



# NORTHWEST FLORIDA STATE COLLEGE

2009-10  
**CATALOG**

[www.nwfsc.edu](http://www.nwfsc.edu)



# NOTICE TO STUDENTS

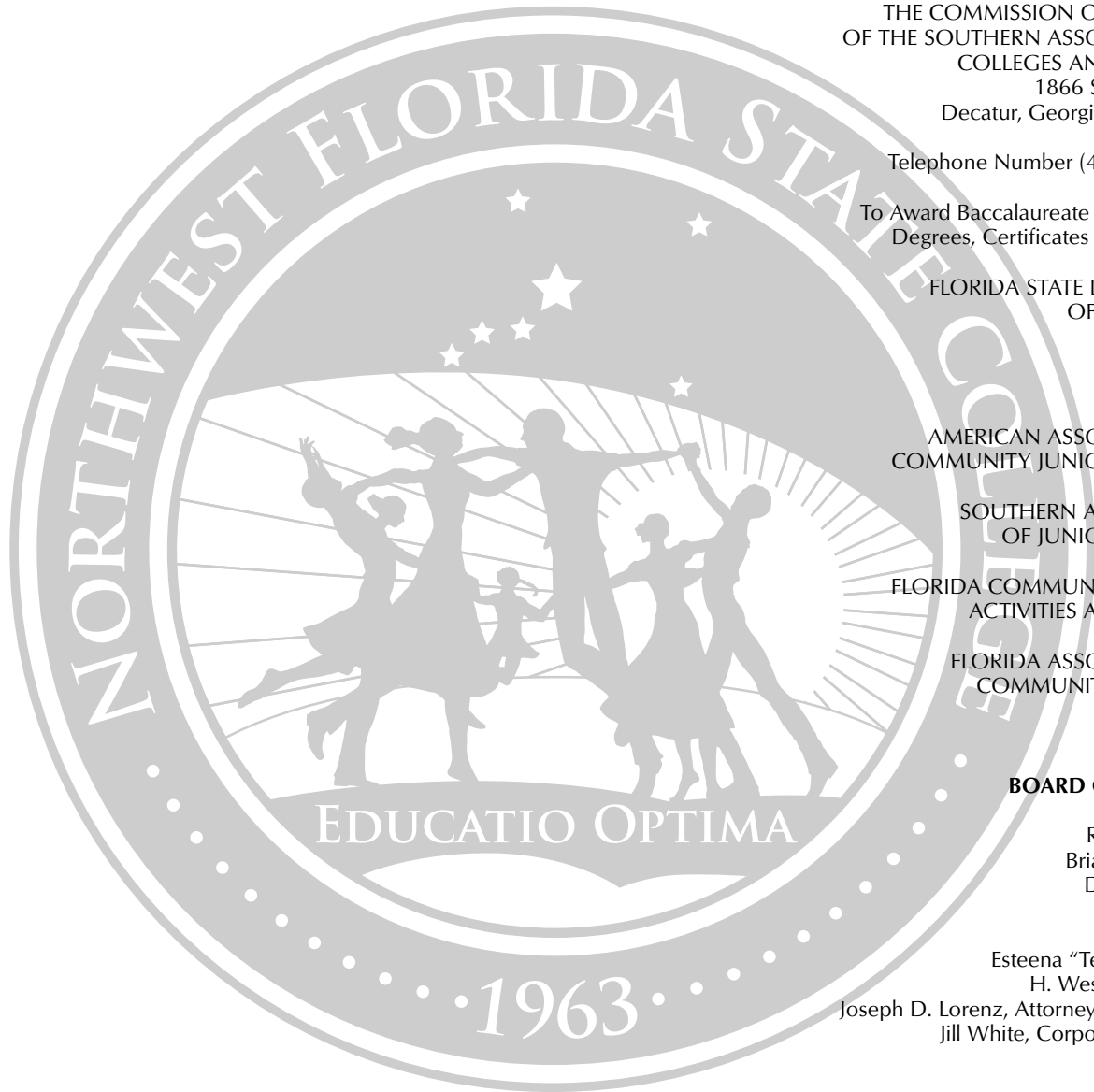
The provisions of this publication are not to be construed as a contract between the student and Northwest Florida State College. The college reserves the right to change any provision or requirement when such action becomes necessary. Official announcements are available through the Office of Instructional Services, 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 race, religion, age, sex, national origin, disability, or marital status in its employment practices or in the admission and treatment of students. 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.

# 2009 - 2010

## 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

AMERICAN ASSOCIATION OF  
COMMUNITY JUNIOR COLLEGES

SOUTHERN ASSOCIATION  
OF JUNIOR COLLEGES

FLORIDA COMMUNITY COLLEGE  
ACTIVITIES ASSOCIATION

FLORIDA ASSOCIATION OF  
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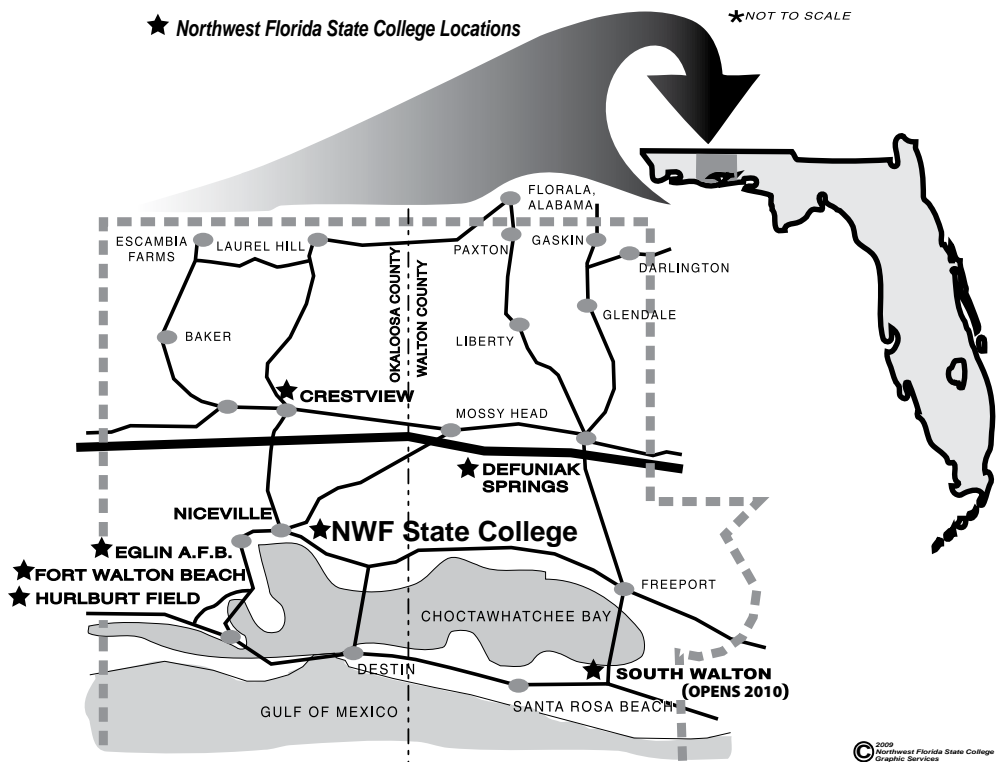
**FORMS..... See perforated pages at back of catalog**  
Application for Admission and Residency Classification

# TELEPHONE NUMBERS/COLLEGE LOCATIONS

**NORTHWEST FLORIDA STATE COLLEGE**  
**100 College Boulevard • Niceville, Florida 32578-1295**  
**[www.nwfsc.edu](http://www.nwfsc.edu)**

| COLLEGE LOCATIONS.....  | (Area Code 850) NUMBERS |
|---|-------------------------|
| <b>Niceville Campus</b> .....<br>100 College Blvd., Niceville, FL 32578   | 678-5111                |
| <b>Fort Walton Beach Campus</b> .....<br>1170 Martin Luther King Jr. Blvd., Fort Walton Beach, FL 32547               | 863-6500                |
| <b>Chautauqua Center, DeFuniak Springs</b> .....<br>908 U.S. Highway 90 West, DeFuniak Springs, FL 32433              | 892-8100 or 729-5344    |
| <b>Robert L. F. Sikes Education Center, Crestview</b> .....<br>805 E. James Lee Blvd., Crestview, FL 32539            | 689-7911 or 729-5346    |
| <b>Eglin AFB Center</b> .....<br>Education Services Building 251, Room 127, Eglin Air Force Base, FL 32542            | 678-1717 or 729-5343    |
| <b>Hurlburt Field Center</b> .....<br>Education Services Building 90220, 221 Lukasik Avenue, Hurlburt Field, FL 32544 | 884-6296 or 729-5345    |
| <b>South Walton Center</b> .....<br>(opens 2010), 109 Greenway Trail (off Hwy. 331 South), Santa Rosa Beach, FL 32459 | 850-267-9901            |
| <b>Telephone Device for the Deaf (TDD) #'s:</b><br>Florida Telecommunication Relay Service                            |                         |
| Voice.....  | 711 or 1-800-955-8770   |
| TDD.....  | 711 or 1-800-955-8771   |
| <b>Enrollment Services Information</b> .....  | 729-6922                |

## COLLEGE LOCATIONS



FALL 2009      SPRING 2010      SUMMER 2010

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

|  |  |         |           |  |         |   |        |        |
|--|--|---------|-----------|--|---------|---|--------|--------|
| Faculty Returns                                      | Aug 18   |         |           | Jan 5  | May 10  |   |        |        |
| Staff Returns  |  |         |           | Jan 4  |         |   |        |        |
| Classes Begin  | Aug 24   | Aug 24  | Oct 16    | Jan 6  | Mar 2   | May 10  | May 10 | Jun 22 |
| Schedule Adjustment (Drop/Add) Period Ends           | Aug 31   | Aug 31  | Oct 23    | Jan 13   | Mar 9   | May 17  | May 17 | Jun 29 |
| Distance Learning Orientations                       | Aug 28-29  |         | Oct 16-17 | Jan 8-9  | Mar 5-6 | May 14-15   |        |        |
| Distance Learning Midterm Testing                    | Oct 16-17  |         |           | Feb 26 - 27  |         | Jun 18-19   |        |        |
| Distance Learning Final Exams                        | Dec 11-12  |         |           | Apr 30 – May 1   |         | Jul 30-31   |        |        |
| Mid-Term Grades Due to Registrar                     | Oct 20   | n/a     | n/a       | Mar 5  | n/a     | n/a   | n/a    | n/a    |
| Last Day to Withdraw With a "W" or Change to "Audit" | Oct 30   | Sept 25 | Nov 20    | Mar 16   | Feb 9   | Jul 2   | Jun 7  | Jul 20 |
| Final Exams  | Dec 14-17  | Oct 14  | Dec 11    | Apr 29 – May 5   | Feb 26  | Aug 3   | Jun 21 | Aug 3  |
| Last Day of Classes                                  | Dec 11   | Oct 14  | Dec 11    | Apr 28   | Feb 26  | Aug 3   | Jun 21 | Aug 3  |
| Last Day of Term for Students                        | Dec 17   | Oct 14  | Dec 11    | May 5  | Feb 26  | Aug 3   | Jun 21 | Aug 3  |
| Last Day of Term for Faculty                         | Dec 18   | Oct 14  | Dec 18    | May 6  | Feb 26  | Aug 3   | Jun 21 | Aug 3  |
| Final Grades Due to Registrar                        | Dec 18   | Oct 15  | Dec 18    | May 6  | Mar 1   | Aug 4   | Jun 22 | Aug 4  |
| Graduation Application Deadline                      | Dec 4  |         |           | Apr 5  | May 6   | Jul 21  |        |        |
| Graduation Ceremony                                  | n/a  |         |           | May 6  |         | n/a   |        |        |
| Student Holidays                                     | Sept 7 Labor Day<br>Nov 11 Veteran's Day<br>Nov 25-28 Thanksgiving<br>Dec 19 - Jan 5 Holiday |         |           | Jan 18 M.L. King Jr. Day<br>Mar 29-Apr 4 Spring Break  |         | May 31 Memorial Day<br>July 5 Independence Day (Observing July 4 <sup>th</sup> Holiday) |        |        |
| College Closed                                       | Sept 7 Labor Day<br>Nov 11 Veteran's Day<br>Nov 25-28 Thanksgiving<br>Dec 21-Jan 3 Holiday   |         |           | Jan 18 M. L. King Jr. Day<br>Mar 29-Apr 4 Spring Break |         | May 31 Memorial Day<br>July 5 Independence Day (Observing July 4 <sup>th</sup> Holiday) |        |        |

For the period beginning June 1, 2009, and ending July 31, 2009, the college will be open for full service to students and the public four days per week. Monday through Thursday. The college will resume the usual five-day week and operation hours beginning August 2<sup>nd</sup>.



# WHERE TO GO FOR ASSISTANCE

**College Website: [www.nwfsc.edu](http://www.nwfsc.edu)**

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

## Academic Advising

Web..... [www.nwfsc.edu](http://www.nwfsc.edu) or [www.FACTS.org](http://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 ..... 884-6296  
Niceville Campus/Advising, Bldg. C-2 ..... 729-6922  
Sikes Education Center, Crestview/Advising ..... 689-7911

## Academic Standing, Probation, Suspension, Reinstatement

Collegewide/Enrollment Services,  
Niceville Campus, Bldg. C-1 ..... 729-4901

## Academic Success Center

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

## Admissions

Collegewide/Enrollment Services,  
Niceville Campus, Bldg. C-1 ..... 729-4901

## AIDS Information

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

## 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](http://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 ..... 884-6296  
Niceville Campus/Registration, Bldg. C-1 ..... 729-6922  
Sikes Education Center, Crestview/Registration ..... 689-7911

## Admissions, Registration, Academic Records

Web..... [www.nwfsc.edu](http://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 ..... 884-6296  
Niceville Campus/Registration, Bldg. C-1 ..... 729-6922  
Sikes Education Center, Crestview/Registration ..... 689-7911

## 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

## Alumni Association

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

## American's with Disability Act (ADA) Coordinator

Niceville Campus, Bldg. A ..... 729-5364

## AmeriCorps/Service Learning

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

## Athletics

Web..... [nwfraiders.org](http://nwfraiders.org)  
Collegewide/Dean of Students/Director of Athletics,  
Niceville Campus, Bldg. F, Room 101 ..... 729-5379

## Baccalaureate Programs

Web..... [www.nwfsc.edu/Bachelor](http://www.nwfsc.edu/Bachelor)  
BAS – Bachelor of Applied Science in Project  
Management, Office of Professional  
and Technical Programs, 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,  
Instructional Services, Niceville Campus,  
Bldg. A, Room A-229..... 729-6440

## Books & Classroom Supplies

Web..... [bookstore.nwfsc.edu](http://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 “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) ..... 884-6296 or 911  
Eglin, Security Forces..... 882-2502

## Career Information

Web..... [www.FACTS.org](http://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](http://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 ..... 884-6296  
Niceville Campus/Registration, Bldg. C-1 ..... 729-6922  
Sikes Education Center, Crestview/Registration ..... 689-7911

## Change of Contact Information (Address or Phone Number)

Web..... [www.nwfsc.edu](http://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 ..... 884-6296  
Niceville Campus/Registration, Bldg. C-1 ..... 729-6922  
Sikes Education Center, Crestview/Registration ..... 689-7911



**Change of Major**

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 ..... 884-6296  
 Niceville Campus/Advising, Bldg. C-1 ..... 729-6922  
 Sikes Education Center, Crestview/Advising ..... 689-7911

**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 ..... 884-6296  
 Niceville Campus/Registration, Bldg. C-1 ..... 729-6922  
 Sikes Education Center, Crestview/Registration ..... 689-7911

**Clubs, Organizing or Joining**

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

**Child Development Center**

Collegewide/Niceville Campus, Bldg. M ..... 729-5386

**Collegiate High School**

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

**Community Relations & Marketing**

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

**Computer/Learning Labs/Tutoring**

E-mail Help Desk ..... asctutor@nwfc.edu  
 Web..... learningsupport.nwfc.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

**Continuing Education**

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

**Criminal Justice Training Center**

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

**Disability Support Services**

Collegewide/Niceville Campus, Coordinator for Students  
 with Special Needs, Bldg. C-2 ..... 729-6079

**Distance Learning**

Web..... distancelearning.nwfc.edu  
 Collegewide/Niceville Campus, LRC Bldg.,  
 Room 113-114..... 729-6464

**Dual Enrollment/Early College**

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

**E-Mail: Students, Faculty and Staff**

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



**Free Academic Assistance  
 Information:**

Web..... <http://learningsupport.nwfc.edu>  
 Niceville Campus..... 729-5389  
 Fort Walton Beach Campus..... 863-6520

**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

**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.nwfc.edu  
 Financial Aid E-mail:..... financialaid@nwfc.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 ..... 884-6296  
 Niceville Campus/Advising ..... 729-6922  
 Sikes Education Center, Crestview/Advising..... 689-7911

**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. Cards**

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

**Intramurals**

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

**Kids on Campus Summer Program (KOC)**

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

**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  
 Chautauqua Center, DeFuniak Springs/Advising ..... 892-8100  
 Eglin AFB Center/Advising ..... 678-1717  
 Fort Walton Beach Campus/Advising ..... 863-6508  
 Hurlburt Field Center/Advising ..... 884-6296  
 Niceville Campus/Advising ..... 729-6922  
 Sikes Education Center, Crestview/Advising ..... 689-7911

**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 ..... 884-6296  
 Sikes Education Center, Crestview/Registration ..... 689-7911

**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 ..... 884-6296  
 Niceville Campus/Business Office, Bldg. A ..... 729-5385  
 Sikes Education Center, Crestview/Cashier ..... 689-7911

**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

**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 ..... 884-6296  
 Niceville Campus/Registration, Bldg. C-1 ..... 729-6922

Sikes Education Center, Crestview/Registration ..... 689-7911

**Reserving College Facilities**

Collegewide, Niceville Campus, Bldg. A ..... 729-5351

**ROTC**

Collegewide, Niceville Campus, Bldg. F-1 ..... 729-6022

**Scholarships**

Web ..... www.nwfsc.edu 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/Vocational Education**

Collegewide, Niceville Campus, Office of Career  
 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 ..... 884-6296  
 Niceville Campus/Testing Center, Bldg. C-2 ..... 729-6922  
 Sikes Education Center, Crestview/Registration ..... 689-7911

**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 ..... 884-6296  
 Sikes Education Center, Crestview/Registration ..... 689-7911

**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

# GENERAL INFORMATION





# GENERAL INFORMATION



## • Mission Statement

The mission of Northwest Florida State College (NWFSC) is to provide quality educational programs and services which enable students to achieve their goals and which enhance the community through academic, career/technical, cultural, economic, and personal development opportunities.

## • Goals

- To provide an environment that promotes equity and access to college programs for all members of the community.
- To provide student services and activities that enhance student success.
- To provide programs of study at the high school, certificate, associate and baccalaureate levels.
- To provide certificate and degree programs that prepare students for employment and careers in the public and private sectors.
- To provide leadership and support for economic and workforce development.
- To provide college preparatory and basic skills instruction, literacy programs, English for Speakers of Other Languages (ESOL), adult secondary education and vocational preparatory instruction.
- To provide social, cultural and co-curricular opportunities.
- To provide a variety of continuing education, professional development, and leadership training opportunities.
- To promote the understanding, application, and use of technology.

## • State College Status

The 2008 Florida Legislature passed the historic State College Bill (SB 1716) to provide a new middle-tier system of higher education in Florida 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 Okaloosa-Walton College Niceville Campus.

The State Colleges are eligible to expand more easily the number of bachelor's degree programs they offer so more students in Florida will be able to access higher education degrees, especially in academic areas where the demand for educated workers is exceeding the supply. These baccalaureate programs are to be more affordable and cost-effective than those at the state university level — a benefit to both the taxpayers and the students.

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 44-year-old institution as **Northwest Florida State College** (NWF State College) to most accurately represent the expanded mission and service district for the college. While the mission of the institution has expanded, NWF State College continues its long-standing commitment to open-door admissions, associate degree programs, adult education, certificate programs, and affordable tuition. NWF State College has also maintained the school's traditional scarlet and silver colors and the Raiders name for sports programs.

As Okaloosa-Walton College was accredited in 2004 by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor's degrees, the new state college status did not require re-accreditation of NWF State College. 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 will be phased in over the coming years based on regional needs and feasibility. As NWF State College offers more four year degrees in fulfilling its role as a state college, students will 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.

## • Background

As part of Florida's network of public state colleges, Northwest Florida State College offers postsecondary education opportunities to nearly 16,000 students annually. Located in the coastal heart of Northwest Florida, the college has earned a reputation for educational excellence and community involvement in its nearly 45-year history.

Most recently known as Okaloosa-Walton College, the Florida Legislature initially established the 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. 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. This was followed by a change in the college's accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools to baccalaureate degree granting Level II status. The Florida Legislature officially changed the college name to Okaloosa-Walton College (OWC) in May 2004.

Following the creation of the new State College System by the 2008 Florida Legislature, the OWC District Board of Trustees changed the college's name to Northwest Florida State College on July 8, 2008 to reflect the college's expanded role as one of Florida's new State Colleges.

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

## • Background (continued)

Robert L. F. Sikes Education Center in Crestview and full-time centers at Eglin Air Force Base and Hurlburt Field. A seventh college location is currently under construction in South Walton County and is scheduled to open for classes in the Spring of 2010.

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, nearly 45 years later, approximately 90 full-time and 173 part-time instructors, as well as 336 support staff and 12 administrators serve 16,000 students annually. Since its inception, more than 200,000 persons have been served by OWJC, OWCC, OWC and NWF State College.

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 Fort Walton Beach Campus. The 156 acre Fort Walton Beach Campus is a joint campus with the University of West Florida and includes coursework through graduate school.

Throughout the college's history, NWF State College has maintained a consistent record of educational excellence. The median grade point average for NWF State College students who transfer to the State University System consistently ranks among the top five in the state. NWF State College professors have been recognized with numerous state and national level awards for instructional excellence. The college's Forensics Debate team has achieved numerous state and national championships. NWF State College students and student athletes are also consistently named to the All-Florida Academic Teams.

In addition to a record of regional and national accolades, NWF State College 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 College 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, Prometric Testing and the local 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.

**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, 11,000 audiovisual items, 400 magazine and newspaper subscriptions, 400 electronic databases and websites with online full-text periodicals and over 20,000 ebooks. A statewide network provides access to the holdings of all 11 state university libraries and 28 community college learning resources centers, numerous electronic databases and worldwide information sources through the Internet. The LRC also contains conference room facilities, the college's Learning Technologies Offices and the Teacher Education Resources Room.

**Classroom Building (E):** contains the Donald Gallimore Nursing and Allied Health Facilities and a variety of other instructional programs. Located on the upper north mezzanine levels is the Academic Success Center, three computer labs/classrooms and the Division of Communications and Social Sciences Office. The first floor level contains faculty offices, a computer

lab, and classrooms. The College's Nursing and Allied Health programs in registered nursing, radiography, and dental assisting are located in center core of this building. The Graphics Technology instructional program and the Adult General Education classes are located on the lower level.

**Athletics and Physical Education (F):** contains offices, classrooms, storage facilities for the Division of Athletics and Physical Education, and houses the Wellness Center.

**Reserve Officers' Training Corps (ROTC) (F-1):** contains ROTC Offices and classrooms.

**ROTC Rappel Tower:** is located north of the softball field.

**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.

**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.

**Utilities, Maintenance, and Receiving (G) and (G-1):** houses the air conditioning and heating equipment, central services, maintenance, custodial, grounds functions and security office.

**Gymnasium (H):** a multi-purpose facility used to house all indoor physical education activities and indoor sports events.

**Mattie Kelly Fine and Performing Arts Center (J):** consists of two theaters, (the Mainstage Theater and the Sprint Theater), Tyler Recital Hall, Holzhauser Gallery, McIlroy Gallery, Frances Smith Herron Dance Studio, and choral and musical studios. An amphitheater is located adjacent to the center's Marie Snow Greene Visual Arts Building.

**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.

**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.

**Mathematics (L):** provides offices, classrooms, and specialized laboratories for the mathematics department.

## • Facilities (continued)

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**Child Development Education Center (M):** contains the Mary Lou O'Connor Child Development Education Center.

**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.

**Graphic Services and Public Safety (Q):** houses Graphic Services and 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 programs.

**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, chemistry.

**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.

**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 NWFSC 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, the Quality Institute and the Northwest Florida Manufacturing Technology Center. 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.

**Classroom Building (4):** comprised of faculty offices, classrooms, a reading improvement laboratory, some tutoring services and the NWF State College 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.

**Library, Fitness Center, Auditorium (8):** contains a 14,391 volume 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.

**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.

**The South Walton Center:** located on Greenway Trail, just off Highway 331 South in Santa Rosa Beach, is

scheduled to open offices in the Fall of 2009 and begin classes in the Spring of 2010. The center will house 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:** NWF State College 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

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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 Dr. Philip Benjamin Matching Grant Program matches private contributions to community colleges for endowments on a \$3 to \$2 ratio for programs and equipment and \$1 to \$1 ratio for scholarships when state funds are available. The Foundation has a 23 member 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](http://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 NWF State College Alumni Association contact the NWF State College 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 NWF State College, the NWF State College Foundation, and the Choctawhatchee Basin Alliance of NWF State College, 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 NWF State College, 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](http://www.basinalliance.org) or call (850) 729-6456.

## • **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**

NWF State College is a coeducational institution serving approximately 16,000 students annually. Students age 16 to 24 comprise 57 percent of the student body. Students age 25 to 34 comprise 22 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. 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 NWF State College. 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. A student who submits an application for admission and official transcripts to the college and fails to enroll within one year must re-submit original documents upon re-entry to the college. Information is released only upon the written 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@nwfsc.edu](mailto:transcripts@nwfsc.edu) or at [www.nwfsc.edu](http://www.nwfsc.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.

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 seven (7) working days of the request.

### **Release of Student Information**

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

Directory Information: name, address, 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 Records and Transcripts (continued)

In addition to directory information, NWFS 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, NWFS 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 written request 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 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 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.

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 Associate Dean, 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 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

NWF State College 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](http://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](http://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. The student's signature is required to make such changes in person, or 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](http://www.nwfsc.edu)) supports the mission of the college by providing worldwide access to NWFS 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 NWFS 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](http://www.nwfsc.edu). Questions regarding RaiderNet should be referred to (850) 729-6922.

## ● **Student E-Mail Accounts**

Students are assigned a NWFSC e-mail account when they apply for admission. In order to stay informed and aware, students are encouraged to 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](http://www.nwfsc.edu) or contact the student e-mail/IT helpdesk, during regular business hours, at (850) 729- 5396.

## ● **FACTS**

FACTS, the Florida Academic Counseling and Tracking for Students system, allows access to student services and resources for Florida public community colleges and universities, and many private institutions. Students may apply for admission, 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](http://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**

NWF State College 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 NWF State College as an organization receiving federal grants and contracts.

## ● **College Name Usage**

The name "Northwest Florida State College" and the names/titles of the college's recognized student and other organizations 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 a 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 issues this notification regarding the purpose of the collection and use of your Social Security Number.

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 online 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 copyright 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 as well as college disciplinary action. The college will refuse to grant a request to copy material 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 from any college location, area high schools, on the college website ([www.nwfsc.edu](http://www.nwfsc.edu)) or by applying electronically at [www.facts.org](http://www.facts.org). 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 supplementary admission requirements - see Programs with Additional or Other Admission Requirements for more information.)

1. Complete an Application for Admission and Residency forms.
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, FCPT) or take the Florida College Placement Test (FCPT) at NWF State College.

(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. Register for classes.

### Readmission

Any student who has previously attended the college, and who has not been in attendance within one (1) year must submit a Readmission form to the Office of Enrollment Services 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 NWF State College 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, yet has not attended an Orientation/Advising Session nor has 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.

### 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***

## • General Information (continued)

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**Responsibilities (see page 27).  
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 of Arts degree, the Associate of Science degree and/or the Associate of 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 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 Florida College Placement Test (FCPT) 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 FCPT 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 FCPT. 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 of Arts, Associate of Science and Associate of Applied Science Degree Programs

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An applicant for admission to the Associate of Arts, Associate of Science or Associate of 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 high school graduates must have earned a

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.

### C. 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 or the Florida Special Diploma should contact the Office of Enrollment Services to discuss alternative admission options.

