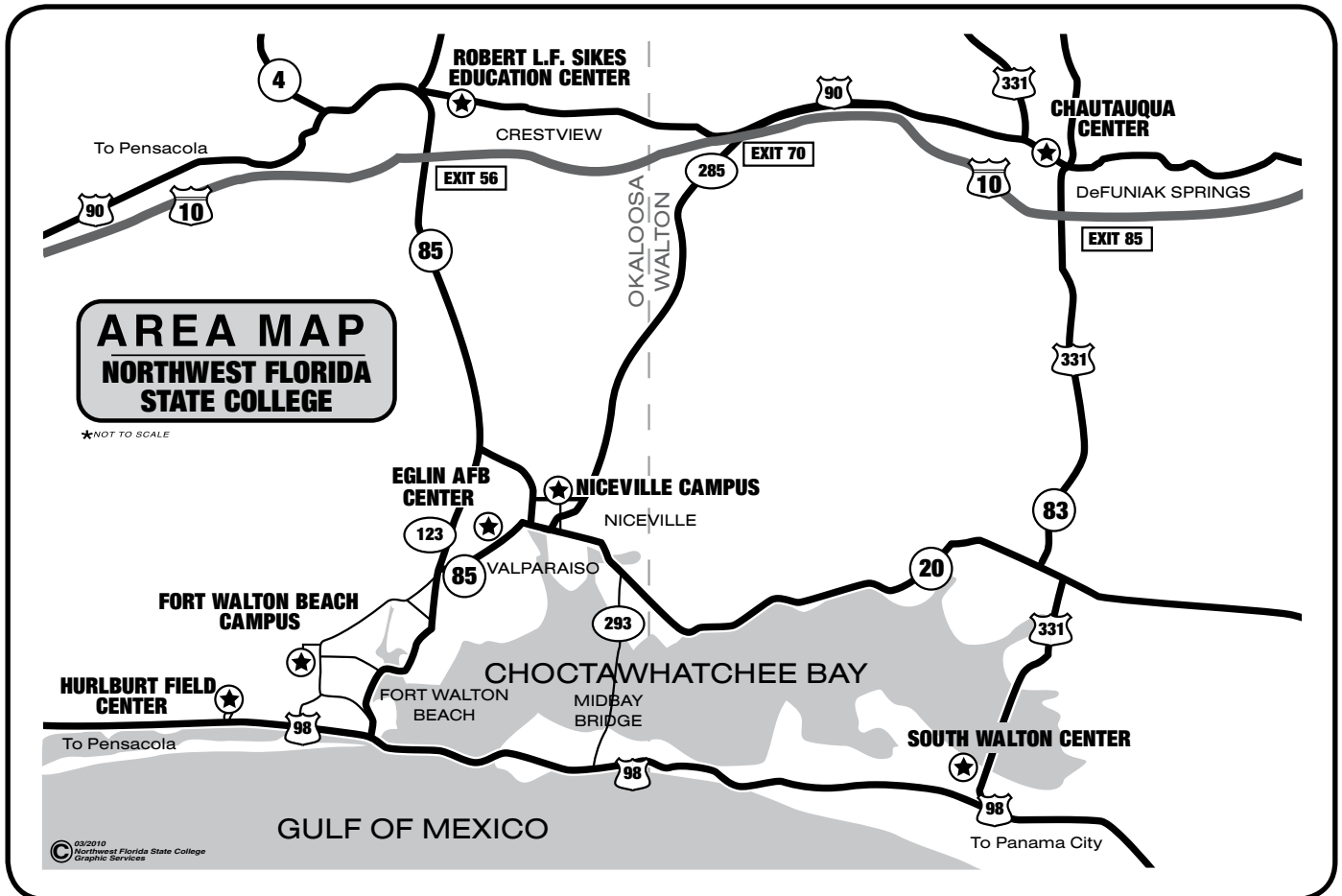
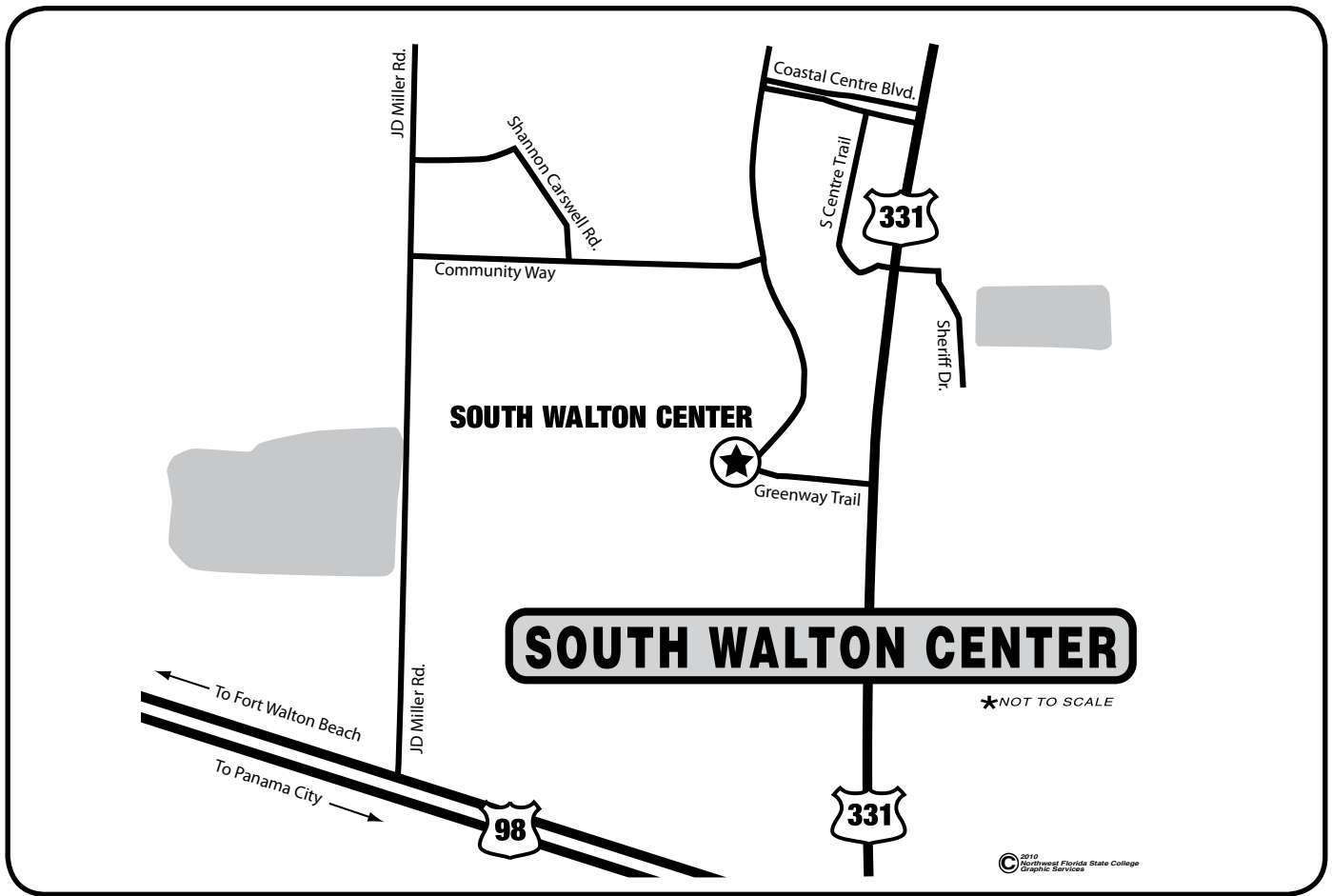
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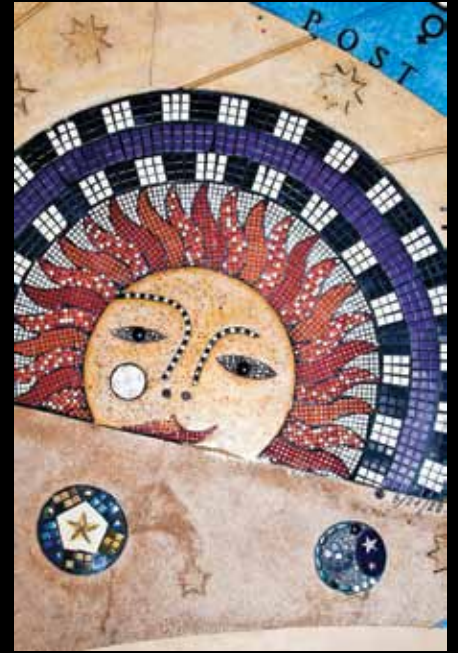
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The provisions of this publication are not to be construed as a contract between the student and Northwest Florida State College. The college reserves the right to change any provision or requirement when such action becomes necessary. Official announcements are available through the Office of Academic Affairs, posted in the Student Services Center, and when possible, listed in the Schedule of Classes. Students are responsible for meeting, in full, the appropriate requirements for graduation or program completion and are advised to work closely with counselors/advisors in planning of a program of study. Students are expected to familiarize themselves with all rules and regulations of the college.

Fabrication of information on any admission, financial aid, or other materials submitted to the college may result in denial of admission or immediate dismissal from the college. b

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, or gender, in its employment practices or in the admission and treatment of students in its programs or activities. The Northwest Florida State College Equity Coordinator may be contacted through the Office of Human Resources, Niceville campus, (850-729-5365). The Equity Coordinator is also coordinator of Title IX of the Education Amendment of 1972. b

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