## • Certificate and Applied Technology Diploma Programs

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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

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Northwest Florida State College is approved by the State of Florida Board of Education and 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 of the Southern Association of Colleges and Schools at 1866 Southern Lane, Decatur, Georgia

30033-4097 or call (404) 679-4501, for questions about the accreditation of Northwest Florida State College.

At the present time, NWF State College 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 Math Education and a Bachelor of Science degree in Middle Grades Science Education. As part of the newly formed State College System in Florida, bachelor's programs at NWF State College 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 NWF State College admission and residency materials and the B.A.S. Supplemental Admission Application.
- Completion of an Associate of Science (A.S.) or an Associate of 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 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 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.



## • **Baccalaureate Degree Programs (continued)**

- Completion of Florida CLAS\* requirements. If, at the time of admission, the student has not completed CLAS\* requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at the college, or enrollment in future credits may be restricted.

### **Bachelor of Science in Nursing**

The Bachelor of Science in Nursing (B.S.N.) degree program is approved by the Florida Board of Nursing and is nationally accredited by the Commission of Collegiate Nursing Education (CCNE). The program is designed as an A.S. to B.S. degree career ladder. Availability of clinical placement opportunities may limit enrollment in the program.

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

- Completion of NWF State College admission and residency materials and the B.S.N. Supplemental Admission Application by the established deadline.
- 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.
- Completion of all admission forms by established deadlines.
- Submission of all official transcripts by established deadlines.
- 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 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAS\* requirements. If, at the time of admission, the student has not completed CLAS\* requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at Northwest Florida State College, or enrollment in future credits may be restricted.

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 Math Education and Bachelor of Science in Middle Grades Science Education**

The Bachelor of Science in Education degrees are designed to provide a career ladder for those who have already completed an Associate of 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 NWF State College admission and residency materials and the BSE 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) or passing scores on the College Level Academic Skills Test (CLAST).
- 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 12 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAS\* requirements. If, at the time of admission, the student has not completed CLAS\* requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at NWF State College, or enrollment in future credits may be restricted.
- Applicants must agree to submit to background checks by both the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

### **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

*\* At catalog press time, the college received notification that the College Level Academic Skills Test (CLAST) was not funded for 2009-2010, however, students are still required to meet College Level Skills as outlined under CLAS Alternatives on pages 56-57 for graduation. Students should check with the Office of Enrollment Services for updated information.*

## • **Baccalaureate Degree Programs (continued)**

requirements will be satisfied by virtue of their previous degree. These include CLAS, Gordon Rule and General Education. However, this would 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.

### **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.

## • **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 two 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. Applicants must possess a high school diploma or its equivalent, as well as satisfy all other NWFSC admission criteria. The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Students should contact the Dental Assisting Coordinator or the Health Technology Division for more information at (850) 729-6444.

### **Emergency Medical Technician (EMT)**

Emergency Medical Technicians are part of the Emergency Medical Services team. EMT's 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 Program Office at (850) 729-4924.

### **Emergency Medical Services**

The Associate of 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 Coder 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 Business and Computer Technology for additional information at (850) 729-5369.

### **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 of Science Degree in Nursing is a limited admission program. Students enrolling in this program must meet matriculation criteria (including a criminal background check, drug screen, and CPR Certification). Beginning students (including LPN's) will apply for admission to the program in the Spring Term and are admitted for enrollment in the Fall Term.

Graduates of the program are eligible to apply for the licensing examination to become a Registered Nurse (RN). Students should contact the Health Technology Division 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

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

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

### Radiography

The Radiography Program is a Limited Access, two-year Associate of 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). The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Graduates of the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam. Students should contact the Health Technology Division for more information at (850) 729-6400.

### Reserve Officer 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 Senior Vice President 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](http://www.FACTS.org). Approval of transient study requests is determined by the Associate Dean, Student Services/Registrar and the Senior Vice President according to established guidelines. Guidelines are available from the Office of Instructional Services 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 NWF State College, 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). (Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program; other applicants may enroll on a fee-paying basis.)

## • International Students

Northwest Florida State College welcomes international students. However, the international student 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.



## • International Students (continued)

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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: \$20,640 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: NWF State College 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

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Northwest Florida State College operates an innovative charter high school on the Niceville Campus. This public school is part of the Okaloosa County School District. 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 NWF State College. 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 in Okaloosa County who is of high school age for grades 10, 11, or 12.

Collegiate High School students enroll in regular college courses and 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](http://www.nwfcollegiatehigh.org).

## • Simultaneous Enrollment for High School Students

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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](http://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 NWF State College 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. 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](http://www.nwfsc.edu/dual).

## High School Career Academies/ Tech Prep

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 Associate Dean, Student 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. 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 NWF State College Campus locations. Students may also review the residency guidelines at [www.nwfsc.edu](http://www.nwfsc.edu) or at [www.facts.org](http://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, under 24 years of age 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 under the age of 24 may be classified as "independent" if they meet certain criteria listed below. Documentation for exceptions must be attached to the Residency Classification form.

- The student is married.
- The student has children who receive more than half of their support from the student.
- The student has other dependents who live with and receive more than half of their support from the student.
- The student is currently serving on active duty in the U.S. Armed Forces for purposes other than training or is a veteran of the U.S. Armed Forces.
- Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court.
- The student is classified as an independent student by the Financial Aid Office.

### Exceptions/Qualifications

Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only 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. A student who intends to make Florida his/her permanent home and is married to someone who meets the requirements for classification as a resident for tuition purposes.
2. Active duty service members of the U.S. stationed in Florida (spouse and dependent children included).
3. Active duty service members of the U.S. not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included).
4. Full-time instructional and administrative personnel employed by the State public schools system, college system, or university system (spouse and dependent children included).
5. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.
6. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.
7. Latin American/Caribbean Scholars.
8. 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).
9. 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.
10. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.

## • Florida Residency Classification (continued)

11. 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](http://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.

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 NWF State College the Alabama Border State Fee, at a rate of an additional \$1.00

per credit hour 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 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. Requests for exception to this policy may be submitted in writing through the Associate Dean, Student Services/Registrar to the Senior Vice President.

## • 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 NWF State College shall be at the discretion of the Associate Dean, Student 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 Associate Dean Students 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.

- 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



## • Evaluation of Transfer Credit (continued)

- 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, NWF State College 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 NWF State College 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 NWF State College instructional department responsible for the course subject area(s). The recommendation will be submitted to the Associate Dean, Student 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 Senior Vice President. 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 Senior Vice President in consultation with the Associate Dean, Student 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 Comptroller 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 and Hurlburt Field Air Force Bases. 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 was 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 NWF STATE COLLEGE 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 NWF State College 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 are implemented through the Vice President of Administrative Services' Office. Refunds are authorized 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 during the 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-NWF State College 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)

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

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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

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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

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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

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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.

## • Parking Fines

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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 21. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on pages 26 and 27. Note: All students and staff must register their vehicles with

the college and display a NWF State College 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

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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](http://www.nwfsc.edu).

## • Fee Schedule

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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 2009-2010 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 21 for fees.**

**FEES SUBJECT TO CHANGE BY ACTION OF THE FLORIDA LEGISLATURE AND  
THE NWF STATE COLLEGE BOARD OF TRUSTEES**

|  | Tuition Fee | Out-of-State Fee | Financial Aid Fee | Capital Improv. Fee | Tech. Fee | Border State Fee |        |
|--|-------------|------------------|-------------------|---------------------|-----------|------------------|--------|
|  |             |                  |                   |                     |           | Total            | Fee    |
| <b>Florida Residents</b>                     |             |                  |                   |                     |           |                  |        |
| Baccalaureate (College Credit)               | \$74.95     | -                | \$3.75            | \$7.49              | \$3.75    | \$89.94          | \$1.00 |
| Advanced & Professional (College Credit)     | \$64.49     | -                | \$3.22            | \$6.45              | \$1.57    | \$75.73          | \$1.00 |
| Postsecondary Voc. (College Credit)          | \$64.49     | -                | \$3.22            | \$6.45              | \$1.57    | \$75.73          | \$1.00 |
| College Preparatory                          | \$64.49     | -                | \$3.22            | \$6.45              | \$1.57    | \$75.73          | \$1.00 |
| Vocational Preparatory                       | \$60.17     | -                | \$6.02            | \$3.01              | \$1.57    | \$70.77          | \$1.00 |
| Postsecondary Adult Vocational (Voc. Credit) | \$60.17     | -                | \$6.02            | \$3.01              | \$1.57    | \$70.77          | \$1.00 |
| Adult Basic & Adult Secondary*               | \$29.60     | -                | \$2.96            | \$1.48              | \$1.48    | \$35.52          | \$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**

|   |         |          |         |         |         |          |
|---|---------|----------|---------|---------|---------|----------|
| Baccalaureate (College Credit)                | \$74.95 | \$224.85 | \$14.99 | \$29.98 | \$14.99 | \$359.76 |
| Advanced & Professional (College Credit)      | \$64.49 | \$197.58 | \$13.16 | \$25.08 | \$6.28  | \$306.59 |
| Postsecondary Vocational (College Credit)     | \$64.49 | \$197.58 | \$13.16 | \$25.08 | \$6.28  | \$306.59 |
| College Preparatory                           | \$64.49 | \$197.58 | \$13.16 | \$25.08 | \$6.28  | \$306.59 |
| Vocational Preparatory                        | \$60.17 | \$180.50 | \$24.07 | \$12.03 | \$6.28  | \$283.05 |
| Postsecondary Adult Vocational (Voc. Credit)  | \$60.17 | \$180.50 | \$24.07 | \$12.03 | \$6.28  | \$283.05 |
| Adult Basic & Adult Secondary*                | \$29.60 | \$88.80  | \$11.84 | \$5.92  | \$5.92  | \$142.08 |
| 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**

|                                   |   |
|-----------------------------------|---|
| Returned Check Fee*               | \$25.00   |
| Student I.D. Card Replacement Fee | \$10.00   |
| Reinstatement Fee*                | \$25.00   |
| Special Service Charges           | At Cost   |
| Recreational & Leisure Courses    | At Full Cost of Instruction   |
| Continuing Workforce Education    | At Full Cost of Instruction   |
| Tech Prep Assessment Fee          | \$10.00   |
| <b>Parking Fines</b>              |   |
| No Decal Fee                      | \$10.00   |
| Parking Ticket                    | \$10.00   |
| Tire Boot Removal Fee             | \$10.00   |
| (plus parking ticket of \$10.00)  |   |
| Towing and Storage                | Actual charges/cost   |
| <b>Library Fines</b>              |   |
| Daily Rate                        | \$ 0.20   |
| Lost Book Charge                  | Actual cost of replacement (if available) or \$25.00 plus \$5.00 processing fee |

\*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.

**Testing Fees**

|   |         |
|---|---------|
| <b>College Level Exam Program (CLEP)</b>    |         |
| Exam Fee \$72.00/Administration Fee \$15.00 | \$87.00 |
| <b>Course Challenge Exam</b>                | \$85.00 |
| <b>DSST Exams (formerly Dantes)</b>         |         |
| Exam Fee \$80.00/Administration Fee \$15.00 | \$95.00 |
| <b>FBAT Test</b>                            | \$35.00 |
| <b>GED Test</b>                             |         |
| Complete Battery                            | \$70.00 |
| Individual Subtests                         | \$14.00 |
| Writing Subtests                            | \$16.00 |

**Testing Fees (continued)**

|  |         |
|--|---------|
| Proctoring (Other Schools)                                       | \$30.00 |
| TABE (Non-NWFSC Students)  | \$15.00 |
| <b>Microsoft Office Specialist Certifications (MOS)</b>          |         |
| (Non-NWFSC Students) Exam Fee per Section                        | \$52.00 |
| <b>Certiport Internet and Computing Core Certification (IC3)</b> |         |
| (Non-NWFSC Students) Exam Fee per Section                        | \$20.00 |

**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               | \$2,271.90 |
| Books and Supplies | \$1,440.00 |
|                    | \$3,711.90 |

**Alabama Border-State Resident**

|                    |            |
|--------------------|------------|
| Fees               | \$2,301.90 |
| Books and Supplies | \$1,440.00 |
|                    | \$3,741.90 |

**Non-Florida Resident**

|                    |             |
|--------------------|-------------|
| Fees               | \$9197.70   |
| Books and Supplies | \$1,440.00  |
|                    | \$10,637.37 |

# 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](http://www.nwfsc.edu). Select 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](http://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](http://www.nwfsc.edu) RaiderNet link, or
- Run a 2 + 2 University Transfer evaluation from the [www.FACTS.org](http://www.FACTS.org) site.

## • 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, occupational information linked to NWF State College degree and certificate programs and professional speakers appearing on campus. Selected career-related services are also available at the Ft. 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 NWF State College 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,

## • Academic Success Center (ASC) (continued)

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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 [ascutor@nwfsc.edu](mailto:ascutor@nwfsc.edu) and 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 Education Center in Crestview, and the Chautauqua Center in DeFuniak Springs. For more information, call the Academic Success Center at (850) 729-5389.

**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. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses from Developmental Arithmetic to Differential Equations. Video media and computer tutorials are available for most courses. For lab hours, students may call the Math Department at (850) 729-5377.

## • Testing Services

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The Testing Center is located in Building "C-2", at the Niceville Campus. Various tests are administered by the center. The entry level placement FCPT test is given at all NWFSC Campuses and Centers. Please contact each center for exact times and location or refer to the current NWF State College Schedule of Classes for a listing. Other tests such as CLEP, SAT, ACT, DSST, FTCE 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) 729-6922 or visit the NWFSC website at [www.nwfsc.edu/testing](http://www.nwfsc.edu/testing). For information regarding the TABE or FBAT, students should contact the Career Assessment Center at (850) 729-5227.

## • Employment Placement Services

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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, online 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

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

**The College-Wide Council** provides input into the governance and decision-making processes of the college. It is responsible for advising and recommending programs, policies, and approaches to the college's president. Part of the membership is elected, and the rest is selected because of job responsibilities or elected position. The president of the Student Government Association is a member and represents the student body.

**The Student Government Association** 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. They are responsible for making and implementing decisions concerning monies allotted for student activities. 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, blood drives, and chili suppers.

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.

**The Inter-Organization Council** 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 "F" or the Student Activities Office in Building "K", both on the Niceville Campus.

## • Health Services

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**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

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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 8:00 am - 5:00 pm Monday, Wednesday, Thursday; 8:00 am - 6:00 pm Tuesday; and 8:00 am - 4:30 pm Friday. 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>.

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

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Coin-operated and prepaid “swipe” card operated copy machines are 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

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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

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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

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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

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Cell phones, pagers and other such electronic devices must be turned off during class and lab times. Communications 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

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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](http://lrc.nwfsc.edu).

## • Child Care

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The college’s Mary Lou O’Connor Child Development and Education Center provides comprehensive, quality care for children ages 2 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 5:30 pm Call (850) 729-6081.

The college participates in the Florida Voluntary Pre-Kindergarten (VPK) program. For more information call (850) 729-6081.

## • New Student Orientation

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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](http://www.nwfsc.edu).

## • Services to Students with Special Needs

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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.



## • Services to Students with Special Needs (continued)

Students who identify themselves and provide documentation of their special needs may be eligible for support services such as note-takers, scribes, untimed testing, course substitutions, readers, 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 NWF State College. 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.

**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

Voice .....711 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, Bldg. "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.

**NWF State College 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". Members in the program serve in local K-12 schools as tutors for students reading below grade level who are English language learners, economically disadvantaged or ethnic minorities.

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 health care 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 health care or childcare. For more information, please call (850) 729-6037 for the English Coaches Program.

## • Athletics

NWF State College is an active member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA) which is composed of all public community and state colleges in Florida.

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

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

**Intramural Activities** 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.

Awards are given to winning teams and players. The President's High Point Plaques are presented to the woman and the man with the highest number of points each year. Often, the winning teams in basketball, volleyball and flag football will meet other winning teams from colleges within Region I to determine an overall winner.

Times, schedules, and places of meeting for activities are posted on the bulletin boards located in the College Mall and throughout the Niceville Campus. Most intramural activities are held on Tuesday and Thursday at 2:00 pm.

## • Identification Cards

ID/Debit cards will be issued to students at the time of fee payment. These cards serve as identification and are necessary for checking out books and other materials from the Library and for accessing electronic information databases via the Internet. They are also for identification at the Business Office and the College Store, and for attending certain NWF State College events at no charge. ID cards are updated during registration. Lost cards may be replaced for a \$10.00 fee. Call the Student Activities Office for locations and times when ID cards can be issued.

## • 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.

## • **Parking and Traffic Regulations: Designated Areas (continued)**

### **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.....          | \$10.00                                   |
| Parking Ticket.....        | \$10.00                                   |
| Tire Boot Removal Fee..... | \$10.00<br>plus parking ticket of \$10.00 |
| Towing and Storage.....    | Actual<br>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 NWF State College, 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.

### **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 usual deadline, he/she must submit a written request for such change to the Office of Instructional Services. 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.

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

**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 Senior Vice President 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 Senior Vice President, one full-time student services employee appointed by the Senior Vice President, 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 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

**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:

|                                | 2006        |                  | 2007        |                  | 2008        |                  |
|--------------------------------|-------------|------------------|-------------|------------------|-------------|------------------|
|                                | Total Stats | Hate Crime Stats | Total Stats | Hate Crime Stats | Total Stats | Hate Crime Stats |
| Homicide Offenses              | 0           | 0                | 0           | 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       | 2           | 0                | 2           | 0                | 3           | 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 NWF State College 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](http://www.fdle.state.fl.us).

may recommend to the Senior Vice President 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.



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

### **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 Senior Vice President 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.

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 Senior Vice President 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.

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

Seven (7) days after the student has been notified of the findings and recommendations, the Senior Vice President will review the records, evidence and findings of all hearings before the recommendation for suspension or dismissal goes forward to the President. If the Senior Vice President 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 Senior Vice President 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 Senior Vice President 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 Senior Vice President 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 Senior Vice President's decision.

No student shall be suspended or dismissed from NWF State College 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 NWF State College 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 NWF State College until such time as they may be readmitted to the college.

## **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 page 28.)

## **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

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

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.

### **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](http://www.nwfsc.edu/sa).

The names of recognized student organizations are owned by NWF State 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 a NWF State College student organization.

The following groups are recognized student organizations:

### **African-American Student Association**

is an organization dedicated to the development of African American students by creating an environment that is positive and conducive to enhancing the leadership skills of its members. These members will be tomorrow's business, community and political leaders. Membership is open to all students. Contact (850) 729-4995 or [williamsp@nwfsc.edu](mailto:williamsp@nwfsc.edu) for more information.

**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) 729-5277 or [wattsa@nwfsc.edu](mailto:wattsa@nwfsc.edu) for more information.



## • Student Organizations (continued)

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**Christian Apologetics Fellowship/BLAST (Believers Learning and Serving Together)** is open to all students for the purpose of guiding them in Christian fellowship and service. The group meets to support and help its members to live the Christian faith. Contact (850) 729-5246 or bryanj@nwfsc.edu for more information.

**College Democrats** is an organization that shall bring progressive thinking and diversity of thought to the campuses of NWF State College. They seek to promote the ideals of all democrats and unite constituent assembly. Contact (850) 729-5254 or brooksj@nwfsc.edu for more information.

**College Republicans** is an organization that strives to bring students into the G.O.P. and to provide an opportunity for them to find political expression and recognition; to cooperate in the election of the G.O.P.'s nominees; and to promote Republican ideals. Contact (850) 729-5306 or griffithw@nwfsc.edu for more information.

**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 and knowledge in early childhood education, provides opportunity for early childhood students to associate with each other and professionals in their field, practices advocacy for children and their families, and participates in community service activities, particularly on behalf of young children and their families. Contact (850) 729-5341 or sandlinb@nwfsc.edu for more information.

**Film Club** is composed of a group of both students and the public who meet to watch films and discuss

them. This club will incorporate commercial, independent, and foreign films. Contact (850) 729-6074 or simmons@nwfsc.edu for more information.

**Forensics Team** 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) 729-5348 or scalfc@nwfsc.edu for more information.

**Gaming Association** has the goal to create an environment of fellowship and friendship for its members and to promote creative thinking and education through the use of games. Contact (850) 729-5348 or gameclub@nwfsc.edu for more information.

**International Club** promotes a supportive and friendly campus that welcomes all students regardless of race, ethnicity, and/or nationality. The club will strive to: create awareness of all ethnic and cultural groups on campus and in the community; Promote the value of students and faculty of diverse ethnic backgrounds at NWF State College; welcome and support international and immigrant students at the college; and provide an environment for members to network and socialize. Contact (850) 729-6020 or ordonian@nwfsc.edu for more information.

**Inter-Organization Council** provides coordination among all of the student clubs and organizations. Contact (850) 729-5348 or watts@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.

**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 Term 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 players from throughout the Panhandle and South Alabama. Contact (850) 729-5382.

**Phi Theta Kappa** is a national honor society whose goal is to honor students who have attained a high scholastic standing, and to provide them with the opportunity to congregate and sharpen their intellects. Service projects and social activities are available to the membership. Contact (850) 729-6451 or fontaind@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.

## • Student Organizations (continued)

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**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 and their representative voice. It sponsors and staffs picnics, entertainment, food drives for the needy, and blood drives. SGA is also involved on a State level with other SGA's. They attend State conferences and lobby at the State legislature. Contact (850) 729-5348 or [wattsan@nwfsc.edu](mailto:wattsan@nwfsc.edu) for more information.

**Students Against Destructive Decisions** is an organization that will give students a group of peers that all believe in staying drug free in order to keep themselves healthy. It will provide information about drug use, sexual safety, non-violence, and healthy living practices. Contact (850) 729-6417 or [rogersc@nwfsc.edu](mailto:rogersc@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**  
**Circle K**  
**Corner of the Sky Society**  
**Creative Dramatics**  
**Delta Psi Omega**  
**Entertainment Club**  
**Environmental Club**  
**Florida Future Educators of America**  
**Friendship Writers Guild**  
**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**  
**Radiography Club**  
**Reader's Theatre**  
**Sigma Delta Phi**  
**Student Legal Association**  
**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:

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 President 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

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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

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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.

## ● **Harassment (continued)**

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 NWF State College 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, the Dean of Students, with final approval by the College President 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

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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

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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.

## • Student Fundraising

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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

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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 College-Wide Council or 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 three basic types of financial aid: Grants (Scholarships), Loans and Work Programs. These handouts, along with the Free Application for Federal Student Aid (FAFSA) are available either by mail, at the guidance office of any Okaloosa or Walton county high school, or at any of the college locations throughout the two-county area. Detailed information is also available on the NWFSC website.

## • 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 race, sex, age, national origin, religion, marital status or handicap. 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 in-direct education costs may include room and board, personal expenses, medical insurance, transportation and supplies. Dependent students usually have parental support, reducing in-direct education costs. Students should refer to the college schedule of classes 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 NWF State College:

1. Complete the NWF State College Application for Admission and return it to the Office of Enrollment Services.
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) packet. Packets are available in area high schools, or at any NWF State College location, via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
4. After mailing the FAFSA or submitting it via the Internet, the student will receive a Student Aid Report (SAR) in approximately two to four weeks. The SAR must be reviewed by the student for accuracy.
5. Additional information/forms may be requested by the Financial Aid Office (i.e. Income Tax forms, NWF State College Application for Financial Aid) if the student is

selected for a process called Verification.

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 2009-2010 year for each term are:

|             |                  |
|-------------|------------------|
| Fall Term   | May 15, 2009     |
| Spring Term | October 1, 2009  |
| Summer Term | February 1, 2010 |

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.)

All FAFSA applications for the Florida Student Assistance Grant (FSAG) dated May 15, 2009 or earlier will be given first priority in determining



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

FSAG eligibility. All FAFSA applications for the Federal Work-Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG) dated May 15, 2009 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 Senior Vice President and the Associate Dean of Student Services/Registrar.

• **Student Eligibility**

**FEDERAL PROGRAMS**

For a student to be eligible for federal financial aid at NWF State College:

- 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 NWF State College 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 NWF State College 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 can't 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 AA, AS, AAS, BS, BAS, 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

### Financial Aid Suspension

Students who do not meet eligibility standards shall be suspended from federal financial aid until they have regained eligibility in accordance with the Financial Aid Standards of Academic Progress. (See FEDERAL PROGRAMS eligibility criteria listed under Financial Aid Standards of Academic Progress on previous page in this section for more information.)

### Notification

The Financial Aid Office will send a letter to all current financial aid recipients who are to be suspended. This letter goes to students not meeting standards of satisfactory progress or academic good standing. Suspended students will not receive financial aid for the following term even if already enrolled. The notice will be addressed to the student's most current local address on file with the Office of Enrollment Services. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THE COLLEGE INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES. The student is responsible for the cost of enrollment during suspension from financial aid. Financial aid will not be available.

### 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](http://www.nwfsc.edu).) 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 for one term, after which the general standards will apply.

### 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.

### 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 Senior Vice President 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

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

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 ACG, Federal SEOG, Federal Stafford 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 & 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 most cases, when a student receives federal Title IV aid greater than the amount of institutional charges (tuition & 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.gibill.va.gov](http://www.gibill.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](http://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 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.

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 NWF State College 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](http://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 |
|-----------------|-----------------|----------------|------------------|-----------|--------------------------------|---------------------|
|-----------------|-----------------|----------------|------------------|-----------|--------------------------------|---------------------|

**GRANTS**

|   |                |  |   |                 |   |   |
|---|----------------|--|---|-----------------|---|---|
| <b>Federal Pell Grant</b>   | <b>Federal</b> | 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.                       | \$304-\$5,350   | 2009-2010 FAFSA | Fall - 5/15/09<br>Spring - 10/1/09<br>Summer - 2/1/10 | Need-based Financial Aid Program.                                       |
| <b>Federal Supplemental Educational Opportunity Grant (FSEOG)</b> | <b>Federal</b> | Applicant must have a high need.   | \$100 - \$500 Annual Awards                             | 2009-2010 FAFSA | 5/15/09   | Very limited; generally goes to those applicants with a very high need. |
| <b>Academic Competitiveness Grant Program</b>                     | <b>Federal</b> | Available to first & second year students in a program of study who are Pell Grant recipients, completed a rigorous secondary school program of study, for 2nd year students must have at least a 3.0 GPA. | \$750 First Year Student<br>\$1,300 Second Year Student | 2009-2010 FAFSA | Fall - 5/15/09<br>Spring - 10/1/09<br>Summer - 2/1/10 | Need based financial aid; student must be a Pell Grant recipient.       |
| <b>Florida Student Assistant Grant (FSAG, FSAG-CE)</b>            | <b>State</b>   | Applicant must be a degree-seeking student (AA, AS, AAS, BAS, BS 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                           | 2009-2010 FAFSA | 5/15/09   | Early application recommended since state funding may be limited.       |

**LOANS**

|   |                |   |  |  |  |  |   |
|---|----------------|---|--|--|--|--|---|
| <b>Federal Stafford Loan</b>              | <b>Federal</b> | Available to students in a program of study. Must be enrolled at least half-time.   | \$3,500 First Year Student<br>\$4,500 Second Year Student<br>\$5,500 Third & Fourth Year Student | 2009-2010 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.   |   |
| <b>Federal Plus Loan</b>                  | <b>Federal</b> | The Office of Student Financial Assistance Ombudsmen is available to assist students dissatisfied with the servicing of their Federal student loans.<br>Toll Free: 1-877-557-2575 | Parent, borrowing must pass a credit check.  | Student's cost of attendance minus other aid | 2009-2010 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. |
| <b>NelNet Tuition Installment Program</b> | <b>NelNet</b>  | 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 |
|-----------------|-----------------|----------------|------------------|-----------|--------------------------------|---------------------|
|-----------------|-----------------|----------------|------------------|-----------|--------------------------------|---------------------|

WORK

|                                 |                |  |                          |  |   |  |
|---------------------------------|----------------|--|--------------------------|--|---|--|
| <b>Federal Work Study (FWS)</b> | <b>Federal</b> | Applicant must be an enrolled NWF State College student with a financial need.           | \$500 - \$3,000 Per Year | 2009-2010 FAFSA and NWFSC Student Employ. Contract | Fall 5/15/09<br>Spring 10/1/09<br>Summer 2/1/10         | Jobs are on and off campus. Most positions are either 10, 15 or 20 hours per week. |
| <b>Student Assistants</b>       | <b>NWFSC</b>   | Student employment category available to students who have maintained a minimum 2.0 GPA. | \$100 - \$3,000 Per Year | 2009-2010 FAFSA and NWFSC Student Contract         | Normally completed just prior to the start of each item | Positions are usually 10 hours per week on campus.                                 |

SCHOLARSHIPS

|  |              |   |  |                                    |                 |   |
|--|--------------|---|--|------------------------------------|-----------------|---|
| <b>Presidential Honors Scholarship</b>                 | <b>NWFSC</b> | Applicant must be a top-ranked student from one of the district public high schools.  | In-state Tuition and Fees for 60 Credit Hours      | NWF State College Scholarship App. | April 2         | High School Principal's and Senior Counselor's recommendations. Two scholarships per district high school.  |
| <b>Presidential Career Scholarship</b>                 | <b>NWFSC</b> | Applicant must be a top-ranked student from one of the district vocational high schools.  | In-state Tuition and Fees for 60 credit hours.     | NWF State College Scholarship App. | April 2         | High School Principal's and Senior Counselor's recommendations. One scholarship per vocational high school. |
| <b>Presidential Minority Honors Scholarship</b>        | <b>NWFSC</b> | Applicant must be a top-ranked minority student from one of the district public high schools.   | In-state Tuition and Fees for 60 credit hours.     | NWF State College Scholarship App. | April 2         | High School Principal's and Senior Counselor's recommendations. One scholarship per district high school.   |
| <b>Fine and Performing Arts Scholarship</b>            | <b>NWFSC</b> | 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   | NWF State College Scholarship App. | Open            | High School Choir and/or Band Director's recommendations. This scholarship can be renewed.                  |
| <b>Athletic Scholarship</b>                            | <b>NWFSC</b> | 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.   |
| <b>Forensics Team and Brain Bowl Team Scholarships</b> | <b>NWFSC</b> | Recipients are selected by the Coordinator of Student Activities.   | Varies   | NWF State College Scholarship App. | Open            | Recipients participate on the College Forensics Team and Brain Bowl Team.                                   |
| <b>Leadership Award</b>                                | <b>NWFSC</b> | Each area high school receives a minimum of three and a maximum of eight per school depending on senior class size. 48 awarded.   | \$500 Tuition Award                                | NWF State College Scholarship App. | April 2         | High School Principal's and Senior Counselor's recommendations.   |

**FINANCIAL AID ADMINISTERED BY NORTHWEST FLORIDA STATE COLLEGE**

| <b>NAME OF PROGRAM</b> | <b>FUNDING SOURCES</b> | <b>QUALIFICATIONS</b> | <b>MIN / MAX AWARDS</b> | <b>APP PROC.</b> | <b>APPLICATION PRIORITY DEADLINES</b> | <b>SPECIAL INFORMATION</b> |
|------------------------|------------------------|-----------------------|-------------------------|------------------|---------------------------------------|----------------------------|
|------------------------|------------------------|-----------------------|-------------------------|------------------|---------------------------------------|----------------------------|

**SCHOLARSHIPS - continued**

|  |   |   |   |   |  |  |
|--|---|---|---|---|--|--|
| <b>Directed Work Study Scholarship</b>                         | NWFSC                                     | Recommendation of Dept. Chair/Division Director and approval of Senior Vice President.                    | 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.  |
| <b>Student Government Association (SGA) Scholarship</b>        | NWFSC                                     | Student elected to the Office of President of Student Government Association.                             | In-state Tuition and Fees for 30 Credit Hours   | NWF State College Scholarship App.            | When Elected to Office                   | Contact Student Services for more information.   |
| <b>Regional Science and Engineering Fair/NWFSC Scholarship</b> | NWFSC                                     | Awarded to thirteen Senior Grand Award winners and Senior Alternate selected yearly at area science fair. | In-state Tuition and Fees for 60 Credit Hours   | NWF State College Scholarship App.            | Annual Science Fair                      | Must attend the College immediately upon high school graduation.   |
| <b>ACT-SO Scholarship</b>                                      | NWFSC                                     | Awarded to gold medal winners in the Okaloosa County ACT-SO Competition.                                  | In-state Tuition and Fees for 60 Credit Hours   | NWF State College Scholarship App.            | Annual ACT-SO Competition                | Must attend the College immediately upon high school graduation.   |
| <b>Designated and Undesignated Donor Scholarship</b>           | Local Community Org. and NWFSC Foundation | Various selection criteria established by donors.   | Varies  | App. Provided by Donors and NWFSC Foundation  | Dated Set by Donors and NWFSC 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. |
| <b>Pacesetters Scholarship</b>                                 | NWFSC                                     | Awarded to outstanding African-American males graduating from Okaloosa-Walton County schools.             | \$1,000 Per Year  | NWF State College Scholarship App.            | April 2                                  | Five awards will be given to students selected for this program. Recipients must attend full-time.   |
| <b>AmeriCorps Education Award</b>                              | Federal                                   | Complete the AmeriCorps Program.  | \$4,725 Full-Time<br>\$2,362 Half-Time App.<br>\$1,000 For Students Who Serve 300 Hours | AmeriCorps App. Provided By NWF State College |  | 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](http://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 and Counselors are available at the following locations:

- **Niceville Campus:**  
Student Services, Building "C-2"
- **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

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 not 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 page 54 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. "F"; 729-5229

### **Bachelor of Applied Science in Project Management**

Ms. June Gibson  
Bldg. "P"; 729-4900

### **Bachelor of Science in Nursing**

Ms. Beth Norton  
Bldg. "E", 729-6400

### **Bachelor of Science in Education**

Dr. Diane Hodgins  
Bldg. "A", 729-6440

### **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

### **Elementary and Secondary Education**

Dr. Joyce Goldstein  
Bldg. "E"; 729-5391

### **EMT/Paramedic**

Mr. Barry Reed  
Bldg. "Q" 729-4924

### **Humanities, Fine and Performing Arts**

Dr. Cliff Herron  
Bldg. "J"; 729-5382

### **Mathematics/Pre-Engineering**

Dr. Sasha Jarrell  
Bldg. "L"; 729-5377

### **Nursing AS/RN**

Ms. Charlotte Kuss  
Bldg. "E"; 729-6400

### **Public Safety, Emergency Management and Law Enforcement**

Mr. Brian Shonk  
Bldg. "Q"; 729-5378

### **Radiography**

Ms. Roslyn Johnson  
Bldg. "E"; 729-6457

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

Dr. Darryl Ritter  
Bldg. "S"; 729-5376

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](http://www.nwfsc.edu) or [www.FACTS.org](http://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 1301  
Career and Life Planning
- SLS 1340  
Professional Portfolio Building
- 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 23 for more information).
- Check out the Florida Academic Counseling and Tracking for Students at [www.FACTS.org](http://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](http://www.nwfsc.edu) RaiderNet link, or
- Run a 2 + 2 University Transfer evaluation from [www.FACTS.org](http://www.FACTS.org).

## • 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](http://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](http://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 Associate Dean, Student Services/Registrar.

## • Classification of Students

Students are classified according to the number of semester hours they have earned. At NWF State College 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 Associate Dean, Student Services/Registrar and Senior Vice President 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.



## • Classification of Students (continued)

### 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 Senior Vice President 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 Senior Vice President.

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.nwfsc.edu](http://www.nwfsc.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 Senior Vice President or the Associate Dean, Student 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 Senior Vice President or the Associate Dean, Student 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.

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 Associate Dean, Student 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 27. A written request, including justification and appropriate documentation, must be submitted to the Office of Instructional Services. 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.

## • **Withdrawing From Courses (continued)**

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 Senior Vice President 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 Senior Vice President, 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 recommend to the Senior Vice President 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 40).

## • **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 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 Senior Vice President or the Associate Dean, Student 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 Senior Vice President.

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, 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, 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 Senior Vice President.

**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 Instructional Services 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 51)

### 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 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.

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 in all programs - Baccalaureate, Associate or Certificate 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 averages (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. The college will notify the students of their standing via a statement on the grade mailer. 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". They will be notified of this action and 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.

### **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". They will be notified and 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 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"

# GRADE TABLES

| ACADEMIC GRADE <sup>1</sup> | GENERAL MEANING                        | GRADE APPEARANCE ON ROSTER | GRADE APPEARANCE ON TRANSCRIPT | POINTS ASSIGNED PER CREDIT QUALITY PTS. <sup>2</sup> | CREDIT COUNT TOWARD GRADUATION <sup>3</sup> | DOES CREDIT TRANSFER? <sup>3</sup> | CAN BE REPEATED TO IMPROVE GPA FOR GRADUATION? <sup>4</sup> | DOES IT AFFECT CUMULATIVE GPA? | DOES IT COUNT AS "ATTEMPTED CREDITS" FOR STUDENTS' PROGRESS? <sup>5*</sup> |
|-----------------------------|--|----------------------------|--------------------------------|--|---|------------------------------------|---|--------------------------------|--|
| A                           | Excellent                              | A                          | A                              | 4.0  | Yes   | Yes                                | No  | Yes                            | Yes  |
| AW <sup>5</sup>             | 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 <sup>6</sup>                            | Sometimes                          | Yes   | Yes                            | Yes  |
| ES <sup>16</sup>            | Early Completion of Non-Credit Failure | ES                         | S                              | 0.0  | No  | No                                 | Yes   | No                             | No   |
| F <sup>7</sup>              | Failure                                | F                          | F                              | 0.0  | No  | No                                 | Yes   | Yes                            | Yes  |
| FN <sup>8</sup>             | Failure Never Attended                 | FN                         | F                              | 0.0  | No  | No                                 | No  | Yes                            | Yes  |
| I <sup>9</sup>              | Incomplete                             | I                          | I                              | 0.0  | No  | No                                 | No  | No                             | No   |
| IP                          | In Progress                            | IP                         | IP                             | 0.0  | No  | No                                 | No  | No                             | No   |
| IW <sup>10</sup>            | Instructor Withdrawal                  | IW                         | W                              | 0.0  | No  | No                                 | Yes   | No                             | Yes  |
| NG                          | No Grade                               | NG                         | NG                             | 0.0  | No  | No                                 | Yes   | No                             | Yes  |
| P <sup>11</sup>             | Passing                                | P                          | P                              | 0.0  | Yes   | Yes                                | No  | No                             | No   |
| S <sup>12</sup>             | Satisfactory                           | S                          | S                              | 0.0  | No  | No                                 | No  | No                             | No   |
| U <sup>12</sup>             | Unsatisfactory                         | U                          | U                              | 0.0  | No  | No                                 | No  | No                             | No   |
| V <sup>13</sup>             | Deferred Incomplete                    | V                          | V                              | 0.0  | No  | No                                 | No  | No                             | No   |
| W <sup>14</sup>             | Withdraw                               | W                          | W                              | 0.0  | No  | No                                 | Yes   | No                             | Yes  |
| WF <sup>15</sup>            | Withdraw Falling                       | WF                         | F                              | 0.0  | No  | No                                 | Yes   | Yes                            | Yes  |
| WN <sup>16</sup>            | Withdraw Never Attended                | WN                         | W                              | 0.0  | No  | No                                 | Yes   | Yes                            | Yes  |
| X <sup>17</sup>             | Audit                                  | X                          | X                              | 0.0  | No  | No                                 | Yes   | No                             | No   |
| XC <sup>18</sup>            | 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 for Instruction 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 39 of the Catalog for more information.)
- AW grades appear only on the grade roster and/or student mailer 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 for Instruction 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 of Arts and Associate of 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/or student mailer 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/or student mailer 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 28 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 Senior Vice President 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/or student mailer 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/or student mailer 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 grade on the official college record.

## • Standards of Academic Progress (continued)

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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

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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 NWF State College by submitting a written request to the Senior Vice President. 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

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NWF State College 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 NWF State College’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 effective August 2006.

### (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:

NWF State College 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):

NWF State College 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:

NWF State College 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.

### 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 NWF State College. (Dual enrolled students are not considered degree-seeking.) To be eligible for a course challenge exam, the student:

- must be currently or previously enrolled at NWF State College;
- must be in good academic standing at NWF State College;
- 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);
- must not be currently enrolled in the course;
- must not previously have received a grade in the course (except “W”);
- must not have been enrolled in the course for at least one full term previous to the request term;
- must not previously have attempted to challenge the course;
- must have completed the appropriate request forms, obtained the appropriate approvals, and paid the established fee.



## • Credit by Alternative Means of Study (continued)

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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 NWF State College's residency requirement.

## • Articulation of Vocational Courses/Credits

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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, 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 NWF State College 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 Associate Dean, Student Services/ College Registrar.

## • Credits for Armed Services Schools and Military Training

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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.

## • Distance Learning

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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, online 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. Distance 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 distance learning are transferable and are applicable to graduation requirements in the same manner as traditional classes as well. A schedule of distance learning classes can be found on the NWFSC's Distance Learning website (<http://distancelearning.nwfsc.edu>).

## • Distance Learning Courses

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Both general education and elective courses are offered as distance learning. 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 distance learning 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. Students choose courses designed in the following instructional delivery methods:

## • E-Learning

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- Online, web-based instruction uses Desire2Learn to deliver its online classes.
- E-mail instruction. Class materials may be posted on the instructor's website or delivered via e-mail.

## • Mixed Media Instruction

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- Mixed media, text-based classes
- Mixed media, text-based classes with e-mail support
- Mixed media, text-based classes with online instructional support options

## • **Distance Learning Orientation**

Enrollment in a distance learning course carries a companion requirement for the student to complete an in-person class orientation session at the Niceville Campus. Orientation sessions are customized for each course distance learning course, and students are required to attend or to contact the instructor in advance to make alternate arrangements. 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 not only the opportunity for students to meet other individuals enrolling in the same class, but also 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 distance classes. Information about orientation scheduling is provided on the college Distance Learning website <http://distancelearning.nwfsc.edu>.

## • **Distance Learning Support Services**

NWF State College is committed to offering students the same quality of education through distance learning as it offers in the classroom. To that end, distance students have full access to college services at all locations. Distance students 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 ASK (a listing of remedial and supplemental resources is available at the college) are all available both at locations and online at [www.nwfsc.edu](http://www.nwfsc.edu). In addition, most distance learning faculty members maintain websites with syllabi and other resources for specific courses; these websites can be accessed from the Departments link on the NWFSC website [www.nwfsc.edu](http://www.nwfsc.edu).

Distance learning 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 distance learning courses in the same manner as it is for traditional courses.

For more information, contact the Learning Technologies/Distance Learning Office at (850) 729-6464 or consult the NWFSC website at [www.nwfsc.edu](http://www.nwfsc.edu). The specific area for distance learning can be found at <http://distancelearning.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 10 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 (see page 55). 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

## College Preparatory Instruction (continued)

regardless of the level. Students whose entry level placement scores in either the mathematics, English or reading sub-test of the FCPT 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 FCPT 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 NWF State College.

Students who elect to pursue one of the alternate options must meet with an advisor prior to registration 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 NWF State College 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.

### 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 Instructional Services. 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 Instructional Services 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 Instructional Services or the Office of Enrollment Services prior to registration. Financial Aid will only 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.

NWF State College 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.



## ● College Preparatory Instruction (continued)

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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 NWF State College and/or retake 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

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Students with FCPT English scores greater than or equal to 83 and less than 92 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., or A.S. transfer students. LIN 1670 may be used to meet general education requirements by non-transfer A.A.S. students.

Students with FCPT English scores of 92 or higher may enroll in ENC 1101 English Composition I. Students with FCPT English placement scores of less than 83 must enroll in college preparatory courses as prerequisite to enrolling in any college credit English or humanities courses.

## ● Mathematics Course Sequence

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Students who score below 50 on the algebra subtest of the FCPT must take the arithmetic subtest to determine if they should be placed in MAT 0002A College Preparatory Math. Students scoring below an 83 on the arithmetic subtest are advised to take MAT 0002A before taking MAT 0024 College Preparatory Algebra. Students scoring an 83 or higher on the arithmetic subtest are advised to take MAT 0024 as a prerequisite to enrolling in college credit mathematics courses.

Students with FCPT math scores greater than or equal to 72 and less than 90 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 82.)

Students with FCPT math scores greater than or equal to 90 should consult with an advisor to determine the mathematics courses most appropriate for their background and program of study.

## ● Reading Course Sequence

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Students with FCPT reading scores of less than 83 must enroll in college preparatory reading courses. Students with FCPT reading scores of 83 or higher may enroll in any college credit reading course.

## ● College Level Academic Skills Test (CLAST)

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***At catalog press time, the college received notification that the College Level Academic Skills Test (CLAST) was not funded for 2009-2010, however, students are still required to meet College Level Academic Skills (CLAS) Alternatives as noted below for graduation. Students should check with the Office of Enrollment Services for updated information.***

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.

CLAS requirements may be met through one of the following processes:

## CLAS Alternatives

Florida Administrative Code (F.A.C. Rule 6A-10.0311) which was passed by the State Board of Education October 21, 1997, allows a student to be exempt from selected CLAS sections under the following circumstances:

1. Students who have earned a grade point average of 2.5 or above in selected postsecondary level courses shall be exempt from one or more sections of CLAS as follows:

- To exempt the English Language Skills, Reading and Essay sections of CLAS, the student must have earned a 2.5 grade point average in ENC1101 and ENC1102.
- To exempt the Computation section of the CLAS, the student must have earned a 2.5 grade point average in two (2) Gordon Rule general education mathematics courses listed on page 78.

2. Students who have earned the following score(s) on either the Scholastic Achievement Test (SAT-1), or the American College Testing Program (ACT) shall be exempt from one or more sections of CLAS as follows:

- To exempt the English Language Skills, and Essay sections of CLAS, the student must have a score of 500 on the SAT-1 or 21 on the ACT English examination.
- To exempt the Reading Section of the CLAS, the student must have a score of 500 on the SAT-1 or 22 on the ACT Reading examination.
- To exempt the Computation section of the CLAS, the student must have a score of 500 on SAT-1 or a 21 on the ACT Mathematics examination.

## CLAS Waiver

Students with a documented learning disability may request a waiver of one or more sections of the CLAS, depending on the disability. All requests must be submitted in writing, along with verification of the learning disability, to the Senior Vice President.

All requests should be referred to the Coordinator of Services for Students with Special Needs, located on the Niceville Campus, Building C-2, Student Services.

***For those applying for graduation after July 1, 2009, the following routes to an Associate of Arts, Bachelor of Applied Science or Bachelor of Science degree will fulfill requirements.***

| GRADUATION ELEGIBILITY |                      |              |           |
|------------------------|----------------------|--------------|-----------|
| CLAST                  | ACT/SAT              | 2.5 GPA      | Award AA? |
| Passed before 07/01/09 | Did Not Take or Pass | Did Not Meet | Yes       |
| Passed before 07/01/09 | Passed               | Did Not Meet | Yes       |
| Passed before 07/01/09 | Did Not Take or Pass | Met GPA      | Yes       |
| Did Not Pass           | Passed               | Met GPA      | Yes       |
| Did Not Pass           | Did Not Take or Pass | Met GPA      | Yes       |
| Did Not Pass           | Passed               | Did Not Meet | Yes       |
| Did Not Pass           | Passed               | Did Not Meet | Yes       |
| Did Not Pass           | Did Not Take or Pass | Met GPA      | Yes       |
| Did Not Pass           | Passed               | Met GPA      | Yes       |
| Did Not Take or Pass   | Did Not Take or Pass | Did Not Meet | No        |

## 2009-10 schedules for the ACT and SAT exams

| ACT EXAM DATES     |                       |                                |
|--------------------|-----------------------|--------------------------------|
| TEST DATE          | REGISTRATION DEADLINE | (LATE FEE REQUIRED)            |
| September 12, 2009 | August 7, 2009        | August 8 - 21, 2009            |
| October 24, 2009   | September 18, 2009    | September 19 - October 2, 2009 |
| December 12, 2009  | November 6, 2009      | November 7 - 20, 2009          |
| February 6, 2010   | January 5, 2010       | January 6 - 15, 2010           |
| April 10, 2010     | March 5, 2010         | March 6 - 19, 2010             |
| June 12, 2010      | May 7, 2010           | May 8 - 21, 2010               |

Refer the website at [www.act.org](http://www.act.org) for more information and study materials.  
Cost of exam is \$31.

| SAT EXAM DATES   |                     |  |
|------------------|---------------------|--|
| TEST DATE        | TEST                | REGISTRATION DEADLINE (POSTMARK/SUBMIT BY) |
| October 10, 2009 | SAT & Subject Tests | September 9, 2009                          |
| November 7, 2009 | SAT & Subject Tests | October 1, 2009                            |
| December 5, 2009 | SAT & Subject Tests | October 30, 2009                           |
| January 23, 2010 | SAT & Subject Tests | December 15, 2009                          |
| March 13, 2010   | SAT only            | February 4, 2010                           |
| May 1, 2010      | SAT & Subject Tests | March 25, 2010                             |
| June 5, 2010     | SAT & Subject Tests | April 29, 2010                             |

Refer the website at [www.collegeboard.com](http://www.collegeboard.com) for more information and study materials.  
Cost of exam is \$45.

## • **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-NWF State College 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.

### **General Graduation Requirements for All Degrees and Certificates**

Students seeking a Bachelor of Applied Science, Bachelor of Science, Associate of Arts, Associate of Science or Associate of 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 NWF State College. 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 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 NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWF State College or by transfer.
3. Earn a minimum grade ("C") in all upper division course work.
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. Satisfy the College Level Academic Skills requirement.
8. Complete at least 50% of the upper division program course work in residence at NWF State College.
9. Pass the three Florida Teacher Certification Examinations: General Knowledge, Professional Education and appropriate Subject Area.
10. 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 NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWF State College 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. Satisfy the College Level Academic Skills requirement.
7. Complete at least 50% of the upper division program course work (not to include portfolio assessment) in residence at NWF State College.
8. 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 NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWF State College 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. Satisfy the College Level Academic Skills requirement.
6. Successfully complete at least forty (40) credits of approved upper division coursework in the major.
7. Complete at least 50% of the upper division program course work in residence at NWF State College.
8. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.A.S. Degree.



## • Graduation Requirements (continued)

### **Additional Graduation Requirements for the Associate of Arts Degree**

In addition to the general college graduation requirements, students seeking the Associate of 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 NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWF State College or by transfer.
3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
4. Satisfy the College Level Academic Skills requirement.
6. Complete a minimum of sixty (60) college credits applicable toward the A.A. Degree.

### **Additional Requirements for the Associate of Science Degree**

In addition to the general college graduation requirements, students seeking the Associate of 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 NWF State College.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWF State College 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 NWF State College from the core or technical area of the degree, unless there is an established articulation agreement.

### **Additional Requirements for the Associate of Applied Science Degree**

In addition to the general college graduation requirements, students seeking the Associate of 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 NWF State College, unless an exception is granted by formal appeal to the Office of Instructional Services.
3. Complete the A.A.S. General Education requirements as appropriate.
4. Complete at least fifteen (15) program credits in residence at NWF State College 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.

### **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 of Arts degree may be granted.
2. A Bachelor of Science, Bachelor of Applied Science, Associate of Science or Associate of 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 for Instruction.
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. 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 for Instruction.
5. All other requirements for graduation remain in effect for students pursuing additional degrees.

### **Graduation Check**

Contact your advisor or counselor 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 and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer a **Bachelor of Applied Science Degree in Project Management (BAS)**.

The BAS 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 BAS 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 BAS 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 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

NWF State College 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 Math Education** and the **Bachelor of Science in Middle Grades Science Education**. These degrees are designed to provide a career ladder for those who have already completed an Associate of 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 (BSN)**

The BSN program is designed as an AS to BS degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited Associate Degree in Nursing (ADN) program. Admission to the program is limited. The entire program is available locally through courses offered at the Niceville Campus, and clinical instruction is conducted in local hospitals and health care facilities. The BSN program capitalizes on the support from the local health care community and the existing expertise, facilities and academic resources of the college to help meet the critical state and regional workforce need for nursing graduates.

## • Associate of Arts Degree (A.A. Degree)

The **Associate of 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 of Science Degree (A.S. Degree)

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The **Associate of 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 of Applied Science Degree (A.A.S. Degree)

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The **Associate of 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

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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

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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 NWF State College Achievement Certificate from the Office of Technical Education that may be presented to an employer or agency as a record of this educational milestone.

## ● Adult General Education

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NWF State College 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. Call (850) 729-5387.

## ● Continuing Education and Professional Development

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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)

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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.

## ● Distance Learning

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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, online 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. Distance 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 distance learning are transferable and are applicable to graduation requirements in the same manner as traditional classes as well. A schedule of distance learning classes can be found on the Distance Learning website <http://distancelearning.nwfsc.edu>.

The Distance Learning experience is different than the traditional college classroom experience, but the learning should be equivalent. While Distance Learning offers students greater freedom, it also requires more self-discipline to be successful. Distance Learning courses are not easier than traditional college courses – students should be prepared to spend as much time or possibly more on a Distance Learning course. While many students thrive in and may even prefer Distance Learning, others may find it unsuitable. To help determine if Distance Learning

## • Distance Learning (continued)

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is the right option for you, take the time to complete the assessment on the Distance Learning website at <http://distancelearning.nwfsc.edu>.

Both general education and elective courses are offered through Northwest Florida State College Distance Learning. Students may choose from courses designed in the following instructional delivery methods:

- Online, Internet-based classes
- Mixed media, text-based classes
- Mixed media, text-based classes with e-mail support
- Mixed media, text-based classes with online instructional support options
- Blended classes (traditional classes combined with independent study or distance learning activities to reduce class seat time)

To help students be successful, each Distance Learning course offered at NWF State College 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. At orientation, students receive instruction and course-related materials (such as student study guides) from the instructor. The orientation date/time/room schedule is posted on the "Orientations" section of the Distance Learning 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 Learning Technologies/Distance Learning Office at (850) 729-6464 or visit the Distance Learning website at <http://distancelearning.nwfsc.edu>.

## • Blended Classes

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Blended classes are traditional college classes combined with independent study or distance learning activities to reduce class seat time. Blended classes provide the advantages of class meetings with the professor and face-to-face instruction combined with independent study activities. 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.

# DEGREES





# BACHELOR OF SCIENCE IN NURSING (B.S.N.) DEGREE



The Bachelor of Science in Nursing degree is approved by the Florida Board of Nursing and is nationally accredited by the Commission of Collegiate Nursing Education (CCNE). The program is designed as an AS to BS 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. Availability of clinical placement opportunities may limit enrolment in the program. The program can be completed in three to four semesters. Program content for the B.S.N. Program meets Florida Board of Nursing curricular standards, as well as those specified in Florida’s AS to BS Articulation Manual. All courses are available at the NWF State College Niceville Campus, and clinical instruction targets the specific needs of Okaloosa and Walton health care providers.

## • Bachelor of Science in Nursing Degree

### Admission Program Objective Code S100

#### LOWER DIVISION COURSES

Unless otherwise specified, select courses from each category: see pages 78-79

#### General Education Course Requirements ..... Credit Hours

|           |   |   |
|-----------|---|---|
| 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 |
| CHM 1032C | Chemistry for Life Sciences.....          | 4 |
|           | (or higher level Chemistry course)        |   |
| PSY 2012  | Psychology.....                           | 3 |
| _____     | GE Social Science/History/Government..... | 3 |

#### Total General Education Credits ..... 36

#### B.S.N. Common Prerequisite Courses ..... Credit Hours

|           |                                    |   |
|-----------|------------------------------------|---|
| DEP 2004  | Human Growth and Development.....  | 3 |
| HUN 2201  | Nutrition (or NUR equivalent)..... | 3 |
| MCB 2010C | Microbiology.....                  | 4 |
| SYG 2000  | Sociology.....                     | 3 |

#### 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 3067  | Health Assessment.....3                             |
| NUR 3067L | Health Assessment Lab.....1                         |
| NUR 3679  | Nursing Care of Complex Clients.....3               |
| NUR 4165  | Evidence-Based Practice .....3                      |
| NUR 4615  | Family & Community Health .....3                    |
| NUR 4615L | Family & Community Lab.....2                        |
| NUR ____* | Upper Division Nursing Electives .....3             |
| NUR 4827  | Nursing Management & Leadership .....3              |
| NUR 4827L | Nursing Management Lab.....2                        |
| NUR 4956  | Portfolio II .....1                                 |
| NUR 3837  | Health Care Issues .....2                           |

#### Total Upper Division Nursing Credits ..... 30

#### \*Available Upper Division Nursing Electives ..... Credits

|           |  |
|-----------|--|
| NUR 3098C | Perioperative Nursing.....3                  |
| NUR 3678  | Nursing Care of Vulnerable Populations.....3 |
| NUR 3826  | Nursing Ethics.....3                         |
| NUR 4125  | Clinical Pathophysiology.....3               |
| NUR 4295  | Intro to Critical Care .....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 pages 78-79

| General Education Course Requirements*       |   | Credit Hours |
|--|---|--------------|
| ENC 1101                                     | English Composition I.....                              | 3            |
| ENC 1102                                     | English Composition II.....                             | 3            |
| MAC 1105                                     | College Algebra or other<br>General Education Math..... | 3            |
| STA 2023                                     | Statistics or other<br>General Education Math.....      | 3            |
| ___ ___                                      | General Education Humanities (SATC).....                | 6            |
| ___ ___                                      | General Education Biological Science .....              | 4            |
| ___ ___                                      | General Education Physical Science .....                | 4            |
| ___ ___                                      | General Education Science Elective<br>or HLP 1081.....  | 3-4          |
| ___ ___                                      | Social Science/History/Government.....                  | 3            |
| ___ ___                                      | Social Science/Behavioral Science .....                 | 3            |
| ___ ___                                      | General Education Elective.....                         | 1            |
| <b>Total General Education Credits .....</b> |   | <b>36</b>    |

**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 AS 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<br>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<br>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         |
| <b>Total Emphasis Requirements.....</b> |  | <b>15</b> |

**• 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        |
| <b>Total Required Emphasis Credits.....</b> |   | <b>9</b> |

**• Requirements for an Emphasis in Public Services**

**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         |
| <b>Total Required Emphasis Credits.....</b> |  | <b>13</b> |

**• 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        |
| <b>Total Emphasis Requirements.....</b> |                                      | <b>6</b> |

**• Requirements for an Emphasis in Technology Management**

**Admission Program Objective Code R100H**

*At catalog press time, specific course requirements for this program were under development; please contact the B.A.S. Project Management Office at 729-6900 for final program requirements.*

**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 3330                                    | Information Security Policy & Administration ... | 3         |
| MAN 3120                                    | Leadership and Group Dynamics.....               | 3         |
| <b>Total Required Emphasis Credits.....</b> |  | <b>15</b> |

**• 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        |
| <b>Total Required Emphasis Credits.....</b> |  | <b>8</b> |

**• 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 Information Professionals.....   | 3   |
| ISM 3232 | Software Essentials.....                                  | 3   |
| ISM 3330 | Information Security Policy & Administration....          | 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

**A.S. or A.A.S  
Degree in Technical Area**  
Minimum of 60 credits  
and 15-18 transferable  
General Education Credits

**A.A.  
General Transfer Degree**  
Minimum of 60 credits  
and 36 General  
Education Credits

Lower  
Division

Additional 18-21 hours  
of transferable  
General Education Credits

Additional  
18-21 hours of  
Professional/Career Credits

**Core Requirements of the B.A.S. in  
Project Management  
27 Credits**  
Student selected area of emphasis

Customized  
Program  
Plan to meet  
individual  
career goals

Upper  
Division

**Emphasis in  
Project  
Management**  
  
15 – 33  
Credits

**Emphasis in  
Acquisitions**  
  
15 – 33  
Credits

**Emphasis in  
Quality  
Improvement**  
  
15 – 33  
Credits

**Emphasis in  
Training and  
Development/  
Human  
Resources**  
  
15 – 33  
Credits

**Emphasis in  
Public Service  
Management**  
  
15 – 33  
Credits

**Emphasis in  
Technology  
Management**  
  
15 – 33  
Credits



**120-CREDIT BACHELOR OF APPLIED SCIENCE  
IN PROJECT MANAGEMENT**

revised 5/09



Photograph by Bill Thornton

# BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

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 test and elementary subject area test 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 test. A passing score on the FTCE Elementary subject area test is one of the graduation requirements for this degree.

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.

## • Bachelor of Science in Elementary Education

### Admission Program Objective Code S201E

#### LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see pages 78-79.

| General Education Course Requirements |  | Credit Hours |
|---------------------------------------|--|--------------|
| ENC 1101                              | English Composition I .....  | 3            |
| ENC 1102                              | English Composition II .....   | 3            |
| ___                                   | General Education Mathematics<br>(MGF 1106 and MAC 1105 recommended) ...                   | 6            |
| ___                                   | General Education Humanities<br>(HUM 1020 recommended) .....                               | 6            |
| GLY 2010C                             | Physical Geology <sup>1,2</sup> .....  | 4            |
| PHY ___                               | Physical Science <sup>1</sup> .....  | 4            |
| BSC ___                               | Biological Science <sup>1</sup> .....  | 4            |
| ___                                   | Two of the following classes: POS 1041,<br>GEA 1000, AMH 20X0, ECO 20X3 <sup>3</sup> ..... | 6            |

- <sup>1</sup> At least one physical or biological science must include a lab.  
<sup>2</sup> Other general education natural science courses may meet program requirements; see your advisor.  
<sup>3</sup> The two courses not taken here should be taken as lower division electives below.

**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            |

**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 1600               | Speech .....                               | 3               |
| SYG 2010               | Social Problems .....                      | 3               |

**Total Lower Division Elective Credits .....** 15

**TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS<sup>4</sup> .....** 60

<sup>4</sup> 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<sup>5</sup>

| Core Professional Education Courses |  | Credit Hours |
|-------------------------------------|--|--------------|
| EDF 3214                            | Human Development and Learning .....                           | 3            |
| EDE 3301                            | Elementary School Teaching Strategies .....                    | 3            |
| EDF 3430                            | Measurement, Evaluation and<br>Assessment in Education .....   | 3            |
| EEX 3070                            | Methods of Inclusion & Collaboration .....                     | 3            |
| EDG 3410C                           | Classroom Management, School Safety,<br>Law and Ethics .....   | 3            |
| TSL 3080                            | Foundations of Teaching ESOL in the Schools ....               | 3            |
| TSL 4081C                           | TESOL Issues and Practice .....                                | 3            |
| RED 3309C                           | Early and Emergent Literacy K-2 .....                          | 3            |
| RED 3511C                           | Intermediate Literacy 3-6:<br>Reading and Thinking .....       | 3            |
| RED 4519C                           | Diagnostic and Instructional Interventions<br>in Reading ..... | 3            |

**Total Core Professional Education Credits .....** 30

| Method Courses |   | College Credits |
|----------------|---|-----------------|
| LAE 4314C      | Methods in Teaching Language Arts<br>in Elementary School ..... | 3               |
| MAE 3310C      | Teaching Elementary School<br>Mathematics Methods .....         | 3               |
| SCE 3310C      | Teaching Science in the<br>Elementary School Methods .....      | 3               |
| SSE 4313C      | Teaching Social Science in<br>Elementary School Methods .....   | 3               |
| EDE 4223C      | Integrating Art, Music, &<br>Physical Education Methods .....   | 3               |
| RED 4312       | Integration of Assessment into<br>Classroom Reading .....       | 3               |

**Total Method Courses Credits .....** 18

| Internship (Student Teaching) |  | College Credits |
|-------------------------------|--|-----------------|
| EDE 4940                      | Internship: Elementary Education ..... | 9               |
| EDE 4930C                     | Seminar in Elementary Education .....  | 1               |
| RED 4854C                     | Reading Field Experience .....         | 2               |

**Total Student Teaching and Seminar Credits .....** 12

**TOTAL UPPER DIVISION CREDITS .....** 60

**TOTAL CREDITS FOR THE DEGREE .....** 120

<sup>5</sup> Students who have not met the foreign language requirement at the high school level will need to complete eight (8) college credits of foreign language.



# BACHELOR OF SCIENCE IN MIDDLE GRADES MATH 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 test and middle grades math subject area test 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 test. A passing score on the FTCE Middle Grades Math subject area test is one of the graduation requirements for this degree.

Courses with the "C" or 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.

## • Bachelor of Science in Middle Grades Math Education:

### Admission Program Objective Code S201M

#### LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see pages 78-79.

| 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/<br>Government..... | 3            |
| PSY 2012                              | Psychology.....  | 3            |
| GLY 2010C                             | Physical Geology <sup>1, 2</sup> .....                       | 4            |
| _____                                 | General Education Biological Science <sup>1</sup> .....      | 4            |
| _____                                 | General Education Science <sup>1</sup> .....                 | 4            |

<sup>1</sup> At least one physical or biological science must include a lab.  
<sup>2</sup> Other general education natural science courses may meet program requirement; see your advisor.

**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            |
| MAC 2311             | Calculus I.....   | 4            |
| _____                | General Education Biological Science <sup>3,4</sup> ..... | 4            |
| _____                | Electives in Math or Physical Science.....                | 7            |

**Total Common Prerequisites Credits ..... 24**

**TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS<sup>3</sup> ..... 60**

<sup>3</sup> 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 3131C                           | Learning and the Developing Adolescent.....               | 3            |
| EDF 3430                            | Measurement, Evaluation &<br>Assessment in Education..... | 3            |
| EEX 3070                            | Methods of Inclusion & Collaboration.....                 | 3            |
| EDG 3410C                           | Classroom Management, School Safety,<br>Law & Ethics..... | 3            |
| EDG 3343                            | Instructional Strategies.....                             | 3            |
| EME 3410C                           | Integrating Technology in the Classroom.....              | 3            |
| TSL 4081C                           | 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**

| Method Courses |   | Credit Hours |
|----------------|---|--------------|
| MAE 4312C      | How Children Learn Math.....                                    | 3            |
| MAE 4320C      | Teaching Methods in Middle Grades Math.....                     | 3            |
| MAE 4940C      | Teaching Methods in<br>Middle Grades Math Field Experience..... | 1            |
| MTG 2206       | College Geometry.....   | 3            |
| MAC 2313       | Calculus II or another math Math elective.....                  | 4            |
| MHF 4404       | The History of Math.....  | 3            |
| MHF 3202       | Set Theory and Logic.....                                       | 3            |
| STA 2023       | Statistics or another approved statistics course.....           | 3            |

**Total Method Credits ..... 23**

| Internship (Student Teaching) |   | Credit Hours |
|-------------------------------|---|--------------|
| MAE 4945                      | Internship: Middle Grades Math Education..... | 9            |
| MAE 4930C                     | Seminar in Math Education.....                | 1            |

**Total Student Teaching and Seminar Credits..... 10**

**TOTAL UPPER DIVISION CREDITS ..... 60**  
**TOTAL CREDITS FOR THE DEGREE ..... 120**

# BACHELOR OF SCIENCE IN MIDDLE GRADES SCIENCE 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 test and middle grades science subject area test 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 science subject area FTCE test. A passing score on the FTCE Middle Grades Science subject area test is one of the graduation requirements for this degree.

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.

## • Bachelor of Science in Middle Grades Science Education

### Admission Program Objective Code S2015

#### LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see pages 78-79.

| 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/<br>History/Government..... | 3            |
| PSY 2012                  | Psychology.....  | 3            |
| GLY 2010C                 | Physical Geology <sup>1</sup> .....                          | 4            |
| BSC 1010C                 | Principles of Biology I <sup>2</sup> .....                   | 4            |
| CHM 1025                  | Chemical Science<br>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 2010C            | Physical Geology <sup>1,3</sup> .....         | 4            |
| BSC 1011C            | Principles of Biology II <sup>2</sup> .....   | 4            |
| OCE 1001C            | Oceanography.....                             | 3            |

**Total Common Prerequisites Credits ..... 20**

| Lower Division Elective Courses |                       | Credit Hours |
|---------------------------------|-----------------------|--------------|
| — —                             | Physical Science..... | 4            |

**Total Lower Division Elective Credits ..... 4**

**TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS<sup>4</sup> ..... 60**

<sup>1</sup> Other general education natural science courses may meet program requirement; see your advisor.

<sup>2</sup> 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 3131C                           | Learning and the Developing Adolescent.....               | 3            |
| EDF 3430                            | Measurement, Evaluation &<br>Assessment in Education..... | 3            |
| EEX 3070                            | Methods of Inclusion & Collaboration.....                 | 3            |
| EDG 3410C                           | Classroom Management, School Safety,<br>Law & Ethics..... | 3            |
| EDG 3343                            | Instructional Strategies.....                             | 3            |
| EME 3410C                           | Integrating Technology in the Classroom.....              | 3            |
| TSL 4081C                           | 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**

| Method Courses |   | Credit Hours |
|----------------|---|--------------|
| SCE 4320C      | Teaching Methods in Middle Grades Science.....              | 3            |
| SCE 4940C      | Teaching Methods in<br>Middle Grades Science Practicum..... | 1            |
| ISC 4145       | Environmental Systems.....                                  | 3            |
| CHM 1025       | Chemical Science<br>OR                                      |              |
| PHY 1020       | Physical Science.....                                       | 4            |
| — —            | Three science electives.....                                | 12           |

**Total Method Courses Credits..... 23**

| Student Teaching |  | Credit Hours |
|------------------|--|--------------|
| SCE 4945         | Internship: Middle Grades Science Education..... | 9            |
| SCE 4930C        | Seminar in Science Education.....                | 1            |

**Total Student Teaching and Seminar Credits..... 10**

**TOTAL UPPER DIVISION CREDITS ..... 60**  
**TOTAL CREDITS FOR THE DEGREE ..... 120**

<sup>3</sup> Some students may have satisfied this requirement in their General Education courses, in which case another college credit course may be substituted here.

<sup>4</sup> 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 Math  
and Middle Grades Science*

**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 Math and to Middle Grades Science.**

**Elementary  
Education Program**

**Middle Grades Math  
Education Program**

**Middle Grades Science  
Education Program**

**Core Professional Courses  
30 Credits**

**Core Professional Courses  
27 Credits**

**Core Professional Courses  
27 Credits**

**Methods Courses  
(18 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  
Math Education**

**Bachelor of Science  
in Middle Grades  
Science Education**



# ASSOCIATE OF ARTS (A.A.) DEGREE



## Admission Program Objective Code 1043

The Associate of 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, meet CLAS requirements, 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 pages 78 and 79.
  - 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. Satisfy the College Level Academic Skills requirements.
4. 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).
5. Maintain minimum GPA standards as specified in the graduation requirements section, on pages 58.
6. Meet all general college graduation requirements.

## Custom Designed Associate of 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 Senior Vice President. 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 NWF State College general education requirements, as well as all applicable college graduation policies.

## 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, as well as many university catalogs are available in the Learning Resources Center, and the student services areas at each college location or at [www.facts.org](http://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 enjoy certain protections under the statewide articulation agreement. These rights are presented in the "Student Bill of Rights" on the next page.

## • A.A. Degree Requirements (continued)

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 of 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 Senior Vice President 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 of Arts students complete at least thirty-six (36) general education credits from five subject area categories. Associate of Science and Associate of 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 of 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 pages 78 and 79 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 pages 78 and 79 for specific courses.

## • Minimum Grades in General Education Courses

Florida's "Gordon Rule" includes a legislative mandate that all baccalaureate and associate of 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 of 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 | .....4 |
| MAC 2311 |  | Calculus I               | .....4 |
| MAC 2312 |  | Calculus II              | .....4 |
| MAC 2313 |  | Calculus III             | .....4 |
| MAC 2233 |  | Calculus for Business    | .....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 -<br>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  |   | Survey of American Literature    | .....3 |
| AML 2020  |   | Survey of 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 |

**D. Natural Sciences .....11-12**

Science course from each of the three areas below:

**I. Biological Science: (Choose One)**

|            |                                |   |
|------------|--------------------------------|---|
| BOT 1010C  | Botany .....                   | 4 |
| BSC 1005Δ  | Biology .....                  | 4 |
| BSC 1010CΔ | Principles of Biology I .....  | 4 |
| BSC 1011C  | Principles of Biology II ..... | 4 |
| BSC 1085CΔ | Anatomy & Physiology I .....   | 4 |
| BSC 1086C  | Anatomy & Physiology II .....  | 4 |
| PCB 2011C  | Cell Biology .....             | 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 2010C | Physical Geology .....   | 4 |
| GLY 2100C | Historical Geology .....   | 4 |
| ISC 1003  | Natural Disasters – Causes, Consequences,<br>Human Response..... | 4 |
| MET 1010  | Introduction to Meteorology .....                                | 4 |
| OCE 1001C | Introduction to Oceanography .....                               | 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<br>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 or 4**** |
| CHM 1025L  | Chemical Science Lab .....          | 1          |
| 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 2201Δ  | Nutrition .....                     | 1 of 3**** |
| LIS 1001   | Library Skills .....                | 1          |
| LIS 2004Δ  | Internet Research.....              | 1          |
| 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 1600 † | Speech .....                        | 1 of 3**** |
| SPC 2300 † | Interpersonal Communications .....  | 1 of 3**** |
| SPN 1120❖  | Spanish I .....                     | 1 of 4**** |

**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 Δ)
- Have you met the CLAS requirement?
- Have you met the minimum 2.0 GPA requirements for the A.A.?
- Have you Applied for Graduation by the advertised deadline?

# ASSOCIATE OF SCIENCE (A.S.) DEGREE AND ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE



The Associate of Science (A.S.) and Associate of 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 of Applied Science Degrees

- Architectural Design and Construction Technology
  - Architectural Design/CAD Option
  - Building Construction Option
- Business Administration
  - Accounting Technology Option
  - Management Option
  - Marketing Option
- Computer Engineering Technology
  - CISCO Academy Option
  - Microsoft IT Academy (MCSE/MCSA) Option
  - TIA A+ Option
  - UNIX System Administrator Option
- Criminal Justice Technology
  - Criminal Justice Option
  - Law Enforcement/Corrections Academy Option
- Customer Relationship Management
- Database Technology
  - Microsoft Certified Systems Developer Option
- 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 Administrator
- Office Administration
  - General Office Administration Option
  - Legal Office Administration Option
  - Medical Information Coder/Biller Option
  - Medical Office Administration Option
- Theater and Entertainment Technology
  - Acting Specialization Option
  - Costuming Specialization Option
  - Dance Specialization Option
  - Musical Theater Option
  - Technical Theater Option

### Associate of Science Degrees

- Accounting Technology
- Computer Information Administrator
- Computer Programming and Analysis
- Database Technology
- Early Childhood Education
- Emergency Medical Services
- IT Security
- 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. 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.

**Note:** A.A.S. and A.S. students who intend to transfer to an upper-division program in the Florida system must also satisfy College Level Academic Skills (CLAS) 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 Senior Vice President.



# 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 77.**

## A.S. AND A.A.S. DEGREE GENERAL EDUCATION COURSE REQUIREMENTS

| GENERAL EDUCATION CATEGORY                      | NUMBER OF COLLEGE CREDITS REQUIRED | COURSE SELECTIONS  |
|---|------------------------------------|--|
| <b>Communication Skills</b>                     | <b>3</b>                           | ENC 1101, ENC 1102, <b>ENC 2210</b> , <b>LIN 1670</b> , <b>LIN 1742</b>  |
| <b>Humanities</b>                               | <b>3</b>                           | ARH 2050, ARH 2051, ARH 2060, ARH 2402, HUM 1020<br>HUM 2250, MUH 1001, PHI 2600, THE 2100, THE 2071, THE 2300   |
| <b>Mathematics</b>                              | <b>3</b>                           | MAC 1105, MAC 1140, MAC 1114, MAC 1147, MAC 2311, MAC 2312,<br>MAC 2313, MAC 2233, MAP 2302, MAS 2103, <b>MAT 1033A</b> , MGF 1106,<br>MGF 1107, <b>MTB 1321</b> , MTG 2206, STA 2023, STA2122<br><br><b>MTB 1103 can only be used for the following A.A.S. Degrees:</b> <ul style="list-style-type: none"> <li>• Criminal Justice</li> <li>• Digital Media/Multimedia Technology</li> <li>• Early Childhood Education</li> <li>• Emergency Administration and Management</li> <li>• Graphics Technology</li> <li>• Industrial Management Technology</li> <li>• Music Production Technology</li> <li>• Theater and Entertainment Technology</li> </ul> |
| <b>Science</b>                                  | <b>4</b>                           | AST 1002, BOT 1010C, BSC 1005, BSC 1010C, BSC 1011C,<br>BSC 2020C, BSC 1085C, BSC 1086C, CHM 1025, CHM 1032C,<br>CHM 1045C, CHM 1046C, ESC 1000, EVS 1001C, GLY 2010C,<br>GLY 2100C, GLY 2601C, ISC 1003, MET 1010, OCE 1001C,<br>PCB 2011C, PHY 1020, PHY 1053C, PHY 1054C, PHY 2048C,<br>PHY 2049C, ZOO 1010C  |
| <b>Social Science</b>                           | <b>3</b>                           | AMH 1041, AMH 2010, AMH 2020, ANT 2000, ANT 2100,<br>ECO 2013, GEA 1000, POS 1041, POT 1002, PSY 2012,<br>SYG 2000, SYG 2010, WOH 1012, WOH 1022, WOH 2040   |
| <b>General Education Electives</b>              | <b>2</b>                           | <b>BSC 1080</b> , CGS 1100, DEP 2004, <b>ENC 2210</b> ,<br>HUN 2201, SLS 1101, SPC 1600, SPC 2300, or any other<br>A.A. General Education Course listed on pages 78 and 79.  |
| <b>Total General Education Credits Required</b> | <b>18</b>                          |  |

**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 OF 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 82.

| 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               |
| SLS 1101 College Success.....             | 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 82.

| 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               |
| SUR 2100C Surveying I.....                                     | 3               |
| SUR 2140C Surveying II.....                                    | 3               |
| ARC 1131 Architectural Presentations.....                      | 3               |
| SLS 1101 College Success.....                                  | 3               |
| _____ Other Approved College Credits.....                      | —               |

**Total Technical Elective Credits Required..... 21**

**Total Program Credits Required for Architectural Design Option..... 66**

(continued on next page)

A.S. & A.A.S. DEGREE PROGRAMS

**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               |
| 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 30 core/technical credits in this degree program may be eligible to receive the college credit certificate in Management and/or the college credit certificate in Marketing.

**GENERAL EDUCATION**

Select one course from each category; see page 82.

| 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**

|  |   |
|--|---|
| 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**

**ACCOUNTING TECHNOLOGY OPTION  
Admission Program Objective Code A380D**

| Required Technical Courses                  | College Credits |
|---|-----------------|
| ACG 2071 Managerial Accounting.....         | 3               |
| ACG 2450 Computer Apps. for Accounting..... | 3               |

**Total Technical Requirements..... 6**

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 16 credits from the following:

| Technical Elective Courses                | College Credits |
|---|-----------------|
| ACO 1806 Payroll Accounting.....          | 3               |
| TAX 2000 Federal Income Tax.....          | 3               |
| MTB 1103 Business Math.....               | 3               |
| MAN 2300 Personnel Management.....        | 3               |
| CTS 2104 Intro to Windows.....            | 3               |
| GEB 2430 Business Ethics.....             | 3               |
| GEB 1940 Internship – Business.....       | 3               |
| SLS 1101 College Success.....             | 3               |
| _____ Other Approved College Credits..... | _____           |

**Total Technical Electives Required ..... 16**

**Total Technical Credits Required ..... 22**

**Total Program Credits Required for the Accounting Technology Option ..... 64**

**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               |
| SLS 1101 College Success.....             | 3               |
| _____ Other Approved College Credits..... | _____           |

**Total Technical Elective Credits Required ..... 22**

**Total Program Credits Required For Management Option ..... 64**

(continued on next page)



**BUSINESS ADMINISTRATION**  
(continued) **A.A.S.**

**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 |
|---|-----------------|
| OST 2335 Business Communications.....   | 3               |
| MKA 2021 Professional Selling.....      | 3               |
| MKA 2511 Advertising.....               | 3               |
| ACG 2071 Managerial Accounting.....     | 3               |
| BUL 2242 Business Law II.....           | 3               |
| MAR 2011 Introduction to Marketing..... | 3               |
| MTB 1103 Business Math.....             | 3               |
| MAN 2300 Personnel Management.....      | 3               |
| CTS 2104 Introduction to Windows.....   | 3               |
| GEB 2430 Business Ethics.....           | 3               |
| MKA 2041 Retail Management.....         | 3               |
| GEB 1940 Internship-Business.....       | 3               |
| SLS 1101 College Success.....           | 3               |
| — — 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.**

**GENERAL EDUCATION**

Select one course from each category; see page 82.

| 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 |
|---|-----------------|
| CIS 1000 Introduction to Computer Science.....        | 3               |
| — — or  |                 |
| COP 1006 Intro to Programming Concepts and Logic..... | 3               |
| CTS 2134 Network Technology.....                      | 3               |
| CET 2173C Microcomputer Servicing.....                | 4               |
| CET 1660 Intro to Network Security.....               | 3               |
| COP — Programming (VBasic, C, etc.).....              | 3               |

**Total Core Credits Required..... 16**

**CISCO ACADEMY OPTION**  
Admission Program Objective Code A140B

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 Router Theory.....                                   | 3               |
| CET 2615C Advanced Router Theory.....                          | 3               |
| CET 2620C Project Based Routing Design and Administration..... | 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 |
|---|-----------------|
| CET 1630C Network Cabling (Copper Cabling).....     | 3               |
| CET 1632C Fiber Cabling.....                        | 3               |
| ETG 1941 Internship.....                            | 3               |
| CTS 2351 Novell Admin I.....                        | 3               |
| CTS 2354 Novell Admin II.....                       | 3               |
| CDA 2523 Windows Client Operating System.....       | 3               |
| CTS 2334 Windows Server Environment.....            | 3               |
| CET 2625 CISCO Network Design.....                  | 3               |
| CIS 1000 Introduction to Computer Science.....      | 3               |
| COP 1006 Intro to Programming Concepts & Logic..... | 3               |
| SLS 1101 College Success.....                       | 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**  
(continued on next page)

A.S. & A.A.S. DEGREE PROGRAMS

**COMPUTER ENGINEERING TECHNOLOGY (continued) A.A.S.**

**MICROSOFT IT ACADEMY (MCSE/MCSA) OPTION  
Admission Program Objective Code A140D**

Successful completion of these twenty-one credits is designed to prepare the student for MCSE/MCSA 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 |
|---|-----------------|
| CDA 2523 Windows Client Operating System.....   | 3               |
| CTS 2334 Windows Server Environment.....        | 3               |
| CET 2497 Windows Network Infrastructure.....    | 3               |
| CTS 2302 Windows Active Directory.....          | 3               |
| CET 2171 PC A+ Hardware.....                    | 3               |
| CET 2178 PC A+ Software.....                    | 3               |
| CET 1660 Intro to Security.....                 | 3               |
| CTS 2437 Administering SQL Server Database..... | 3               |

**Total Technical Requirements..... 21**

**TECHNICAL ELECTIVES**

With the approval of an advisor, select at least 13 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               |
| CTS 2351 Novell Admin I.....                        | 3               |
| CTS 2354 Novell Admin II.....                       | 3               |
| CTS 1156 Desktop Support.....                       | 3               |
| CIS 1000 Introduction to Computer Science.....      | 3               |
| COP 1006 Intro to Programming Concepts & Logic..... | 3               |
| ETG 1941 Internship.....                            | 3-12            |
| SLS 1101 College Success.....                       | 3               |
| _____ Other Approved College Credits.....           | _               |

**Total Technical Electives Required..... 13**

**Total Technical Credits Required ..... 34**

**Total Program Credits Required for the Microsoft IT Academy (MCSE) Option..... 68**

**COMP TIA A+ CERTIFICATION OPTION  
Admission Program Objective Code A140C**

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 2171C PC Hardware A+.....      | 3               |
| CET 2178C PC Operating System..... | 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 |
|---|-----------------|
| CET 1630C Network Cabling (Copper Cabling).....     | 3               |
| CET 1632C Fiber Cabling.....                        | 3               |
| CTS 1156 Desktop Support.....                       | 3               |
| CTS 2351 Novell Admin I.....                        | 3               |
| CTS 2354 Novell Admin II.....                       | 3               |
| CDA 2523 Windows Client Operating System.....       | 3               |
| CTS 2334 Windows Server Environment.....            | 3               |
| CIS 1000 Introduction to Computer Science.....      | 3               |
| COP 1006 Intro to Programming Concepts & Logic..... | 3               |
| ETG 1941 Internship.....                            | 3-12            |
| SLS 1101 College Success.....                       | 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**

**UNIX SYSTEM ADMINISTRATOR OPTION  
Admission Program Objective Code A140E**

At catalog press time, specific course requirements for this option were under development; please contact the Office of Career and Technical Education at 729-5366 for final program requirements.

**• COMPUTER INFORMATION ADMINISTRATOR 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 Programming.

**GENERAL EDUCATION**  
Select one course from each category; see page 82.

| <b>Courses</b>                         | <b>College Credits</b> |
|--|------------------------|
| 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**

| <b>Core Courses</b>                               | <b>College Credits</b> |
|---|------------------------|
| COP 1006 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:

| <b>Technical Elective Courses</b>              | <b>College Credits</b> |
|--|------------------------|
| 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 1156 Desktop Support .....                 | 3                      |
| SLS 1101 College Success.....                  | 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 Programming.

**GENERAL EDUCATION**  
Select one course from each category; see page 82.

| <b>Courses</b>                         | <b>College Credits</b> |
|--|------------------------|
| 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**

| <b>Core Courses</b>                               | <b>College Credits</b> |
|---|------------------------|
| COP 1006 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:

| <b>Technical Elective Courses</b>                  | <b>College Credits</b> |
|--|------------------------|
| CET 1660 Intro to Network Security.....            | 3                      |
| CIS 1000 Introduction to Computer Science.....     | 3                      |
| COP 2011 Adv App Programming in Visual Basic ..... | 3                      |
| CIS 1940 Internship in Computer Studies.....       | 3-6                    |
| _____ (can be completed two times for credit)      |                        |
| SLS 1101 College Success.....                      | 3                      |
| _____ Other Approved College Credits.....          | _____                  |

**Total Technical Electives Required..... 18**

**Total Program Credits Required..... 63**

**A.S. & A.A.S. DEGREE PROGRAMS**

## • CRIMINAL JUSTICE TECHNOLOGY A.A.S.

### GENERAL EDUCATION

Select one course from each category; see page 82.

| 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**

### CRIMINAL JUSTICE OPTION Admission Program Objective Code A090A

### 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 Criminal Process .....  | 3 |

**Total Core Credits Required..... 15**

### TECHNICAL ELECTIVES

With approval of an advisor, select 31 credits from the following courses:

|  |   |
|--|---|
| CCJ 1500 Juvenile Delinquency .....                    | 3 |
| CCJ 1941 Internship – Criminal Justice .....           | 3 |
| CJC 2162 Introduction to Probation<br>and Parole.....  | 3 |
| CJC 2000 Introduction to Corrections.....              | 3 |
| CJT 2340 Police Operations.....                        | 3 |
| FFP 1801 Introduction to Emergency Management.....     | 2 |
| 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 |
| SLS 1101 College Success.....                          | 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 |
|--|-----------------|
| CCJ 1500 Juvenile Delinquency .....                    | 3               |
| CCJ 1941 Internship – Criminal Justice .....           | 3               |
| CJC 2162 Introduction to Probation<br>and Parole.....  | 3               |
| CJC 2000 Introduction to Corrections.....              | 3               |
| CJT 2340 Police Operations.....                        | 3               |
| FFP 1801 Introduction to Emergency Management.....     | 2               |
| 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               |
| PSY 2012 Psychology.....                               | 3               |
| BUL 2241 Business Law I.....                           | 3               |
| SLS 1101 College Success.....                          | 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 NWF State College Public Safety Division. More information is available through the NWF State College Public Safety Division.



**CUSTOMER RELATIONSHIP MANAGEMENT** **A.A.S.**

**Admission Program Objective Code A570**

Students who successfully complete from 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 82.

| <b>Courses</b>                                       |                                  | <b>College Credits</b> |
|--|----------------------------------|------------------------|
| 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                      |
| <b>Total General Education Credits Required.....</b> |                                  | <b>18</b>              |

| <b>Core Courses</b>                      |  | <b>College Credits</b> |
|--|--|------------------------|
| 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                      |
| <b>Total Core Credits Required .....</b> |  | <b>27</b>              |

**TECHNICAL ELECTIVES**

With the help of an advisor, select at least 15 credits from the following:

| <b>Technical Elective Courses</b> |   | <b>College Credits</b> |
|-----------------------------------|---|------------------------|
| GEB 1940                          | Internship – Business .....             | 3-6                    |
|                                   | (can be completed two times for credit) |                        |
| BUL 2241                          | Business Law I.....                     | 3                      |
| MKA 2041                          | Retail Management.....                  | 3                      |
| MAN 2300                          | Personnel Management.....               | 3                      |
| MAN 2021                          | Management.....                         | 3                      |
| SLS 1101                          | College Success.....                    | 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 A155A**  
**A.S. Admission Program Objective Code 2155**

*At catalog press time, specific course requirements for this program were under development; please contact the Office of Career and Technical Education at 729-5366 for final program requirements.*

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 82.

| <b>Courses</b> |                                   | <b>College Credits</b> |
|----------------|-----------------------------------|------------------------|
|                | 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**

**MICROSOFT CERTIFIED**  
**SYSTEMS DEVELOPER OPTION**  
**A.A.S. Admission Program Objective Code A155B**

*At catalog press time, specific course requirements for this program were under development; please contact the Office of Career and Technical Education at 729-5366 for final program requirements.*

**A.S. & A.A.S. DEGREE PROGRAMS**

**• DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY** **A.A.S.**

**Admission Program Objective Code A580**

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 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 82.**

| <b>Courses</b>   | <b>College Credits</b> |
|--|------------------------|
| LIN 1670 Writing and Grammar ..... 3<br>or higher English course | 3                      |
| _____ Humanities.....  | 3                      |
| MTB 1103 Business Math..... 3<br>or higher math course           | 3                      |
| _____ Science .....  | 4                      |
| _____ Social Science .....                                       | 3                      |
| _____ General Education Electives.....                           | 2                      |

**Total General Education Credits Required..... 18**

| <b>Courses</b>                       | <b>College Credits</b> |
|--------------------------------------|------------------------|
| 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:**

| <b>Technical Elective Courses</b>         | <b>College Credits</b> |
|---|------------------------|
| ART 2603C Digital Imaging II.....         | 4                      |
| GRA 2141C Multimedia II.....              | 4                      |
| GRA 2143C Web Design II.....              | 4                      |
| GRA 2164C Advanced Graphics Projects..... | 4                      |
| PGY 1220C Commercial Photography I.....   | 4                      |
| PGY 2802C Digital Photography II.....     | 4                      |
| SLS 1101 College Success.....             | 3                      |
| _____ Other Approved College Credits..... | —                      |

**Total Technical Electives Required..... 24**

**Total Program Credits Required..... 64**

**• DRAFTING AND DESIGN TECHNOLOGY** **A.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 82.**

| <b>Courses</b>   | <b>College Credits</b> |
|--|------------------------|
| LIN 1670 Writing and Grammar ..... 3<br>or higher English course | 3                      |
| _____ Humanities.....  | 3                      |
| MAT 1033A Intermediate Algebra..... 3<br>or higher math course   | 3                      |
| _____ Science .....  | 4                      |
| _____ Social Science .....                                       | 3                      |
| _____ General Education Electives.....                           | 2                      |

**Total General Education Credits Required..... 18**

| <b>Core Courses</b>                             | <b>College Credits</b> |
|---|------------------------|
| 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**

**MECHANICAL DESIGN/CAD OPTION**  
**Admission Program Objective Code A050B**

**TECHNICAL ELECTIVES**  
**With the approval of an advisor, select at least 26 credits from the following:**

| <b>Technical Elective Courses</b>                             | <b>College Credits</b> |
|---|------------------------|
| ETD 1111 Drafting I.....                                      | 6                      |
| ETD 1221 Drafting II.....                                     | 6                      |
| ETD 2713 Drafting III.....                                    | 6                      |
| ETD 1217 Fundamentals of Dimensioning<br>and Tolerancing..... | 4                      |
| ETD 2218 Geometric Dimensioning<br>and Tolerancing.....       | 4                      |
| ETD 2219 Adv. Geometric Dimensioning<br>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                      |
| SLS 1101 College Success.....                                 | 3                      |
| _____ Other Approved College Credits.....                     | —                      |

**Total Technical Elective Credits Required ..... 26**

**Total Program Credits Required for Mechanical Design Option ..... 62**  
 (continued on next page)

**DRAFTING AND DESIGN TECHNOLOGY (continued) A.A.S.**

**TECHNICAL ILLUSTRATION/CAD OPTION  
Admission Program Objective Code A050C**

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 1801 Technical Illustrations.....     | 3               |
| ETD 2801 Technical Illustrations II.....  | 3               |
| ETD 1842C Computer Rendering I.....       | 3               |
| ETD 2843C Computer Rendering II.....      | 3               |
| GRA 1121C Desktop Publishing I.....       | 3               |
| GRA 1122C Desktop Publishing 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               |
| SLS 1101 College Success.....             | 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 82.

| Courses  | College Credits |
|--|-----------------|
| Communications (one course).....                                 | 3               |
| A.A.S.: LIN 1670 Writing and Grammar or<br>higher English course |                 |
| A.S.: ENC 1101 English Composition I or<br>higher English course |                 |
| _____ Humanities.....  | 3               |
| Mathematics (one course).....                                    | 3               |
| A.A.S.: MTB 1103 Business Math or higher math course             |                 |
| A.S.: MGF 1106 College Algebra or<br>higher/comparable course    |                 |
| _____ Science.....   | 4               |
| _____ Social Science.....  | 3               |
| _____ General Education Electives.....                           | 2               |

**Total General Education Credits Required..... 18**

| Core Courses   | College Credits |
|--|-----------------|
| DEP 2100 Child Growth and Development I.....         | 3               |
| CHD 1430 Observing and Recording Child Behavior..... | 3               |
| HUN 2410A Child Nutrition and Health.....            | 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**

**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<br>(can be completed three times for credit) |
| EDF 1005 Introduction to the Teaching Profession.....     | 3  |
| EDF 2085 Introduction to Diversity for Educators.....     | 3  |
| EME 2040 Introduction to Technology<br>for Educators..... | 3  |
| SPC 2300 Interpersonal Communications.....                | 3  |
| SLS 1101 College Success.....                             | 3  |
| _____ Other Approved College Credits.....                 | _  |

**Total Technical Elective Credits Required ..... 6**

**Total Program Credits Required..... 63**

**A.S. & A.A.S. DEGREE PROGRAMS**

**EMERGENCY ADMINISTRATION AND MANAGEMENT** **A.A.S.**

**GENERAL EDUCATION**

Select one course from each category; see page 82.

| <b>Courses</b> |                                  | <b>College Credits</b> |
|----------------|----------------------------------|------------------------|
| 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**

| <b>Core Courses</b> |   | <b>College Credits</b> |
|---------------------|---|------------------------|
| FFP 1801            | Intro to Emergency Mgmt. Administration .....     | 2                      |
| DSC 1030            | Disaster Communications .....                     | 1                      |
| FFP 2820            | Emergency Preparedness .....                      | 3                      |
| FFP 2841            | Contingency Planning for the Private Sector ..... | 2                      |
| FFP 2843            | Contingency Planning for the Public Sector.....   | 2                      |
| FFP 2834            | Effects of Disaster on Society .....              | 3                      |
| FFP 2823            | Technical Applications in Emergency Mgmt. ....    | 2                      |

**Total Core Credits Required..... 15**

**FIRE SCIENCE OPTION\***  
**Admission Program Objective Code A095A**

| <b>Technical Elective Courses</b> |  | <b>College Credits</b> |
|-----------------------------------|--|------------------------|
| 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                      |
| SLS 1101                          | College Success .....  | 3                      |
| _____                             | College Credit Electives (Fire Science,<br>Criminal Justice, Industrial Safety,<br>Emergency Administration, or Homeland<br>Security courses recommended)..... | 9                      |

**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**

| <b>Technical Elective Courses</b> |  | <b>College Credits</b> |
|-----------------------------------|--|------------------------|
| DSC 1004                          | Introduction to the NRP and NIMS.....  | 3                      |
| DSC 1013                          | 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<br>of Disaster Victims .....  | 3                      |
| SLS 1101                          | College Success.....   | 3                      |
| _____                             | College Credit Electives (Fire Science,<br>Criminal Justice, Industrial Safety,<br>Emergency Administration, or Homeland<br>Security courses recommended)..... | 6                      |

**Total Technical Elective Credits Required ..... 27**

**Total Program Credits Required..... 60**

**CRIMINAL JUSTICE OPTION**  
**Admission Program Objective Code A095C**

| <b>Technical Elective Courses</b> |  | <b>College Credits</b> |
|-----------------------------------|--|------------------------|
| DSC 1552                          | Critical Infrastructure Protection .....   | 3                      |
| CCJ 1020                          | Introduction to Criminal Justice .....   | 3                      |
| CJL 1400                          | Criminal Procedures .....  | 3                      |
| CJL 1100                          | Criminal Law.....  | 3                      |
| CJD 1702                          | Criminal Justice Communications.....   | 3                      |
| CJD 1722                          | Law Enforcement Traffic.....   | 3                      |
| SLS 1101                          | College Success .....  | 3                      |
| _____                             | College Credit Electives (Fire Science,<br>Criminal Justice, Industrial Safety,<br>Emergency Administration, or Homeland<br>Security courses recommended)..... | 9                      |

**Total Technical Elective Credits Required ..... 27**

**Total Program Credits Required..... 60**

**EMERGENCY ADMINISTRATION OPTION**  
**Admission Program Objective Code A095D**

| <b>Technical Elective Courses</b> |  | <b>College Credits</b> |
|-----------------------------------|--|------------------------|
| FFP 1881                          | Emergency Management Leadership.....   | 3                      |
| FES 1002                          | Intro to State and County Government .....   | 1                      |
| DSC 1552                          | Critical Infrastructure Protection .....   | 3                      |
| FFP 1202                          | Basic Search and Rescue .....  | 3                      |
| FFP 1826                          | Incident Management .....  | 2                      |
| FFP 1800                          | Disaster Education for Individuals<br>and the Community .....  | 2                      |
| DSC 2214                          | Disaster Response Operations .....   | 3                      |
| FFP 1890                          | Emergency Management for the<br>Tourism/Hospitality Industry .....   | 2                      |
| FFP 1880                          | Political and Policy Basis<br>of Emergency Response .....  | 2                      |
| SLS 1101                          | College Success .....  | 3                      |
| _____                             | College Credit Electives (Fire Science,<br>Criminal Justice, Industrial Safety,<br>Emergency Administration, or Homeland<br>Security courses recommended)..... | 6                      |

**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 should contact the Emergency Services/Paramedic program at (850) 729-4924.

**GENERAL EDUCATION**

Select one course from each category; see page 82.

|          |                                  |   |
|----------|----------------------------------|---|
| 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<br>(CCJ, EMS, FFP preferred)..... | _ |

**Total Core Credits Required..... 44**

**Total Program Credits Required..... 73**

**GRAPHIC ARTS TECHNOLOGY A.A.S.**

Students who complete selected technical courses for this degree may also be able to receive the college credit certificates in Graphics Design Support and/or Graphic Design Presentation.

Students are encouraged 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 82.

| <b>Courses</b> |                                  | <b>College Credits</b> |
|----------------|----------------------------------|------------------------|
| 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**

**GRAPHIC DESIGN OPTION  
Admission Program Objective Code A440A**

**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 1222C | Commercial Photography II.....        | 4 |
| PGY 2802C | Digital Photography II.....           | 4 |
| PGY 2803C | Digital Photography III.....          | 4 |
| GRA 2142C | Web Design I.....                     | 4 |
| GRA 2164C | Advanced Graphics Projects.....       | 4 |
| GRA 2905  | Independent Study Graphic Design..... | 1 |
| SLS 1101  | College Success.....                  | 3 |
| _____     | Other Approved College Credits.....   | _ |

**Total Technical Credits Required..... 22**

**Total Program Credits Required for the  
Commercial Design Option..... 64**

(continued on next page)

A.S. & A.A.S. DEGREE PROGRAMS

**GRAPHIC ARTS TECHNOLOGY**  
(continued) **A.A.S.**

**VISUAL ARTIST OPTION**  
Admission Program Objective Code A440C

| Core Courses   | College Credits |
|--|-----------------|
| ARH 2051 Art History Renaissance to 18th Century Neo-Classicism..... | 3               |
| ARH 2051 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 12013C Three Dimensional Design.....  | 3               |
| ART 2701C Sculpture I.....                | 3               |
| ART 2702C 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               |
| SLS 1101 College Success.....             | 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 82.

| 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 |
|---|-----------------|
| HSC 1531 Medical Terminology.....         | 3               |
| HSA 1100 Introduction to Health Care..... | 2               |
| HSC 1400 First Aid.....                   | 3               |
| HSC 1100 Health Education.....            | 3               |
| BSC 2020C Human Structure & Function..... | 4               |

**Total Core Credits Required ..... 15**

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 27 credits from the following:

| Technical Elective Courses   | College Credits |
|--|-----------------|
| HIM 1000 Intro to Health Information Mgmt.....                           | 3               |
| MNA 1345 Supervision I.....  | 3               |
| MNA 1161 Customer Service.....   | 3               |
| SPC 2300 Interpersonal Communications.....                               | 3               |
| SLS 1101 College Success.....  | 3               |
| _____ Other Approved College Credits.....                                | _               |
| _____ Health Program Core Courses<br>(Dental Assisting, Surg Tech)*..... | TBA             |

**Total Technical Credits Required ..... 27**

**Total Program Credits Required..... 60**

\* Students who have successfully completed an A.T.D., college credit or vocational/technical credit certificate program in the health care field (e.g. dental assisting, licensed practical nurse, medical coder, sonography technician, etc.) may articulate their A.T.D./certificate coursework to satisfy up to 27 credits of the technical electives required for this A.A.S. program.

## INDUSTRIAL MANAGEMENT TECHNOLOGY

A.A.S.

### 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 82.

| 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               |
| <b>Total General Education Credits Required.....</b> | <b>18</b>       |

#### Core Courses

| Required Course                                     | College Credits |
|---|-----------------|
| GEB _____ 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 |
|---|-----------------|
| 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               |
| ETI 2117 Introducing Total Quality.....         | 3               |
| ETI 2190 Implementing Total Quality .....       | 3               |
| CGS 1100 Microcomputer Applications.....        | 3               |
| CTS 2101 Introduction to Windows .....          | 3               |
| _____ Approved computer-related course.....     | 3               |
| OST 2335 Business Communications.....           | 3               |
| GEB 1940 Internship-Business.....               | 3-9             |
| _____ (can be completed three times for credit) |                 |
| ACG 2001 Accounting I.....                      | 3               |
| ACG 2011 Accounting II.....                     | 3               |
| ACG 2071 Managerial Accounting.....             | 3               |
| ECO 2013 Economics I .....                      | 3               |
| STA 2023 Statistics.....                        | 3               |
| GEB 1011 Introduction to Business .....         | 3               |
| SPC 2300 Interpersonal Communications .....     | 3               |
| GEB 2430 Business Ethics .....                  | 3               |
| SLS 1101 College Success.....                   | 3               |
| _____ Other Approved College Credits.....       | _____           |

**Total Technical Elective Credits Required ..... 34**

**Total Program Credits Required..... 60**

## IT SECURITY

A.A.S./A.S.

A.A.S. Admission Program Objective Code A165  
A.S. Admission Program Objective Code 2165

*At catalog press time, specific course requirements for this program were under development; please contact the Office of Career and Technical Education at 729-5366 for final program requirements.*

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 82.

| Courses  | College Credits |
|--|-----------------|
| Communications (one course).....                                 | 3               |
| A.A.S.: LIN 1670 Writing and Grammar or<br>higher English course |                 |
| A.S.: ENC 1101 English Composition I or<br>higher English course |                 |
| _____ Humanities.....  | 3               |
| Mathematics (one course) .....                                   | 3               |
| A.A.S.: MAT 1033A Intermediate Algebra or<br>higher math course  |                 |
| A.S.: MAC 1105 College Algebra or<br>higher/comparable course    |                 |
| _____ Science .....  | 4               |
| _____ Social Science .....                                       | 3               |
| _____ General Education Electives.....                           | 2               |

**Total General Education Credits Required..... 18**

## • | MANUFACTURING TECHNOLOGY A.A.S.

### Admission Program Objective Code A350

#### GENERAL EDUCATION

Select one course from each category; see page 82.

| 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<br>and Tolerancing..... | 4               |
| ETD 2218 Geometric Dimensioning<br>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 1003C Electronics for Drafters.....                          | 3               |
| ETD 2219 Advanced Geometric Dimensioning<br>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 2364C SolidWorks I .....                                     | 3               |
| PMT 2406 Production Technology .....                             | 3               |
| PMT 2512 Production Technology II.....                           | 3               |
| SLS 1101 College Success.....                                    | 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 82.

| 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**

| 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)                          |                 |
| MUM 2600L Recording Lab .....                    | 2-8             |
| MUT 1121 Music Theory I.....                     | 3               |
| MUT 1122 Music Theory II.....                    | 3               |
| MUT 2126 Music Theory III.....                   | 3               |
| MUT 2127 Music Theory IV .....                   | 3               |
| MUH 1001 Humanities - Music .....                | 3               |
| MVV 1211 Applied Voice.....                      | 1-2             |
| _____ (can be completed four times for credit)   |                 |
| MVK 1211 Applied Piano.....                      | 1-2             |
| _____ (can be completed four times for credit)   |                 |
| SLS 1101 College Success.....                    | 3               |
| _____ Other Approved College Credits.....        | _               |

**Total Core Credits Required ..... 45**

**Total Program Credits Required..... 63**



**Admission Program Objective Code A145**

Students may apply selected credits from this program to the requirements of the college credit Computer Programming Certificate.

**GENERAL EDUCATION**

Select one course from each category; see page 82.

| <b>Courses</b>                         | <b>College Credits</b> |
|--|------------------------|
| 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**

| <b>Core Courses</b>                                    | <b>College Credits</b> |
|--|------------------------|
| CIS 1000 Introduction to Computer Science.....         | 3                      |
| or   |                        |
| COP 1006 Intro to Programming Concepts and Logic ..... | 3                      |
| CTS 2104 Introduction to Windows .....                 | 3                      |
| CGS 1550 Introduction to the World Wide Web .....      | 3                      |
| CTS 2134 Network Technology .....                      | 3                      |
| CDA 2523 Windows Client Operating System .....         | 3                      |
| CET 1660 Intro to Network Security.....                | 3                      |
| CTS 1156 Desktop Support .....                         | 3                      |

**Total Core Credits Required ..... 21**

**TECHNICAL ELECTIVES**

With the help of an advisor, select 24 credits from the following:

| <b>Technical Elective Courses</b>                      | <b>College Credits</b> |
|--|------------------------|
| CIS 1000 Introduction to Computer Science.....         | 3                      |
| or   |                        |
| COP 1006 Intro to Programming Concepts and Logic ..... | 3                      |
| COP 2220 Programming in C .....                        | 3                      |
| COP 2010 Visual Basic.....                             | 3                      |
| COP 2800 Java .....                                    | 3                      |
| CIS 1940 Internship-Computer Science .....             | 3-6                    |
| (can be taken two times for credit)                    |                        |
| GEB 1940 Internship-Business.....                      | 3                      |
| SLS 1101 College Success.....                          | 3                      |
| _____ Other Approved College Credits .....             | —                      |

**Total Technical Credits Required ..... 24**

**Total Program Credits Required..... 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 82.

| <b>Courses</b>                                 | <b>College Credits</b> |
|--|------------------------|
| 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 Core Credits Required ..... 20**

| <b>Core Courses</b>                                      | <b>College Credits</b> |
|--|------------------------|
| HUN 2201 Nutrition .....                                 | 3                      |
| DEP 2004 Human Growth and Development .....              | 3                      |
| MCB 2010C Microbiology .....                             | 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 .....      | 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.....   | 4                      |
| NUR 2811L Nursing Clinical Practicum .....               | 3                      |

**Total Core Credits Required ..... 52**

**TECHNICAL ELECTIVES (Not Required)**

| <b>Technical Elective Courses</b>                                     | <b>College Credits</b> |
|---|------------------------|
| NUR 1940L Nursing Clinical Externship.....                            | 3                      |
| NUR 2930L 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**

**A.S. & A.A.S. DEGREE PROGRAMS**

**OFFICE ADMINISTRATION A.A.S.**

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 82.

| 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 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               |
| SLS 1101 College Success.....                     | 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               |
| PLA 1203 Introduction to Civil Law .....       | 3               |
| PLA 1103 Legal Research.....                   | 3               |
| PLA 1104 Case Analysis and Legal Writing ..... | 3               |
| PLA 2263 Evidence.....                         | 3               |
| PLA 1804 Family Law .....                      | 3               |
| SLS 1101 College Success.....                  | 3               |
| _____ Other Approved College Credits           |                 |
| _____ (PLA, CJL 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               |
| GEB 2430 Business Ethics .....                  | 3               |
| GEB 1940 Internship-Business.....               | 3-9             |
| _____ (can be completed three times for credit) |                 |
| SLS 1101 College Success.....                   | 3               |
| _____ Other Approved College Credits.....       | —               |

**Total Technical Credits Required ..... 21**

**Total Program Credits Required for the Medical Secretary Option ..... 63**

(continued on next page)

A.S. & A.A.S. DEGREE PROGRAMS

**MEDICAL INFORMATION CODER/BILLER OPTION**  
Admission Program Objective Code A100D

Complete the following technical credits:

| Technical Elective Courses                                      | College Credits |
|---|-----------------|
| HSC 1531 Medical Terminology.....                               | 3               |
| HIM 1000* Introduction to Health<br>Information Management..... | 3               |
| BSC 1080** Essentials of Anatomy & Physiology.....              | 3               |
| HIM 1273C Medical Billing.....                                  | 2               |
| HIM 1282 Basic Coding for Medical Records.....                  | 4               |
| HIM 2283C Advanced Coding<br>for Medical Records.....           | 5               |
| HIM 1432 Pathophysiology.....                                   | 4               |
| HSA 1100 Introduction to Health Care.....                       | 2               |
| SLS 1101 College Success.....                                   | 3               |
| _____ Other Approved College Credits.....                       | _               |

**Total Technical Credits Required ..... 21\***

**Total Program Credits Required for the  
Medical Information Coder/Biller Specialist Option..... 63**

\* HIM 1000 can be used as a substitute for OST 1355.

\*\* If BSC 1085C and BSC 1086C are used for the General Education Science requirement, they can be used as a substitute for BSC 1080 in the program requirements above.

**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 health care facilities in the district. Graduates will be eligible to sit for the ARRT certification exam. Students interested in pursuing this program should contact the Division Director of Health Technology at (850) 729-6473.

**GENERAL EDUCATION**  
Unless otherwise stated, select one course from each category; see page 82.

| 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               |
| _____ Social Science.....                   | 3               |
| DEP 2004 Human Growth and Development.....  | 3               |

**Total General Education Credits Required..... 19**

\* BSC1085C/1086C Anatomy & Physiology I and II may be substituted

| Core Courses  | College Credits |
|---|-----------------|
| RTE 1000 Introduction to Radiologic Technology..... | 3               |
| RTE 1001 Radiologic Terminology.....                | 1               |
| RTE 1503C Radiographic Procedures I.....            | 4               |
| RTE 1418C Radiographic Techniques I.....            | 4               |
| 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.....    | 2               |
| RTE 2523C Radiographic Procedures III.....          | 3               |
| RTE 1824L Radiography Clinical Education III.....   | 2               |
| RTE 1834L Radiography Clinical Education IV.....    | 2               |
| RTE 2130 Pharmacology for Radiographers.....        | 1               |
| RTE 2563 Special Imaging Modalities.....            | 3               |
| RTE 2385 Radiographic Protection/Biology.....       | 3               |
| RTE 2910 Directed Study in Radiography.....         | 1               |
| RTE 2844L Radiography Clinical Education V.....     | 4               |
| RTE 2473C Radiographic Techniques III.....          | 3               |
| RTE 2202A Professional Practices I.....             | 1               |
| RTE 2782 Radiographic Pathology.....                | 3               |
| RTE 2854L Radiography Clinical Education VI.....    | 4               |
| RTE 2061 Seminar Professional Practices II.....     | 2               |

**Total Core Credits Required ..... 58**

**Total Program Credits Required..... 77**

**RECREATION TECHNOLOGY A.S.**

**Admission Program Objective Code 2480**

**GENERAL EDUCATION**

Select one course from each category; see page 82.

| 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 |
|--|-----------------|
| 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 |
|---|-----------------|
| CGS 1100 Microcomputer Applications.....              | 3               |
| SPC 1600 Speech.....                                  | 3               |
| THE 2100 Introduction to Theater History.....         | 3               |
| SYG 2000 Sociology.....                               | 3               |
| DEP 2004 Human Growth and Development.....            | 3               |
| MNA 2100 Organizational Behavior.....                 | 3               |
| MAN 2021 Management.....                              | 3               |
| CCJ 1020 Introduction to Criminal Justice.....        | 3               |
| SYG 2010 Social Problems.....                         | 3               |
| EDF 1005 Introduction to the Teaching Profession..... | 3               |
| EDP 2002 Educational Psychology.....                  | 3               |
| SPC 2300 Interpersonal Communications.....            | 3               |
| PEM 2108 Fitness Lab.....                             | 1               |
| SLS 1101 College Success.....                         | 3               |
| _____ Selected Activity Courses.....                  | 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 82.

| 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**

**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.....                               | 2-4             |
| (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 2080 Amateur Theater.....                    | 3               |
| THE 2820 Introduction to Creative Dramatics..... | 3               |
| TPA 2276 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).**

(continued on next page)



**THEATER AND ENTERTAINMENT TECHNOLOGY (continued) A.A.S.**

**COSTUMING SPECIALIZATION OPTION  
Admission Program Objective Code A585E**

| <b>Core Courses</b>                                | <b>College Credits</b> |
|--|------------------------|
| 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..... | 3                      |

**Total Core Credits Required ..... 30**

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 16 credits from the following:**

| <b>Technical Elective Courses</b>                | <b>College Credits</b> |
|--|------------------------|
| TPP 2310 Directing I .....                       | 3                      |
| TPP 2111 Acting II .....                         | 3                      |
| THE 2071 Humanities Cinema Appreciation .....    | 3                      |
| THE 2080 Amateur Theater.....                    | 3                      |
| THE 2320 Introduction to Creative Dramatics..... | 3                      |
| TPP 2112 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**

| <b>Core Courses</b>                      | <b>College Credits</b>                          |
|--|---|
| DAA 1200 Beginning Ballet I.....         | 4-8<br>(can be completed four times for credit) |
| DAA 1201 Intermediate Ballet .....       | 4-8<br>(can be completed four times for credit) |
| DAA 2202 Advanced Ballet.....            | 4-8<br>(can be completed four times for credit) |
| DAA 1100 Beginning Modern Dance.....     | 4-8<br>(can be completed four times for credit) |
| DAA 1101 Intermediate Modern Dance ..... | 4-8<br>(can be completed four times for credit) |
| DAA 2610 Dance Composition.....          | 2   |
| DAA 2683 Dance Performance.....          | 2-4<br>(can be completed two times for credit)  |

**Total Core Credits Required ..... 20-38**

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 8-26 credits from the following:**

| <b>Technical Elective Courses</b>                  | <b>College Credits</b>                          |
|--|---|
| DAA 1681 Dance Ensemble.....                       | 1-4<br>(can be completed four times for credit) |
| DAA 1500A Beginning Jazz Dance .....               | 1-4<br>(can be completed four times for credit) |
| DAA 1501 Intermediate Jazz Dance .....             | 1-4<br>(can be completed four times for credit) |
| DAA 1580 Musical Theater Dance I.....              | 1-4<br>(can be completed four times for credit) |
| DAA 2581 Musical Theater Dance II.....             | 1-4<br>(can be completed four times for credit) |
| DAA 2220 Pointe .....                              | 1-4<br>(can be completed four times for credit) |
| DAA 1520 Beginning Tap.....                        | 1-4<br>(can be completed four times for credit) |
| DAN 1750 Dance Conditioning .....                  | 1-4<br>(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 ..... 8-26**

**Total Program Credits Required**

**Dance Specialization Option ..... 64**

**Note: A proficiency exam may be required in major emphasis area(s).**

(continued on next page)

**THEATER AND ENTERTAINMENT  
TECHNOLOGY (continued) A.A.S.**

**MUSICAL THEATER OPTION  
Admission Program Objective Code A585C**

| <b>Core Courses</b>                      | <b>College Credits</b> |
|--|------------------------|
| 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 Required .....21-24**

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 22-25 credits from the following:**

| <b>Technical Elective Courses</b>             | <b>College Credits</b> |
|---|------------------------|
| 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                   |
| M ____ Applied Music.....                     | 4-12                   |
| DAA ____ Ballet, Jazz, Modern.....            | 4-12                   |
| ____ ____ Other Approved College Credits..... | _                      |

**Total Technical Elective Credits Required .....22-25**

**Total Program Credits Required**

**Musical Theater Specialization Option..... 64**

**Note: A proficiency exam may be required in major emphasis area(s).**

**TECHNICAL THEATER OPTION  
Admission Program Objective Code A585D**

| <b>Core Courses</b>                           | <b>College Credits</b> |
|---|------------------------|
| 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                      |
| TPP 2600 Stage Management.....                | 3                      |
| HUM 2920 Humanities Colloquium.....           | 1                      |
| MUM 1620 Audio and Acoustic Fundamentals..... | 3                      |

**Total Core Credits Required ..... 25**

**TECHNICAL ELECTIVES**

**With the approval of an advisor, select 21 credits from the following:**

| <b>Technical Elective Courses</b>                | <b>College Credits</b> |
|--|------------------------|
| THE 2071 Humanities Cinema Appreciation.....     | 3                      |
| THE 2080 Amateur Theater.....                    | 3                      |
| THE 2820 Introduction to Creative Dramatics..... | 3                      |
| TPA 2232 Introduction to Costuming.....          | 3                      |
| TPA 2276 Entertainment Technology - Crafts.....  | 3                      |
| TPP 2211 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**

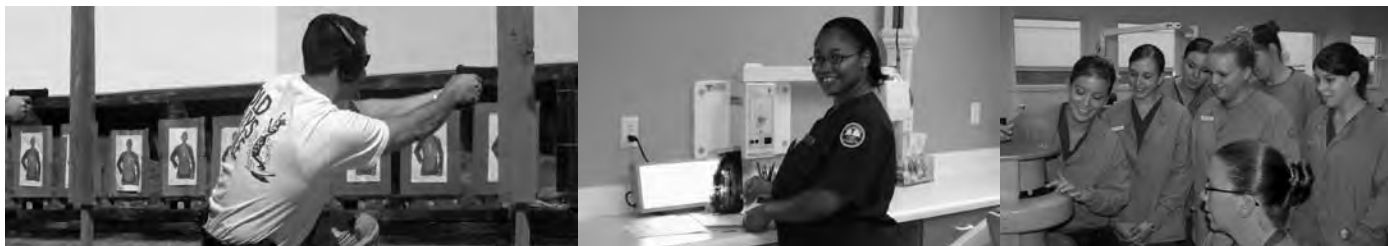
**Total Program Credits Required..... 64**

**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)
- Child Care Center Management (Certificate)
- Child Development/Early Intervention (Certificate)
- CISCO CCNA (Certificate)
- Computer Programming (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)
- Marketing Operations (Certificate)
- Medical Coder/Biller (ATD)
- Medical Office Management (Certificate)
- Microsoft Certified Systems Developer (Certificate)
- Microcomputer Repairer/Installer (Certificate)
- Office Management (Certificate)
- Office Specialist (Certificate)
- Paramedic (Certificate)
- Preschool (Certificate)
- Stage Technology (Certificate)
- UNIX 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 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               |
| 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               |
| <b>Total Core Credits Required .....</b>           | <b>27</b>       |

## 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               |
| MUM 2600L Recording Lab .....                   | 2               |
| _____ Other Approved College Credits .....      | 1               |
| <b>Total Program Credits Required .....</b>     | <b>15</b>       |

## 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.

| 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               |
| <b>Total Program Credits Required .....</b>      | <b>15</b>       |

## AUXILIARY LAW ENFORCEMENT OFFICER BASIC

### Admission Program of Study Code 5094

| Core Courses  | Vocational Credits |
|---|--------------------|
| CJK 0240 Auxiliary Law Enforcement Introduction .....       | 9                  |
| CJK 0241 Auxiliary Law Enforcement Patrol and Traffic ..... | 7                  |
| CJK 0242 Auxiliary Law Enforcement Investigations .....     | 6                  |
| CJK 0422 Dart-Firing Stun Gun .....                         | 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                |
| <b>Total Program Credits Required .....</b>                 | <b>11.1</b>        |

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 NWF State College.

## • 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               |
| <b>Total Core Credits Required .....</b>  | <b>12</b>       |

### 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          |

|  |           |
|--|-----------|
| <b>Total Technical Elective Credits Required .....</b> | <b>12</b> |
| <b>Total Program Credits Required .....</b>            | <b>24</b> |

## • 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.

| 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               |

|   |           |
|---|-----------|
| <b>Total Program Credits Required .....</b> | <b>12</b> |
|---|-----------|

## • 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. Degree program.

| 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               |
| HUN 2410A Child Nutrition and Health .....          | 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               |

|  |           |
|--|-----------|
| <b>Total Core Credits Required .....</b> | <b>27</b> |
|--|-----------|

### 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            |

|  |          |
|--|----------|
| <b>Total Technical Elective Credits Required .....</b> | <b>9</b> |
|--|----------|

|   |           |
|---|-----------|
| <b>Total Program Credits Required .....</b> | <b>36</b> |
|---|-----------|

## • 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.

| Core Courses                           | College Credits |
|--|-----------------|
| CET 1600C Network Fundamentals .....   | 3               |
| CET 1610C Router Theory .....          | 3               |
| CET 2615C Advanced Router Theory ..... | 3               |
| CET 2620C Project Based Routing Design |                 |
| and Administration .....               | 3               |

|   |           |
|---|-----------|
| <b>Total Program Credits Required .....</b> | <b>12</b> |
|---|-----------|

## • | COMPUTER PROGRAMMING

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 1006 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               |
| <b>Total Core Credits Required .....</b>                     | <b>21</b>       |

### TECHNICAL ELECTIVES

| Technical Elective Courses                   | College Credits                                |
|--|--|
| CIS 1940 Internship in Computer Studies..... | 3-6<br>(can be completed two times for credit) |
| GEB 1940 Internship-Business.....            | 3-6<br>(can be completed two times for credit) |
| _____ Other Approved College Credits .....   | —  |

**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 1006 Introduction to Programming Concepts and Logic..... | 3               |
| CGS 1550 Introduction to the World Wide Web .....            | 3               |
| CTS 2104 Introduction to Windows .....                       | 3               |
| <b>Total Core Credits Required .....</b>                     | <b>9</b>        |

### 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 2224 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               |
| _____ Other Approved College Credits .....                   | —               |

**Total Technical Elective Credits Required .....** 9

**Total Program Credits Required.....** 18

## • | COMPUTER SPECIALIST (MSCE/MCSA)

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 (MSCE/MCSA) Option, A.A.S.

| Core Courses                                  | College Credits |
|---|-----------------|
| CTS 2134 Network Technology .....             | 3               |
| CDA 2523 Windows Client Operating System..... | 3               |
| CTS 2302 Window Active Directory.....         | 3               |
| CTS 2334 Windows Server Environment.....      | 3               |
| CET 2497 Windows Network Infrastructure.....  | 3               |
| CTS 1156 Desktop Support .....                | 3               |
| CET 2171 PC A+ Hardware .....                 | 3               |
| CET 2178 PC A+ Software .....                 | 3               |
| CET 1660 Intro to Security .....              | 3               |
| _____ Other Approved College Credits .....    | —               |

**Total Program Credits Required .....** 27

## • | 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                             | 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 NWF State College.

## • 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                              | College Credits |
|---|-----------------|
| GEB 1011 Introduction to Business .....   | 3               |
| CGS 1100 Microcomputer Applications ..... | 3               |
| OST 2335 Business Communications.....     | 3               |
| MNA 1161 Customer Service .....           | <u>3</u>        |

**Total Core Credits Required .....** 12

### TECHNICAL ELECTIVES

With the help of an advisor, select at least 6 credits from the following:

| Technical Elective Courses                        | College Credits |
|---|-----------------|
| MAR 2011 Introduction to Marketing .....          | 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 1600 Speech .....                             | 3               |
| — — — — Other Approved College Credits .....      | —               |

**Total Technical Electives Credits Required.....** 6

**Total Program Credits Required.....** 18

## • DENTAL ASSISTING

Admission Program of Study Code 5000

### 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 Allied Health Department 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<br>Dental Office Emergencies ..... | 1                  |
| DES 0844 Dental Science** .....                              | 1                  |
| DEA 0936 Dental Assisting Seminar .....                      | <u>2</u>           |

**Total Program Credits Required.....** 41

\* Students may substitute SPC 2300 Interpersonal Communications  
 \*\* Students may substitute HSA 1100 Intro to Health Care

## • DIGITAL MEDIA/MULTIMEDIA AUTHORIZING

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.

| Core Courses                                 | College Credits |
|--|-----------------|
| ART 2602C Digital Imaging I.....             | 4               |
| GRA 2142C Web Design/Graphics.....           | 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.

| Core Courses                                | College Credits |
|---|-----------------|
| ART 2602C Digital Imaging I.....            | 4               |
| GRA 2142C Web Design/Graphics.....          | 4               |
| GRA 2140C Multimedia I.....                 | 4               |
| PGY 1801C Digital Photography I.....        | 4               |
| — — — — Other Approved College Credits..... | 1               |
| <b>Total Program Credits Required .....</b> | <b>17</b>       |

**• 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               |
| <b>Total Program Credits Required.....</b>      | <b>24</b>       |

**• 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               |
| FES 1002 Intro to State and County Government .....   | 1               |
| DSC 1552 Critical Infrastructure Protection .....   | 3               |
| FFP 1202 Basic Search and Rescue .....  | 3               |
| FFP 1826 Incident Management.....   | 2               |
| FFP 1800 Disaster Education for Individuals and the Community .....   | 2               |
| DSC 2214 Disaster Response Operation.....   | 3               |
| FFP 1890 Emergency Management for the Tourism/Hospitality Industry .....  | 2               |
| FFP 1880 Political and Policy Basis of Emergency Response .....   | 2               |
| — — — — College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)..... | 3               |
| <b>Total Program Credits Required.....</b>  | <b>24</b>       |

**• 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               |
| <b>Total Program Credits Required.....</b>  | <b>11</b>       |

**• FIREFIGHTING BASIC**

Admission Program of Study Code 5095

| Core Courses                               | Vocational Credits |
|--|--------------------|
| FFP 0010 Firefighting I.....               | 7.5                |
| FFP 0020 Firefighting II.....              | 7.5                |
| <b>Total Program Credits Required.....</b> | <b>15</b>          |

| 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.

CERTIFICATE & ATD PROGRAMS

## • 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. Degree program.

| 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. Degree program.

| Core Courses                              | College Credits |
|---|-----------------|
| ART 2602C Digital Imaging I.....          | 4               |
| GRA 1151C Illustration I.....             | 3               |
| GRA 2142C Web Design/Graphics.....        | 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. Degree Program.

| Core Courses   | College Credits |
|--|-----------------|
| DSC 1004 Introduction to the NRP and NIMS.....   | 3               |
| DSC 1013 Domestic and International Terrorism.....   | 3               |
| DSC 1552 Critical Infrastructure Protection.....   | 3               |
| DSC 1751 Homeland Security Policy and Law.....   | 3               |
| DSC 1222 Psychological Management of<br>Disaster/Terror Victims.....   | 3               |
| DSC 1631 Planning Considerations for Terror Prevention...  | 3               |
| DSC 1562 Homeland Security Threat Strategy.....  | 3               |
| _____ College Credit Electives (Fire Science,<br>Criminal Justice, Industrial Safety,<br>Emergency Administration, or Homeland<br>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.

| 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 Computer Information Administrator A.S. Degree.

| Core Courses                                     | College Credits |
|--|-----------------|
| CGS 1570 Computer Applications for Business..... | 3               |
| CGS 1550 Introduction to the World Wide Web..... | 3               |
| CTS 2104 Introduction to Windows.....            | 3               |
| CTS 2134 Network Technology.....                 | 3               |
| CET 1660 Intro to Network Security.....          | 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 |
|--|-----------------|
| COP 1006 Intro. to Programming Concepts and Logic..... | 3               |
| CGS 1100 Microcomputer Applications.....               | 3               |
| CGS 1843 Introduction to Electronic Commerce.....      | 3               |
| CIS 1940 Internship in Computer Studies.....           | 3               |
| CIS 1000 Introduction to Computer Science.....         | 3               |
| CGS 1760 Fundamentals of Unix.....                     | 4               |
| CTS 2321 UNIX Administration.....                      | 3               |
| CDA 2523 Windows Client Operating System.....          | 3               |
| CTS 2334 Windows Server Environment.....               | 3               |
| CTS 1156 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 Network Administrator A.A.S. Degree.

| Core Courses                                      | College Credits |
|---|-----------------|
| CGS 1550 Introduction to the World Wide Web ..... | 3               |
| CTS 2134 Network Technology .....                 | 3               |
| CDA 2523 Windows Client Operating System .....    | 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 |
|---|-----------------|
| CTS 2104 Introduction to Windows .....                  | 3               |
| CGS 1570 Computer Applications for Business .....       | 3               |
| CGS 1843 Introduction to Electronic Commerce .....      | 3               |
| CIS 1940 Internship in Computer Studies .....           | 3               |
| COP 1006 Intro. to Programming Concepts and Logic ..... | 3               |
| CGS 1100 Microcomputer Applications .....               | 3               |
| CIS 1000 Introduction to Computer Science .....         | 3               |
| CTS 1106 Fundamentals of UNIX .....                     | 4               |
| CTS 2321 UNIX Administration .....                      | 3               |
| CTS 2334 Windows Server Environment .....               | 3               |
| CTS 1156 Desktop Support .....                          | 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 0081 Traffic Stops .....              | 1.60               |
| 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 NWF State College.

## • | **MARKETING OPERATIONS**

Admission Program of Study Code 6382

### College Credit Certificate

Students who successfully complete this certificate may receive twenty-four (24) credits toward completion of the Business Administration A.A.S. Degree program.

| Core Courses                             | College Credits |
|--|-----------------|
| GEB 1011 Introduction to Business .....  | 3               |
| MAR 2011 Introduction to Marketing ..... | 3               |
| MKA 2021 Professional Selling.....       | 3               |
| CGS 1100 Microcomputer Applications..... | 3               |
| CTS 2104 Intro. to Windows .....         | 3               |
| OST 2335 Business Communications.....    | 3               |
| <b>Total Core Credits Required .....</b> | <b>18</b>       |

### TECHNICAL ELECTIVES

With the approval of an advisor, select 6 credits from the following:

| Technical Elective Courses                             | College Credits |
|--|-----------------|
| ACG 2001 Accounting I.....                             | 3               |
| BUL 2241 Business Law I.....                           | 3               |
| GRA 1121C Desktop Publishing .....                     | 3               |
| MNA 2100 Organizational Behavior .....                 | 3               |
| MKA 2511 Advertising.....                              | 3               |
| MTB 1103 Business Math.....                            | 3               |
| CGS 1570 Computer Applications for Business.....       | 3               |
| MKA 2041 Retail Management.....                        | 3               |
| CGS 1550 Introduction to the World Wide Web .....      | 3               |
| GEB 1940 Internship-Business.....                      | 3-6             |
| (can be completed two times for credit)                |                 |
| <b>Total Technical Elective Credits Required .....</b> | <b>6</b>        |
| <b>Total Program Credits Required.....</b>             | <b>24</b>       |

## • | **MEDICAL CODER/BILLER**

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.

| Core Courses   | College Credits |
|--|-----------------|
| HSC 1531 Medical Terminology.....                            | 3               |
| HIM 1000 Introduction to Health Information Management ..... | 3               |
| BSC 1080 Essentials of Anatomy & Physiology.....             | 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               |
| HSA 1100 Introduction to Health Care.....                    | 2               |
| <b>Total Program Credits Required.....</b>                   | <b>26</b>       |

**Note:** Students must have a High School Diploma or GED to graduate from this program.

## • | **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               |
| <b>Total Core Credits Required .....</b>                     | <b>21</b>       |

### 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 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               |
| _____ Other Approved College Credits.....              | 3               |
| <b>Total Technical Elective Credits Required .....</b> | <b>13</b>       |
| <b>Total Program Credits Required.....</b>             | <b>34</b>       |

## • | **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.

| Core Courses                                  | College Credits |
|---|-----------------|
| CET 2173C Microcomputer Servicing.....        | 4               |
| CET 2171C PC Hardware A+ .....                | 3               |
| CET 2178C Operating Systems .....             | 3               |
| CTS 1156 Desktop Support .....                | 3               |
| CET 2940 Computer Engineering Internship..... | 2               |
| _____ Other Approved College Credits.....     | 2               |
| <b>Total Program Credits Required.....</b>    | <b>15</b>       |



**• MICROSOFT CERTIFIED  
SYSTEMS DEVELOPER**

**Admission Program of Study Code 6155**

*At catalog press time, specific course requirements for this program were under development; please contact the Office of Career and Technical Education at 729-5366 for final program requirements.*

**College Credit Certificate**

Students who successfully complete this certificate may receive credits toward the requirements of the Database Technology A.S. or A.A.S. Degree program.

**• 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.

| <b>Core Courses</b>                       | <b>College Credits</b> |
|---|------------------------|
| 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:**

| <b>Technical Elective Courses</b>                      | <b>College Credits</b> |
|--|------------------------|
| 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 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.

| <b>Core Courses</b>                            | <b>College Credits</b> |
|--|------------------------|
| 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:**

| <b>Technical Elective Courses</b>                         | <b>College Credits</b> |
|---|------------------------|
| 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 1570 Microcomputer Applications<br>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                      |
| ___ ___ Other Approved College Credits .....              | 3                      |

**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<br>(EKG) Interpretation ..... | 1               |
| EMS 2553 Pediatric Advanced Life Support .....                       | 1               |
| EMS 2555 Basic Trauma Life Support .....                             | 1               |
| EMS 2552 Adv Cardiac Life Support .....                              | 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.

| 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               |
| — — Approved Theater Electives* .....         | 5               |

**Total Program Credits Required..... 17**

\* THE 2071; THE 2080; THE 2820; TPA 2232; TPP 2110; TPP 2118; TPP 2119; TPP 1190; TPP 1191; TPP 1192; TPP 2301; TPP 2302

## • | UNIX System Administrator

Admission Program of Study Code 6143

*At catalog press time, specific course requirements for this program were under development; please contact the Office of Career and Technical Education at 729-5366 for final program requirements.*

### College Credit Certificate

Students who successfully complete this certificate may receive credits toward the requirements of the Computer Engineering Technology A.A.S. Degree program.

# 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) and General Education Development (GED), to include a GED testing program. Courses are tuition free for qualifying adults sixteen (16) years and older who do not have a high school diploma or have assessed literacy levels below the 9th grade. Students with a high school diploma with assessed literacy levels above the 9th grade may elect to enroll in these classes on a fee-paying basis. Materials are provided at no cost to the student. Students may enroll throughout the year, at any time during the semester. 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. Classes are free to adults whose academic skills are assessed below the 9th grade level.

## • 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. Classes are free to the student who does not have a high school diploma or equivalency.

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 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.

See page 126 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

Northwest Florida State College has expanded its popular Corporate Training Center under a new name – NWFSC Leadership Institute. The mission of the college's Leadership Institute 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 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 also offered and can be tailored to fit the needs of business, professional, government, military and not-for-profit groups. The Allyn C. Donaldson Entrepreneurial Center 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 incorporate this part of the college mission by supporting community-based strategic partnerships such as emergency management,

public safety, sustainability, and military transition and will provide facilities to host meetings and special events for area organizations.

For more information on the NWFSC Leadership Institute and Leadership Okaloosa please visit [www.nwfsc.edu/LI](http://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, foreign language, trips and tours, to 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.

## ● Professional Certification/Testing

Northwest Florida State College offers a variety of professional certification and testing services. For information contact the Career Resource Center at (850) 729-5227.

**Information Technology Certifications (Prometric)** Designed for software and technology professionals, exams offered at NWF State College 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).

## Microsoft Office Specialist (Certiport)

Northwest Florida State College offers the official Microsoft Office certification for desktop productivity in the following areas: Word, Excel, Outlook, PowerPoint, Access, and Project.

**Florida Ready to Work** is an online assessment, training, and career database through which completers obtain a Ready to Work credential.

## ● 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.

**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 and Surgical Technology programs.

**Keirsy Temperament Sorter II® (KTS®-II)** is a personality instrument that helps individuals discover their personality type. The KTS®-II is based on Dr. David Kersey'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.

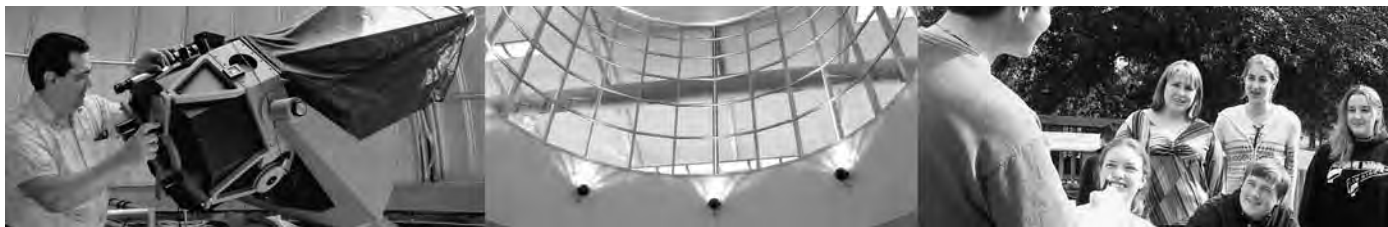
**Skills Tutor** is delivered online and can be used as a teacher-aided instructional tool or as a one-on-one tutoring resource for individualized instruction, diagnostic testing, assignments and more.

**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 23 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 online 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<br>(1ST DIGIT)                   | CENTURY<br>DIGIT<br>(2ND DIGIT) | DECADE<br>DIGIT<br>(3RD DIGIT)    | UNIT<br>DIGIT<br>(4TH DIGIT)        | LAB<br>CODE                                  |
|------------------------|---|---------------------------------|-----------------------------------|-------------------------------------|--|
| ENC                    | 1   | 1                               | 0                                 | 1                                   |  |
| English<br>Composition | Lower Freshman Level<br>at this institution | Freshman<br>Composition         | Freshman<br>Composition<br>Skills | Freshman<br>Composition<br>Skills I | No Laboratory<br>Component in<br>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 55 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.

## 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, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, Practica, Clinical Experiences and Study Abroad

- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theater) and skills courses in Criminal Justice are not guaranteed as transferable.

**• 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 Senior Vice President in the Office of Instructional Services, 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>.

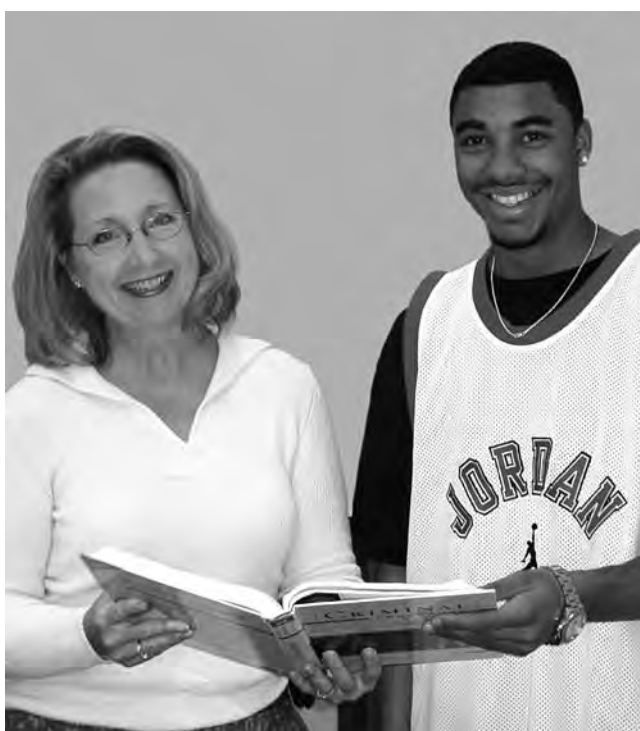
**COURSE PREFIXES**

| DEPARTMENT/<br>PROGRAM AREA        | PHONE<br>NUMBER | COURSE PREFIXES   |
|------------------------------------|-----------------|---|
| Advanced Technology and Design     | 729-5218        | ARC, ART, BCN, BCT, CET, EGS, ETD, ETG, ETI, GRA, PMT, PGY, SUR, TAR  |
| Allied Health                      |                 |   |
| Dental Assisting                   | 729-6444        | DEA, DES, EMS, NUR, RTE, STS  |
| Nursing                            | 729-6400        |   |
| Paramedic                          | 729-6400        |   |
| Radiography                        | 729-6400        |   |
| Athletics, Health, and Fitness     | 729-5379        | DAA, HLP, HSC, PEL, PEM, PET, PEO   |
| Business                           | 729-5369        | ACO, ACG, BUL, COM, ECO, FIN, GEB, HFT, HIM, HSA, HSC, MAN, MAR, MKA, MNA, MTB, OTA, OST, PLA, RMI, SLS, TAX      |
| Child Development                  | 729-5735        | CHD, DEP, FAD, HEV  |
| Communications                     | 729-5390        | ASL, COM, CRW, ENC, ENG, FRE, LIN, LIS, LIT, ORI, REA, SPA, SPC, SPN  |
| Computer Science                   | 729-5369        | CDA, CEN, CET, CGS, CIS, COP, CTS   |
| Education                          | 729-5322        | EDE, EDF, EDG, EDP, EEX, EME, LAE, MAE, MHF, RED, SCE, SSE, TSL   |
| Humanities, Fine & Performing Arts | 729-5382        | AML, ARH, ART, ENL, HUM, MUH, MUM, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW, PGY, PHI, REL, THE, TPA, TPP      |
| Mathematics                        | 729-5377        | MAC, MAE, MAP, MAS, MAT, MFG, MGF, MHF, MTB, MTG, STA   |
| Military Science (ROTC)            | 729-6022        | MSL   |
| Public Safety                      | 729-5378        | CCJ, CJC, CJD, CJE, 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, EDF, EDG, EDP, EEX, EME, EUH, GEA, GEO, INR, ISS, LIS, PPE, POS, POT, PSY, SLS, SOW, 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, 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, FAD, HEV  | Music                    | MUH, MUN, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW      |
| Computer Science       | CDA, CGS, CIS, COP, CET, CEN, CTS                               | Nursing                  | NUR   |
| Communications         | COM   | Nutrition                | HUN   |
| Criminal Justice       | CCJ, CJC, CJD, CJE, CJK, CJL, CJT                               | Oceanography             | OCE   |
| Dance                  | DAA, PEM, DAN   | Office Skills            | CGS, OST, OTA, COM                                    |
| Dental Assisting       | DEA, DES  | Paramedics               | EMS   |
| Domestic Security      | DSC   | Philosophy               | PHI   |
| Drafting               | BCN, EET, EGS, ETD, ETG, TAR                                    | Photography              | PGY   |
| Early Childhood/Family | CHD, FAD, HEV   | Physical Education       | HLP, PEM, PET, PEL, HSC                               |
| Earth Science          | ESC   | Physical Science         | ISC, PHY, PSC   |
| Economics              | ECO   | Physics                  | PHY   |
| Education              | EDE, EDF, EDG, EDP, EEX, EME, LAE, MAE, MHF, RED, SCE, SSE, TSL | Political Science        | POS, POT  |
| Engineering Technology | ETD, ETG  | Psychology               | CLP, DEP, EDP, PPE, PSY                               |
| 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, SPA  |
| Graphic Design         | ART, GRA, PGY   | Spanish                  | SPN   |
| Health Education       | HSC   | Speech and Debate        | COM, ORI, SPC   |
| History                | AMH, EUH, WOH   | Sociology                | INR, SOW, SYG   |
| Hospitality Mgmt.      | HFT   | Surveying                | SUR   |
| Humanities             | ARH, HUM, MUH, PGY, PHI, REL, THE                               | Wellness                 | HUN, HLP, PEM   |
| Insurance              | RMI   | Zoology                  | ZOO   |
| Legal Assisting        | PLA   |                          |   |

# COLLEGE PREPARATORY COURSES



# COLLEGE PREPARATORY COURSES



## ENC 0020 \*

### College Preparatory English A, 4 College Prep Credits, (Fall, Spring, Summer)

This course is designed to develop written language skills for students whose entry level placement scores fall below the minimum (not applicable for degree completion). Basic sentence structure, paragraph organization, grammatical concepts, usage, and elementary punctuation will be emphasized. Approximately one-third of instruction will be focused on composing coherent, well-structured paragraphs. Prerequisite: Placement score of 20 - 68 on FCPT. Must pass class with a "C" or better to move on to ENC 0080. Corequisite: SLS 1101

## ENC 0080 \*

### College Preparatory English B, 4 College Prep Credits, (Fall, Spring, Summer)

The course includes practice in writing sentences and paragraphs and provides a survey of grammar and mechanics with emphasis on the State Exit Test skills (not applicable for degree completion). Placement is determined (1) by a grade of "C" or better in ENC 0020 or (2) by a score of 69 - 82 on FCPT or (3) on an elective basis with a score of 83 or above on FCPT.

## MAT 0002A \*

### College Preparatory Math, 2 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. Students who score below 83 on the arithmetic portion of the FCPT are highly encouraged to take this course prior to MAT 0024. Corequisite: SLS 1101

## MAT 0012 \*

### College Preparatory Mathematics and Algebra, 6 College Prep Credits, (Offered as needed)

This course does not meet graduation requirements and is designed for students whose entry-level placement test scores do not meet requirements for degree credit. This course emphasizes concepts, techniques, and applications of the following major topics: operations with fractions, decimal, percents, and signed numbers with applications, operations with real numbers, properties of real numbers, linear equations and inequalities, rational expressions and equations, properties of exponents, polynomials, radical expressions, and graphs of lines. A combination of delivery methods will be used including lecture, computer tutorials, online tutorials, and individualized instruction. Each student will work at his or her own pace and will complete the course when the competencies are met.

## MAT 0024 \*

### College Preparatory Algebra, Level I, 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 by a score of < 72 on the algebra portion of the FCPT. (Students who score below 83 on the arithmetic portion of the FCPT are highly encouraged to take MAT 0002A.)

## REA 0001 \*

### College Preparatory Reading, Level 1, 3 College Prep Credits, (Fall, Spring, Summer)

A college preparatory reading course (not applicable for degree completion) conducted in a lecture/lab setting designed to improve reading speed, vocabulary, rate of comprehension, listening, and study skills. Also covered (at a basic level) are the skills that conform to CLAS/FCPT standards. Activities and materials are individualized to meet the students specific needs as determined by diagnostic instruments. Prerequisite: Placement score of 0 - 63 on the FCPT. Corequisite: SLS 1101

## REA 0002 \*

### College Preparatory Reading, Level 2, 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). Emphasis is placed on the development of the higher level reading skills needed for literal and critical interpretation of passages similar to those used in college textbooks. Students may exit from College Prep Reading II only after passing the course work and obtaining a passing score on the State Constructed Reading Comprehension test. Prerequisite: Score of 64 - 82 on the FCPT, and/or grade of "C" or better in REA 0001.

\* 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 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.

**CJK 0007\***  
**Introduction to Law Enforcement,**  
**.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 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 Statute, 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 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.

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**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.

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**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, fire fighting 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 are acquainted with the normal and abnormal conditions of the oral cavity and recognition of 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 and must have current CPR training. A requirement of 90 clinical rotation hours (minimum) must be completed 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 along with up-to-date immunizations. A requirement of 180 clinical rotation hours (minimum) must be completed to successfully complete this course. Prerequisites: DEA 0803L, DEA 0852L, DEA 0205, DEA 0205L.

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**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, and must have current CPR along with up to date immunizations. Prerequisite: DEA 0803L, DES 0400B; Corequisites: DEA 0830, DEA 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. 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 on patient and operator safety guidelines and producing diagnostic quality radiographs. 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 and role-playing is a major adjunct in this course.

**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.

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**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.

**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 DEA 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. The course also serves as an opportunity for feedback from students' Clinical Practice. 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 and clinical sciences of preventive dentistry to familiarize the dental assisting student with basic principles of microbiology, basic body structures, and their functions and affects as manifested in the oral cavity. The affects of nutrition and the role of microorganisms in dental health and blood borne pathogens are included.

**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. Prerequisite: 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. Prerequisite: 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. Prerequisite: Upper division standing and BUL 4333.

**EDE 3301**  
**Elementary School Teaching Strategies,**  
**3 Credit Hours,**  
**(Offered as needed)**  
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: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C

**EDE 4223C**  
**Integrating Art, Music,**  
**and Physical Education Methods,**  
**3 Credit Hours,**  
**(Offered as needed)**  
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”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**EDE 4930C**  
**Seminar in Elementary Education,**  
**1 Credit Hour,**  
**(Offered as needed)**  
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. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**EDE 4940**  
**Internship: Elementary Education,**  
**9 Credit Hours,**  
**(Offered as needed)**

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: Completion of core professional courses and upper division standing with permission of department chair.

**EDF 3131C**  
**Learning and**  
**the Developing Adolescent,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course covers adolescent growth and development, learning theory, and behavioral analysis applied to instruction and to the organization and management of the classroom. Prerequisites: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**EDF 3214**  
**Human Development and Learning,**  
**3 Credit Hours,**  
**(Offered as needed)**

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". Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**EDF 3430**  
**Measurement, Evaluation,**  
**and Assessment in Education,**  
**3 Credit Hours,**  
**(Offered as needed)**

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". Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**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 BSE program. Prerequisite: Upper division standing with permission of department chair or designee.

**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 BSE program. Prerequisite: Upper division standing with permission of department chair or designee.

**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 BSE program. Prerequisite: Upper division standing with permission of department chair or designee.

**EDG 3343**  
**Instructional Strategies,**  
**3 Credit Hours,**  
**(Offered as needed)**

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. Prerequisites: EDG 3410C or upper division standing

with permission of department chair or designee; Corequisite: EDG 3410C.

**EDG 3410C**  
**Classroom Management,**  
**School Safety, Law, and Ethics,**  
**3 Credit Hours,**  
**(Offered as needed)**

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.

**EEX 3070**  
**Methods of**  
**Inclusion and Collaboration,**  
**3 Credit Hours,**  
**(Offered as needed)**

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". Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**EME 3410C**  
**Integrating Technology**  
**in the Classroom,**  
**3 Credit Hours,**  
**(Offered as needed)**

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. Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.



**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. Prerequisite: 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. Prerequisite: 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 Hours,  
(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 Hours,  
(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. Prerequisite: 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.

**LAE 4313**  
**Language Skills and Literature,**  
**3 Credit Hours,**  
**(Offered as needed)**

The basis for understanding language development, theories of language, and the issues and experiences important to the development of literacy are emphasized in this course. Exploration of the language experience and its impact on the student and the school environment are crucial elements of this course. This course requires a minimum grade of "C". Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**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. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**MAE 3310C**  
**Teaching Elementary School**  
**Mathematics Methods,**  
**3 Credit Hours,**  
**(Offered as needed)**

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 core professional courses and 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. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**MAE 4320C**  
**Teaching Methods**  
**in Middle Grades Math,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course addresses instructional methods and materials for teaching mathematics in middle schools. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**MAE 4930C**  
**Seminar in Math Education,**  
**1 Credit Hour,**  
**(Offered as needed)**

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. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**MAE 4940C**  
**Teaching Methods in Middle Grades**  
**Math Field Experience,**  
**1 Credit Hour,**  
**(Offered as needed)**

In this course, students will apply knowledge of teaching strategies, methods and materials for teaching mathematics in a middle school classroom. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**MAE 4945****Internship:**

**Middle Grades Math Education,  
9 Credit Hours,  
(Offered as needed)**

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. Prerequisite: Completion of core professional courses and 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: Upper division standing; 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: Grade of "C" or better in MAC 2311 or equivalent.

**MHF 4404  
History of Mathematics,  
3 Credit Hours,  
(Offered as needed)**

The 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. Prerequisite: Completion of MAC2311 with a grade of "C" or better or concurrent enrollment in MAC 2311.

**NUR 3067  
Health Assessment,  
3 Credit Hours,  
(Fall)**

This course is designed to develop the student's knowledge for obtaining and recording a systematic, comprehensive health history 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. Corequisite or Prerequisite: NUR 3080.



**NUR 3067L**  
**Health Assessment Laboratory,**  
**1 Credit Hour,**  
**(Fall)**

This course involves the development of skills and knowledge regarding Health assessment and including a psychosocial assessment. Emphasis will be placed on collection of a data base through physical assessment, history taking and interviewing. Permission is required. Prerequisite: Must have an active RN license in the state of Florida. Corequisite or Prerequisite: NUR 3067.

**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: Students must be a Registered Nurse.

**NUR 3098C**  
**Perioperative Nursing,**  
**3 Credit Hours,**  
**(Spring)**

The perioperative nursing course is designed to introduce the Registered Nurse to entry level perioperative nursing. The course content includes principles of aseptic technique, patient safety, universal protocol, and the nursing process in the perioperative setting. The course will also address ethical, moral, and legal issues related to various types of surgical procedures and specialty services in the circulating role of the RN. Prerequisite: Active Florida RN License.

**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 3679**  
**Nursing Care of Complex Clients,**  
**3 Credit Hours,**  
**(Spring)**

This course assists the RN to BSN 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 health care delivery systems and environments. Prerequisites: NUR 3076, NUR 3076L, 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 health care 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 3080.

**NUR 3955**  
**Portfolio I,**  
**1 Credit Hour,**  
**(Fall)**

This course will provide RN to BSN 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 BSN 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 online teaching method is used with optional workshops available to students. Prerequisite: STA 2023, NUR 3080.

**NUR 4295**  
**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.

**NUR 4615,**  
**Family and Community Health,**  
**3 Credit Hours,**  
**(Fall, Spring)**

Synthesis of theories and concepts applied in family, population groups, and community as units of care. The focus is on factors that affect the health and well-being of family groups from diverse cultures, ethnic, and social backgrounds as they respond to everyday life events. The nursing process is used to examine multiple influences impacting life-course experiences of families and communities to enhance functioning. Emphasis is on engagement of family members in health promotion, risk reduction, and disease prevention. Prerequisite: NUR 3067, NUR 3067L, NUR 3080; Corequisite: NUR 4615L.

**NUR 4615L**  
**Family and Community Health Lab,**  
**2 Credit Hours,**  
**(Fall, Spring)**

The Family and Community Health Nursing Lab course is designed to facilitate the conceptualizing of family, population groups, and community as units of care. The course focuses on risk reduction, health maintenance, and promotion of high level wellness to individuals, families and groups in the community. The student is provided the opportunity to assess the health needs of selected families in the community setting with selected health promotion and health maintenance needs. Prerequisites: NUR 3080, NUR 3067, NUR 3067L; Corequisite: NUR 4615.

**NUR 4827**  
**Nursing Leadership and Management,**  
**3 Credit Hours,**  
**(Spring, Summer)**

Group process provides the forum to study leadership, collaboration, and coordination in health care settings. Students develop an evidence based paper to deal with key leadership and management issues related to professional goals. This course is designed to improve the health of consumers through nursing actions. Prerequisites: NUR 3080, NUR 4165, NUR3067, NUR 3067L, NUR4615, NUR4615L; Corequisite: NUR 4827L.

**NUR 4827L**  
**Nursing Leadership and**  
**Management Lab,**  
**2 Credit Hours,**  
**(Spring, Summer)**

Nursing leadership and management practicum focuses on the roles and functions of the professional nurse. Issues associated with health care delivery and realistic concerns of employment as a professional nurse are explored. The clinical practicum provides an opportunity to plan, implement and evaluate change in the practice of nursing. Prerequisites: NUR 3080, NUR 4165, NUR3067, NUR 3067L, NUR4615, NUR4615L; Corequisites: NUR 4827.

**NUR 4894**  
**Nursing Staff Development for the**  
**Departmental Educator,**  
**3 Credit Hours,**  
**(Fall)**

Provides the student with an opportunity to explore the basics of planning, developing, and evaluating a nursing staff development program for a unit or department of nursing. Includes application of learning principles to a variety of situations such as workshops, inservice, and orientation of new staff. Course sections include topics such as Learning Needs Assessment, Writing Behavioral Objectives, Competency, Presentation Methods, and Evaluating Offerings. Prerequisite: Student must be a Registered Nurse to take this course (program faculty will determine).

**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. Prerequisite: NUR3955, NUR 3080, NUR 4827.

**PAD 3003**  
**Public Service Operations,**  
**3 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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. Prerequisite: Upper division standing and permission of the instructor. May be taken 3 times for credit.

**RED 3309C**  
**Early and Emergent Literacy K-2,**  
**3 Credit Hours,**  
**(Offered as needed)**

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. Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**RED 3324C**  
**Teaching in the**  
**Middle Grades Curriculum,**  
**3 Credit Hours,**  
**(Offered as needed)**

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. Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**RED 3335C**  
**Teaching Reading**  
**in the Content Areas,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course addresses strategies, materials, and skills for teaching reading in content areas. Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**RED 3511C**  
**Intermediate Literacy 3-6:**  
**Reading and Thinking,**  
**3 Credit Hours,**  
**(Offered as needed)**

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: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C

**RED 4312**  
**Integration of Assessment into**  
**Classroom Reading,**  
**3 Credit Hours,**  
**(Offered as needed)**

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: Completion of core professional courses and upper division standing with permission of department chair.

**RED 4519C**  
**Diagnostic and Instructional**  
**Interventions in Reading,**  
**3 Credit Hours,**  
**(Offered as needed)**

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: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**RED 4854C**  
**Reading Field Experience,**  
**2 Credit Hours,**  
**(Offered as needed)**

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. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**SCE 3310C**  
**Teaching Science in the**  
**Elementary School Methods,**  
**3 Credit Hours,**  
**(Offered as needed)**

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. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**SCE 4320C**  
**Teaching Methods in**  
**Middle Grades Science,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course provides techniques and materials of instruction for teaching science in the middle grades. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**SCE 4930C**  
**Seminar in Science Education,**  
**1 Credit Hour,**  
**(Offered as needed)**

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. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**SCE 4940C**  
**Teaching Methods in Middle Grades**  
**Science Field Experience,**  
**1 Credit Hour,**  
**(Offered as needed)**

In this course, students will apply knowledge of teaching strategies, methods and materials for teaching science in a middle school classroom. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**SCE 4945**  
**Internship:**  
**Middle Grades Science Education,**  
**9 Credit Hours,**  
**(Offered as needed)**

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. Prerequisite: Completion of core professional courses and 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. Prerequisite: Completion of core professional courses and upper division standing with permission of department chair.

**TSL 3080**  
**Foundations of**  
**Teaching ESOL in the Schools,**  
**3 Credit Hours,**  
**(Offered as needed)**

Students examine the issues, principles, and practices of teaching English to Speakers of Other Languages. This course also provides the foundation of knowledge necessary to meet the instructional needs of linguistically and culturally diverse students. Teacher-parent communication techniques will also be emphasized. This course requires a minimum grade of "C". Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.

**TSL 4081C**  
**TESOL Issues and Practice,**  
**3 Credit Hours,**  
**(Offered as needed)**

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. Prerequisite: EDG 3410C or upper division standing with permission of department chair or designee; Corequisite: EDG 3410C.



# LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS



# LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS



**ACG 2001**  $\Delta$   
**Accounting I,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

Accounting information system; double entry system, income and adjustments; accounting cycle completion; merchandise and special journals; internal control and voucher system; short-term liquid assets; inventory methods; liabilities and payroll; acquire, depreciate, and dispose of assets; capital or expenditures; asset depletion and amortization; code of professional ethics. Prerequisites: although not required, MTB 1103 is highly recommended.

**ACG 2011**  
**Accounting II,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

Accounting for corporations; long-term liabilities, using future values and present values; statement of cash flows; financial statement analysis, and international accounting. Prerequisite: ACG 2001.

**ACG 2071**  
**Managerial Accounting,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

The basic principles of accounting techniques for the preparation of internal reports related to the management of the firm and the interpretation of financial data useful in the decision-making process within the economic framework of the firm. Prerequisites: ACG 2011 or ACG 2021.

**ACG 2450**  $\Delta$   
**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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.

$\Delta$  Technology-Across-the-Curriculum Course.

**AMH 2070**  
**Survey of Early Florida History,**  
**3 Credit Hours,**  
**(Offered as needed)**

A survey of Florida history from pre-Columbian populations through the Territorial Period.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. 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.

**ANT 2930**  
**Special Topics in Anthro/Archaeology,**  
**3 Credit Hours,**  
**(Offered as needed)**

Introduction to special topics in anthropology and archaeology. Example: Survey and introduction to pre-historic and early historic Native American cultures in Florida and the Southeast U.S. Prerequisite: permission of instructor.

**ARC 1131**  
**Architectural Presentation,**  
**3 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Spring, Summer, 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, Summer, Fall)**

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,**  
**(Offered as needed)**

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.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

**ARC 2303A**  
**Design 2.1,**  
**6 Credit Hours,**  
**(Offered as needed)**

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.

**ARC 2304**  
**Design 2.2,**  
**6 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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. Prerequisite: 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

† 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 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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 47 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 47 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 47 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 47 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 47 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 47 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 47 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 47 regarding audit enrollment.

**ART 2400C**  
**Introduction to Printmaking I,**  
**3 Credit Hours,**  
**(Fall, Spring)**

Introduction to various printmaking techniques possibly including block printing calligraphy, monotype, etching, and serigraphy. Content varies according to instructor. Two-dimensional design is recommended. Invites to all students. See page 47 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 2401C**  
**Printmaking II,**  
**3 Credit Hours,**  
**(Offered as needed)**

This class is a continuation of printmaking techniques including blockprinting, calligraphy, monotype, etching and serigraphy. Emphasis is on composition, exploration of printing methods and individual expression. Content varies according to instructor. Introduction to Printmaking required. Prerequisite: ART 2400C. See page 47 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 47 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 47 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 47 regarding audit enrollment.

**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 47 regarding audit enrollment.

**ART 2602C**  $\Delta$   
**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**  $\Delta$   
**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. Prerequisite: ART 2602C, PGY1801C.

**ART 2701C**  
**Sculpture I,**  
**3 Credit Hours,**  
**(Fall, 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 47 regarding audit enrollment.

**ART 2703C**  
**Sculpture II,**  
**3 Credit Hours,**  
**(Fall, Spring)**

Allows continued experience in more complex three-dimensional techniques; emphasis on individual projects and conceptual approach. Prerequisite: ART 2701C. See page 47 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**  $\diamond$   
**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**  $\diamond$   
**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.

**ASL 2160**  $\diamond$   
**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 instructor permission.

$\Delta$  Technology-Across-the-Curriculum Course.

$\diamond$  This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

**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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

A course to familiarize non-drafting students with techniques of blueprint reading and the fundamentals of construction methods that make blueprint reading meaningful.

**BCN 1520 \***  
**Electrical Systems in Construction,**  
**3 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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 2770 \***  
**Construction Estimating,**  
**3 Credit Hours,**  
**(Offered as needed)**

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.

**BCT 2761 \***  
**Structural Systems in Construction,**  
**3 Credit Hours,**  
**(Offered as needed)**

A course to familiarize students with structural terminology, practices, methods, code requirements and safety, and health criteria in construction.

**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.

**BRC 1001 \***  
**Introduction to Banking,**  
**3 Credit Hours,**  
**(Offered as needed)**

Designed to give students a broad understanding of the nature of banking and its relationship to the U.S. economy.

**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).

\* 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 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.

**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 1250C**  
**Introductory Tropical Biology,**  
**4 Credit Hours,**  
**(Offered as needed)**

An introduction to the Estuarine and Marine biota of tropical regions to include saltmarsh, mangrove, sandy, and coral shorelines. Emphasis will be placed on energy transfer and zonation. Prerequisite: one college level science course.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.



**CCJ 1500 \***  
**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.

**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.

**CCJ 2905 \***  
**Independent Study – Criminal Justice,**  
**1 Credit Hour,**  
**(Fall, Spring)**

Directed study and individual projects to meet the student's interests in a specialized area of Criminal Justice for which present course availability is limited.

**CDA 2523 \*△**  
**Windows Client Operating System,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

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, 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.

**CET 1600C \*△**  
**Networking Fundamentals,**  
**3 Credit Hours,**  
**(Offered as needed)**

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 \*△**  
**Router Theory,**  
**3 Credit Hours,**  
**(Offered as needed)**

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 1630C \*△**  
**Network Cabling – Copper Media,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course is designed for computer repair and network technicians. It will provide the students with the knowledge and skills necessary to become entry-level technicians in the data cabling industry. The emphasis of the course is on tool use, construction techniques, industry standards, troubleshooting and repair of CAT 5 copper media. This course prepares students for introductory, vendor neutral data cabling certification BICSI/ETAI exams.

**CET 1632C \*△**  
**Network Cabling – Fiber Optic Media,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course is designed for computer repair and network technicians. It will provide the students with the knowledge and skills necessary to become entry-level technicians in the data cabling industry. The emphasis of the course is on tool use, construction techniques, industry standards, troubleshooting, and repair of fiber optic media. This course prepares

students for introductory, vendor-neutral data cabling certification BICSI/ETAI exams.

**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.

**CET 2171C \*△**  
**PC Hardware A+,**  
**3 Credit Hours,**  
**(Offered as needed)**

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 2173C \*△**  
**Microcomputer Servicing,**  
**4 Credit Hours,**  
**(Offered as needed)**

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.

\* 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 2178C \*△**  
**PC Operating Systems A+,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer operating systems, including DOS, Win 98 and higher and Win NT. Major topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSRs, and basic system errors.

**CET 2497 \*△**  
**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 2615C \*△**  
**Advanced Router Theory,**  
**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. Prerequisite: CET 1600C, CET 1610C.

**CET 2620C \*△**  
**Project Based**  
**Routing Design and Administration,**  
**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 2625C \*△**  
**CISCO Network Design,**  
**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 and CISCO SECUR and CSPFA exams in preparation for the CISCO Firewall Specialist certification. Prerequisites: CET 1600C, CET 1610C, CET 2615C, and CET 2620C or CCNA certification.

**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 CompTIA Security + certification, and CISCO SECUR and CSPFA exams in preparation for the CISCO Firewall Specialist certification. Prerequisites: CET 1600C, CET 1610C, CET 2615C, and CET 2620C or CCNA certification.

**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 LAN Support Specialist designation (WLANFE). Prerequisites: CET 1600C, CET 1610C.

**CET 2905/2905A \*△**  
**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 of Science or Applied Associate of 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 of Science or Applied Associate of 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 of Science or Applied Associate of 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)**

The discussion and practical applications of Windows operating systems, word processing, spreadsheets, database management, presentation software, and various communications topics.

**CGS 1550 △****Introduction to World Wide Web,  
3 Credit Hours,  
(Offered as needed)**

An introduction to the required hardware, software, procedures, uses and building of pages on the World Wide Web and the Internet.

**CGS 1570 △****Computer Applications for Business,  
3 Credit Hours,  
(Fall, Spring, Summer)**

A hands-on course using computer software (word processor, spreadsheet and database) to facilitate the activities involved in the business environment. Prerequisite: CGS 1100 or competency exam.

**CGS 1843 △****Intro to Electronic 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 △****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 2576 △****Introduction to Microsoft Word,  
1 Credit Hour,  
(Offered as needed)**

An introduction to Microsoft Word software by emphasizing the functions of the program.

**CGS 2820 △****Web Authoring with HTML,  
3 Credit Hours,  
(Offered as needed)**

This course introduces programming in techniques associated with web-based languages. The student will learn to create innovative and useful windows programs. Topics to be discussed include variables, string handling, loops and arrays, formatting techniques, labels, buttons, menus, loading and saving, error handling, graphics, and linking applications.

**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,  
(Fall, Spring, Summer)**

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 in Applied Associate of 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 NWF State College 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. NWF State College 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.

**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 1025L**  
**Chemical Science Lab,**  
**1 Credit Hour,**  
**(Fall, Spring, Summer)**

A laboratory experience to augment the principles covered in chemical science to include fundamental principles and theories of the dual nature of physical existence, matter and energy; atomic theory; periodicity of elements; dependence of properties on structure; kinetic molecular theory; and the nature of chemical bonding.

**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.

**CHM 1032L**  
**General Chemistry for**  
**Life Sciences Lab,**  
**1 Credit Hour,**  
**(Fall, Spring, Summer)**

This laboratory course is designed to teach basic chemistry laboratory skills and reinforce topics covered in CHM 1032C and CHM 1025. Among the experiments the student will perform are: basic safety practices in a laboratory setting; learn how to perform density measurements; find the energy content in calories in certain foods; study reaction rates and equilibria; learn properties of gases and how to predict them with the ideal gas law; perform simple separations of mixtures. 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. Prerequisite: MAC 1102 or 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** △  
**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. Includes an introduction to structured programming. Math placement at the college algebra level strongly advised.

**CIS 1940** \*△  
**Internship in Computer Studies,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

On-the-job training in the Associate of Science and Associate of 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.

**CJD 2630** \*  
**Firearms Instructor,**  
**2 Credit Hours,**  
**(Offered as needed)**

This course is designed to provide the student with knowledge and expertise to instruct untrained students in the proper use of firearms, range safety, and weapon maintenance. The student shall also be instructed in legal aspects and range management.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.

**CJD 2632 \***  
**Field Training Officer Techniques,**  
**3 Credit Hours,**  
**(Offered as needed)**

Designed to introduce the criminal justice student (law enforcement and corrections) to all aspects of field training and evaluation programs to include adult learning and instruction, evaluation, role responsibilities and characteristics of the Field Training Officer (F.T.O.) communications techniques, counseling techniques, legal and ethical issues, and human motivation. This is course number 51 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

**CJD 2670 \***  
**Confidential Informants,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course is designed for in-service law enforcement, correctional officers and support personnel to qualify them in the area of development of confidential informants and other sources of information, to include; definition and management of an informant program, legal aspects of dealing with informants, and the development of other sources of investigative information.

**CJD 2681 \***  
**Court Case Preparation**  
**and Court Presentation,**  
**3 Credit Hours,**  
**(Offered as needed)**

Fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. This is course number 20 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

**CJD 2691 \***  
**Stress Awareness and Resolution,**  
**3 Credit Hours,**  
**(Offered as needed)**

A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. This is course number 50 in the series

approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

**CJE 1300 \***  
**Police Organization**  
**and Administration,**  
**3 Credit Hours,**  
**(Offered as needed)**

Principles of organization and administration in law enforcement; fundamentals of police planning: budget analysis, recruitment, training, and assignments; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection. 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 1440 \***  
**Crime Prevention,**  
**3 Credit Hours,**  
**(Offered as needed)**

A course in crime prevention as it exists today in America. Study includes residential, personal and commercial crime prevention and it includes crime prevention resources, crime analysis and current legal implications. Designed primarily for in-service law enforcement officers but will not be limited to such personnel.

**CJE 1550 \***  
**Chemical Tests for Intoxication,**  
**3 Credit Hours,**  
**(Offered as needed)**

Background and history of effects of alcohol on motor coordination; operation and maintenance of breathalyzer equipment; court testimony; legal aspects of laws governing DUI. Required course for state certification.

**CJE 2251 \***  
**Writing and Reviewing Reports,**  
**3 Credit Hours,**  
**(Offered as needed)**

Designed to give students a broad understanding of writing and reviewing criminal justice reports. Specifically designed for correctional and law enforcement officers.

**CJE 2660 \*△**  
**Computer Applications**  
**in Criminal Justice,**  
**3 Credit Hours,**  
**(Offered as needed)**

Computer Applications in Criminal Justice introduces the participant to the use of the computer in Criminal Justice

applications. The participant will be introduced to prepackaged software and the process used to modify the package to criminal justice usage. This will include an electronic filing system designed to store, review and update data which can be manipulated into printed reports for daily and periodic usage.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.

**CJT 2100 \*****Criminal Investigation,  
3 Credit Hours,  
(Offered as needed)**

Includes the study of the fundamentals of investigation; duties and responsibilities of the detective's interrogation techniques; search and techniques of protecting the crime scene; collection and preservation of evidence; modus operandi systems; scientific aids and other sources of information; and court preparation and case follow-up.

**CJT 2340 \*****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.

**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 1006 △****Introduction to Programming  
Concepts and Logic,  
3 Credit Hours,  
(Fall, Spring, Summer)**

General survey of programming/ problem solving techniques. Algorithm development will employ the use of a modern programming language.

**COP 1840 △****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.

**COP 2010 △****Visual Basic Programming,  
3 Credit Hours,  
(Fall, Spring, Summer)**

This course introduces programming in Visual Basic. The student will learn to create innovative and dynamic data structures. Prerequisite: COP 1006 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. The student will learn to create advanced versions of innovative and useful Windows programs. 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 1006 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.

**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 1006 or equivalent.

**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 1006 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.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.

**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 1156 \*△**  
**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 (70-271 and 70-272) required for certification as a Microsoft Certified Desktop Support Technician (MCDST). Students should have user-level competency with Windows and MS Office. Prerequisites: None, although CTS 2104, CDA 2523 and CGS 1100, CGS 1570 would be useful.

**CTS 1206 \*△**  
**Microsoft PowerPoint,**  
**1 Credit Hour,**  
**(Offered as needed)**

An introduction to the use of Microsoft Office 2007 PowerPoint for the creation of graphic presentations.

**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 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, CDA 2523, CTS 2334, CET 2497, and CTS 2302 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

**CTS 2302 \*△**  
**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. Prerequisites: CTS 2134, CDA 2523, CTS 2334, and CET 2497 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

**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, CDA 2523, CTS 2334, CET 2497, CTS 2302.

**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 2134, CDA 2523, CTS 2334, and CET 2497 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

\* 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 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 2351 \*△**  
**Novell Administration I,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course will provide students with the opportunity to develop the knowledge and skills necessary for the design and implementation of a Netware System to include: network service and support various network technologies; Netware printing, as well as Netware administration, installation and configuration. Prerequisites: CTS 2134 with grade of "C" or higher, or equivalent.

**CTS 2354 \*△**  
**Novell Administration II,**  
**3 Credit Hours,**  
**(Offered as needed)**  
To provide advanced concepts of Network Administration, using Novell Network Operating System software. Prerequisite: CTS 2351 with a grade of "C" or better.

**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, CDA 2523, CTS 2334.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.

**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.

**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 1004 \*  
Introduction to NRP and NIMS,  
3 Credit Hours,  
(Offered as needed)**

Designed to inform emergency responders and planners of the key elements in the National Response Plan (NRP) and the National Incident Management System (NIMS) and their relationship to planning and response operations. The curriculum includes classroom exercises.

**DSC 1013 \*  
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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

**DSC 1030 \***  
**Disaster Communications,**  
**1 Credit Hour,**  
**(Offered as needed)**

This course is designed to address preparation for natural and man-made disasters in which normal communications are often disrupted by physical damage, system overload, weather conditions, or natural features. The focus will be on methods of exchanging critical information prior to, during and after an emergency.

**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.

**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 2214 \***  
**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, the study of economic structures, price theory, factor markets, and general equilibrium. It includes current national and international problems, world trade and balance of payments. 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. Student will observe and participate in the educational settings of local schools. (Plus 30 hours field experience.) An additional fingerprinting cost may be associated with this course.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

**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. Field experience and examination of educational materials will enhance the student's understanding of multiculturalism. (Plus 30 hours field experience.)  
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.

**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, also parents of exceptional children.

**EGS 1110C**  
**Engineering Graphics,**  
**3 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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, exponential 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.

**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. Prerequisite: 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. Prerequisite: 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.

\* 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 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.

**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: ENT 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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

**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 △**  
**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on a standardized placement test measuring communications/verbal achievement or successful completion of ENC 0080.

**ENC 1102**  
**English Composition II,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

Interpretative and critical reading of fiction (novel, novella, short story), drama, and poetry. The student will practice in the writing of 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: Completion of ENC 1101 or an equivalent course with a grade of "C" or better.

**ENC 1112**  
**CLAST Review:**  
**English Language Skills,**  
**1 Credit Hour,**  
**(Offered as needed)**

A short course designed to prepare students to take or retake the CLAST English Language Skills sub-test. The course is conducted as a self-study utilizing the tutorial services in the Academic Success Center.

**ENC 1113**  
**CLAST Review: Essay Skills,**  
**1 Credit Hour,**  
**(Offered as needed)**

A short course specifically designed to prepare students to write fifty-minute timed essays that conform to CLAST standards. The course is conducted as a self-study under the supervision of the CLAST Coordinator.

**ENC 2210**  
**Technical Report Writing,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared, and criteria for evaluating the adequacy of the various components of these reports are utilized. 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. 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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.

**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, 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,**  
**(Offered as needed)**

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 1111 \***  
**Drafting I,**  
**6 Credit Hours,**  
**(Offered as needed)**

The first of a sequence of courses in drafting which includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, sections and conventions, conventional revolutions, dimensioning, inking, mechanical lettering, and methods of reproduction. Prerequisite: ETD 1102 and ETD 1217 or equivalent.

**ETD 1217 \***  
**Fundamentals of**  
**Dimensioning and Tolerancing,**  
**4 Credit Hours,**  
**(Offered as needed)**

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 1221 \***  
**Drafting II,**  
**6 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, dimetric, trimetric, oblique, and perspective

projection, auxiliary views, related mathematics, precision dimensioning and inking practices. Prerequisite: ETD 1111 or equivalent.

**ETD 1320C \*△**  
**AutoCAD I,**  
**3 Credit Hours,**  
**(Offered as needed)**

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.

**ETD 1322 \*△**  
**Introduction to Pro/ENGINEER,**  
**3 Credit Hours,**  
**(Offered as needed)**

A basic course on the use of Pro/ENGINEER software to include: Introduction to Pro/ENGINEER, basic drawing components/parts, Pro/DETAIL functionality, 3D virtual models, conceptual layout, extrusions, sweeps, pick-n-place, creating manufacturing features on assemblies which will include drilling, cutting, and facing operations and creating basic drawings of assemblies which will include exploded views and intelligent BOM callouts.

**ETD 1340C \*△**  
**AutoCAD II,**  
**3 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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 1221 or EGS 1130C, and ETD 1340C.

**ETD 1811C △**  
**Corel Draw I,**  
**3 Credit Hours,**  
**(Offered as needed)**

Class will focus on organization of two-dimensional space in regard to the plane. Study and hands-on projects both in artistic media and on computer will include the following: comprehensive usage of this vector-based drawing program to create professional artwork – from single logos to intricate technical illustrations. Topics such as perspective and the creation of depth on the two dimensional surface will be included as well. Students will investigate the use of computer graphics disciplines emphasizing illustration and the principles of color and design. Students will also be expected to complete five individual projects related to the coursework. The presentation of these projects to the class will include both written and visual materials. Students will generate a portfolio of computer art and are encouraged to broaden perspectives and to think creatively. Class will serve as introduction to use of Corel Draw.

**ETD 1842C \***  
**Computer Rendering I,**  
**3 Credit Hours,**  
**(Offered as needed)**

A basic course in rendering techniques using Accurender software. Topics include: the walkabout window, AutoCAD views, move in the Ray Trace View, viewing the model, rendering the model, assigning materials, lighting your model and printing. Prerequisite: ETD 1355C.

\* 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 2150 \***  
**Industrial Print Reading,**  
**3 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Fall, Spring)**

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,**  
**(Offered as needed)**

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.

**ETD 2368C \***  
**SolidWorks II,**  
**3 Credit Hours,**  
**(Offered as needed)**

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.

\* 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 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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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 1111 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 1700, ETD 2218, or equivalent.

**ETD 2713 \***  
**Drafting III,**  
**6 Credit Hours,**  
**(Offered as needed)**

A course in the fundamentals of Mechanical and Machine Drafting. Topics covered include: geometric dimensioning and true positional tolerancing; threads, nuts, bolts, screws, gears, cams and springs, drafting standards, and preparation of working drawings. Prerequisite: ETD 1340C, and ETD 2218 or equivalent.

**ETD 2802C \***  
**Technical Illustration II,**  
**3 Credit Hours,**  
**(Offered as needed)**

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 and ETD 1311C or equivalent.

**ETD 2843C \*△**  
**3D Computer Rendering II,**  
**3 Credit Hours,**  
**(Offered as needed)**

An advanced course in rendering techniques using Accurender Software. Topics include: radiosity, landscape for realism, decals, backgrounds, environments, panoramas and animation. Prerequisite: ETD 1842C.

**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 1111 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.

**ETG 1941 \***  
**Internship,**  
**3 Credit Hours,**  
**(Offered as needed)**

On-the-job training in the Applied Associate of Science Degree program in which the student is actively enrolled. The student works under a qualified supervision 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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.

**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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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, and failure mode and effects analysis.

**ETI 2111 \***  
**Quality Tools II,**  
**3 Credit Hours,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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,**  
**(Offered as needed)**

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.

**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.

**ETI 2940 \***  
**Directed Work Study**  
**Industrial-Technical,**  
**1 Credit Hour,**  
**(Offered as needed)**

Directed experience in instructional, laboratory and/or materials assistance in a designated industrial-technical area. This course may be taken up to four times for credit. Department chair approval required.

**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.

\* 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.

**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.

**FES 1002 \*  
Introduction to State and  
County Government,  
1 Credit Hour,  
(Offered as needed)**

This course is designed to provide an introduction to state and county government. It will describe the powers and functions of the different levels of government and provide a history of government in Florida.

**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 1202 \*  
Basic Search and Rescue,  
3 Credit Hours,  
(Offered as needed)**

This course provides the student search and rescue operations fundamentals. It is not a National Association for Search and Rescue (NASAR) Certification course.

**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 fire prevention 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,  
2 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; 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,  
2 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.

**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, fire fighting fundamentals and principles of extinguishment; the proper role for a utilization of various fire companies and pre-planning fire problems.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

**FFP 1826 \***  
**Incident Management,**  
**2 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 \***  
**Political and Policy Basis for**  
**Emergency Management,**  
**2 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 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,**  
**2 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.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.



**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,  
2 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,  
2 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.

**FFP 2843 \*****Contingency Planning for  
the Public Sector,  
2 Credit Hours,  
(Offered as needed)**

Designed to assist students in developing effective public sector response and force protection plans by using the National Incident Management System and the Incident Command System templates.

**FRE 1000 ❖****Practical French,  
3 Credit Hours,  
(Offered as needed)**

This course provides training for verbal mastery of French in practical situations as well as instruction in contemporary francophone culture and in the historical and cultural significance of the French-speaking world. Students will research a French country/region.

**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 its equivalent.

**FRE 2220 ❖****French III,  
4 Credit Hours,  
(Fall)**

Intermediate level review of grammar, readings in French Literature, and development of conversational and writing skills. Prerequisite: FRE 1121 or its equivalent.

**FRE 2221 ❖****French IV,  
4 Credit Hours,  
(Spring)**

Completion of intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: FRE 2220 or its equivalent.

**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. Relationships between the various regions will be highlighted, again using current events as the triggering element.

**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.

\* 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 1940 \***  
**Internship - Business,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

On-the-job training in the Associate of 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.

**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 logo and Illustrations typical of graphic 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.

\* 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 2142C \*△****Web Design I  
4 Credit Hours,  
(Offered as needed)**

An introductory course covering the development of websites using XHTML and CSS. 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.

**GRA 2164C \*△****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.

**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 the 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, PCY 1801C.

**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. Prerequisite: GRA 1121C.

**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,  
(Summer)**

Introduction to computerized medical billing and reimbursement through various payers. Correct completion of HCFA 1500 forms will be emphasized. Prerequisite: HIM 1282, knowledge of basic computer and keyboarding skills.

**HIM 1282 \*****Basic Coding for Medical Records,  
4 Credit Hours,  
(Fall, Spring, Summer)**

Development of nomenclature and classification systems and an introduction to ICD-9-CM and CPT coding. Prerequisites: HSC 1531 and 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 2283C \*****Advanced Coding for  
Medical Records with Lab,  
5 Credit Hours,  
(Fall, Spring, 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 1282, knowledge of basic computer and keyboarding skills.

**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,  
(Offered as needed)**

Introduction to the health care 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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course.

**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 achievement or successful completion of ENC 0080.

**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 achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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 NWF State College 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.

**HUN 2410A \*****Child Nutrition and Health,****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.

**INR 2270****Study Abroad/Introduction****to International Studies,****3 Credit Hours,  
(Offered as needed)**

A variable content course designed to allow students first-hand learning experiences around the world. Initial classroom hours on campus will give students general background information on the country(ies) to be visited. Foreign countries become, in effect, laboratories. Students will gain a broader vision of world societies through exposure to foreign culture, political, and economic systems. Provides a broad overview of major nations and how they relate to each other as well as their impact on the international balance of power. Major topics include the global community, tools of power, international issues, and the evolution of the international system.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ 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.



**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 Hour, (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 0080 or (2) by a score of 83 or above on the FCPT. This course is strongly recommended for students scoring 83-91 on the FCPT.

**LIN 1742**  
**English Grammar and Style, 3 Credit Hours, (Offered as needed)**

Principles and rules of traditional and modern English grammar and effective style.

**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 modern drama, prose, and poetry, focusing on their 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is also required. 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. 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.

△ Technology-Across-the-Curriculum Course.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

**MAC 1105**  
**College Algebra,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

Function-based college algebra course which will include 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. Prerequisites: Completion of MAT 1033A or equivalent with a "C" or better or suitable appropriate placement score.

**MAC 1114**  
**Trigonometry,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

This is the second course in a precalculus sequence. A typical modern trigonometry course 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 MAC 1140 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)**

First course in a two-course precalculus 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**  
**Precalculus Algebra/Trigonometry,**  
**4 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. Prerequisite: High School trigonometry with a "B" or better. Acceptable score on the College Level Math test. Appropriate placement score and high school trigonometry with a "B" or better; or special permission of the Mathematics Department.

**MAC 1154**  
**Analytic Geometry,**  
**3 Credit Hours,**  
**(Offered as needed)**

Typical modern analytic geometry course in two and three-dimensional space. Prerequisite: Completion of MAC 1140 and MAC 1114 with a grade of "C" or better or equivalent.

**MAC 2233**  
**Calculus for Business,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

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 permission of the Mathematics Department; 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)**

A 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.

**MAC 2312**  
**Calculus II,**  
**4 Credit Hours,**  
**(Fall, Spring, Summer)**

A 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)**

A 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.

**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)**

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)**

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 MAC2312 with a grade of "C" or better, or equivalent.

**MAT 1033A  
Intermediate Algebra,  
4 Credit Hours,  
(Fall, Spring, Summer)**

An intermediate algebra course 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. Prerequisite: Suitable placement score or completion of MAT 0024 (or equivalent) with a grade of "C" or better and a passing score on the college prep algebra 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)**

A course 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.

**MCB 2013C  
Microbiology,  
4 Credit Hours,  
(Offered as needed)**

A general survey of microbiology, the cultivation and observation of microorganisms and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisite: BOT 1010C or ZOO 1010C and CHM 1045C.

**MET 1010  
Introduction to Meteorology,  
4 Credit Hours,  
(Fall, Spring)**

Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, 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 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. Prerequisites: Completion of MAT 1033A or higher mathematics course with a grade of "C" or better, or equivalent or appropriate placement score.

**MGF 1200**  
**Practical Mathematics,**  
**3 Credit Hours,**  
**(Offered as Needed)**

This course is designed for students wishing to enter the fields of computer technology, business and finance, and medical services. It includes basic instruction on decimals, fractions, percents, ratio and proportion, signed numbers, order of operations, solving simple one-step equations, measures of central tendency, interest and discount, weights and measures, temperature conversion, basic geometric figures and formulas, chart and graph interpretation, and real world problems.

**MGF 2118**  
**Math Preparation for CLAST,**  
**1 Credit Hour,**  
**(Fall, Spring, Summer)**

A short course dealing with mathematical skills needed for successful completion of coursework in a variety of disciplines. Prerequisite: Completion of a general education mathematics course.

**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, 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, also, 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.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.



**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. Prerequisite: 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)**

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.

**MTB 1321 \***  
**Technical Math I,**  
**3 Credit Hours,**  
**(Fall, Spring, Summer)**

This course includes the following basic arithmetic and algebraic operations: converting between scientific and engineering notations; solving linear equations and inequalities; converting units of measure; using linear equations to solve problems in science and technology applications; and solving geometry applications by geometry of triangle concepts. Prerequisite: Completion of MAT 0024 with a "C" or better or satisfactory test scores.

**MTG 2206**  
**College Geometry,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course is designed for students pursuing an education degree with an emphasis in middle school mathematics. The 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. Corequisite: MUM 2600L

**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.

\* 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 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; Corequisite: MUM 2601L.

**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. NOTE: This course is a corequisite for MUM 1620, MUM 2600, MUM 2601, and MUM 2604.

**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. Prerequisite: MUM 1620, MUM 2600; Corequisite: MUM 2600L.

**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. Prerequisite: MUM 1620, MUM 2600, MUM 2601; Corequisite: MUM 2600L.

**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 1180**  
**NWFSC Band (Community),**  
**1 Credit Hour,**  
**(Offered as needed)**

A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four times for credit. Prerequisites: Ability to read music and play a band instrument. Audition by Director or one year experience in a high school advanced band.

**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 2120**  
**NWFSC Band Community II,**  
**1 Credit Hour,**  
**(Offered as needed)**

A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four times for credit. Prerequisite: MUN 1180.

**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 Symphony 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.

△ Technology-Across-the-Curriculum Course.

**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.

**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.

**NUR 1021C****Nursing Process I,  
6 Credit Hours,  
(Fall)**

This course introduces concepts and principles of holistic nursing care. Students will build on knowledge obtained in the biophysical and psycho-social sciences in the first of four required clinical nursing courses in the nursing curriculum. Theory content includes an introduction to the healthcare system; ethical-legal aspects of nursing practice; health and illness with emphasis on the older adult; functional health patterns of clients; stress-adaptation; professional behaviors (e.g., caring behaviors); communications and all steps of the nursing process with emphasis on assessment of clients. Students begin socialization into the role of the Associate Degree Nurse as a member

of an interdisciplinary health care team. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing; Corequisites: BSC 1085C, or BSC 1086C, DEP 2004, NUR 1021L. Special Nursing Program policies may apply to this course.

**NUR 1021L****Nursing Process I Clinical Experience,  
4 Credit Hours,  
(Fall)**

An introduction 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 receiving care in community settings. Emphasis is on applying all steps of the nursing process with focus on assessment skills. Prerequisite college foundation and nursing courses provide theoretical bases for nursing care. Critical thinking is an expected behavior along with skills in working ethically and effectively with peers and other health care professionals as a team member; caring behaviors and therapeutic communication with clients as a provider of bedside, technical nursing care of hospitalized adults and nursing home residents. The student is expected to demonstrate safe performance of basic nursing skills, e.g., medication administration, physical assessment and comfort care. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing; Corequisite: NUR 1021C. Special Nursing Program policies may apply to this course.

**NUR 1141L****Pharmacologic Principles in Nursing,  
1 Credit Hour,  
(Spring)**

This course provides an introduction to concepts and principles of pharmacology related to safe administration of therapeutic agents by the nurse. Students learn major drug classifications and selected prototypes along with principles of safe, effective administration of drugs and other therapeutic agents. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, BSC 1085C, BSC 1086C, DEP 2004; Corequisites: NUR 1231C, NUR 1750L; MCB 2010C, SYG 2000. Special Nursing Program policies may apply to this course.

**NUR 1200C****Orientation to AD Nursing,  
5 Credit Hours,  
(Fall)**

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, ENC 1101, DEP 2004 and LPN Licensure or equivalent education; Corequisites: MCB 2010C, NUR 1200L. Special Nursing Program policies may apply to this course.

**NUR 1200L****Orientation to  
AD Nursing Clinical Experience,  
4 Credit Hours,  
(Summer)**

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 or permission of the Director of Nursing, BSC 1086C, HUN 2201, SYG 2000, ENC 1101, DEP 2004 and LPN licensure or equivalent education; Corequisites: MCB 2010C, NUR 1200C. Special Nursing Program policies may apply to this course.

**NUR 1231C**  
**Nursing Process II,**  
**5 Credit Hours,**  
**(Spring)**

The nursing process continues with emphasis on the planning of nursing care for adult clients experiencing threats to functional health patterns, including women and infants within a significant support system (e.g., families). 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. Professional behaviors, (e.g., therapeutic relationships) continue with students working with the geriatric client through the life review process and with clients in crises. Students further develop critical thinking skills through seminars and computer aided instruction planned 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 in 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, NUR 1021L, BSC 1085C or BSC 1086C; Corequisites: NUR 1750L, NUR 1141L, MCB 2010C, SYG 2000, Special Nursing Program policies may apply to this course.

**NUR 1750L**  
**Nursing Process II -**  
**Clinical Experience,**  
**4 Credit Hours,**  
**(Spring)**

Continuation of 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, long term facilities and community settings provide students with opportunities to plan, prioritize and begin to evaluate the effectiveness of bedside nursing care of adult perioperative clients, elderly geriatric clients who benefit from a

life review process, newborns and other clients experiencing situational and/or maturational crises. 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. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, NUR 1021L; BSC 1085C or BSC 1086C; Corequisites: NUR 1231C, NUR 1141L, MCB 2010C, SYG 2000. 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 between the first and second year of the program. Working with a preceptor and the nursing faculty, the student will be able to perform all skills learned in the first two nursing courses in area hospitals, clinics or nursing homes as arranged by the instructor. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1231C/NUR 1750L; NUR 1141L. Special Nursing Program policies may apply to this course.

**NUR 1990L**  
**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.

**NUR 2233C**  
**Nursing Process III,**  
**6 Credit Hours,**  
**(Fall, Spring)**

Students continue to use the nursing process and critical thinking with emphasis on primary and secondary

prevention as nursing interventions in clients experiencing threats to functional health patterns, including adults and children 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: NUR 1231C, NUR 2811L; 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 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 include health departments, clinics, physician offices, 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 demonstrate continuation of all previously learned nursing skills and must perform safely all advanced nursing skills in this course. Prerequisites: NUR 1231C, NUR 1750L, NUR 1141L, MCB 2010C; 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 learning 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: NUR 2233C; Corequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

**NUR 2241L**  
**Nursing Process IV –**  
**Clinical Experience,**  
**4 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, nursing homes, 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. Students must demonstrate competency in all behaviors required for an Associate Degree graduate. Prerequisites: 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 latter part of the last semester 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 staff nurse level. Prerequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

**NUR 2930L**  
**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. Prerequisites: NUR 2241 or permission from nursing program director. 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 health care.

**ORI 2000**  
**Oral Interpretation,**  
**3 Credit Hours,**  
**(Offered as needed)**

Oral interpretation of all genres of literature. Students read and research appropriate literature to cut, adapt, and present to the class as solo, duet, and group interpretations.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△Technology-Across-the-Curriculum Course.

**OST 2127 \*△****Typing and Word Processing III,  
3 Credit Hours,  
(Offered as needed)**

Development of occupational proficiency in business letter writing, legal papers, executive forms and papers, and manuscripts through the use of a word processor. Prerequisite: OST 2117 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 0080.

**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.

**PCB 2011C****Cell Biology,  
4 Credit Hours,  
(Fall, Spring, Summer)**

A study of the cell as the structural and functional unit of living organisms. Study includes reviewing the ultrastructure and biochemical aspects of the cell. Prerequisite: One year of high school chemistry.

**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)

**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 1441****Beginning Racquetball,  
1 Credit Hour,  
(Offered as needed)**

Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.

**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 2442****Intermediate Racquetball,  
1 Credit Hour,  
(Offered as needed)**

A continuation of skills learned in beginning racquetball with emphasis on more advanced skills and techniques. Particular emphasis is placed on the strategy of the game. Prerequisites: PEL 1441 or permission of instructor.

**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.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

△ Technology-Across-the-Curriculum Course



**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 1173**  
**Step Aerobics,**  
**1 Credit Hour,**  
**(Offered as needed)**

Instruction and participation in vigorous, low-impact program of aerobic exercise, with emphasis on correct techniques, safety, cardiovascular and muscle conditioning.

**PEM 1174**  
**Step Aerobics II,**  
**1 Credit Hour,**  
**(Offered as needed)**

Continuation of techniques and combinations from Step Aerobics for further cardiovascular and muscle conditioning. Prerequisite: PEM 1173.

**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 1420C**  
**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 2222C** △  
**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 2803C** △  
**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. If used to meet A.A. Gordon Rule requirements for general education,

a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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.

**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.

△ 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 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.

**PHY 2105****Modern Physics,  
3 Credit Hours,  
(Offered as needed)**

This course will study topics in the physics of the 20th century. The student will be introduced to basic quantum mechanics, including Bohr Theory of the Atom, the Schrodinger Equation, molecular structure, radiation, and x-ray spectra. Also, the student will be introduced to solid state physics and electronics, statistical mechanics and atomic and nuclear physics. Intended for science and engineering students and physics majors. Prerequisite: PHY 2048C.

**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 1103 \*****Legal Research,  
3 Credit Hours,  
(Offered as needed)**

The student is systematically introduced to the essentials of legal research in such areas as searching for precedence, gathering citations and legal opinions, preparing legal briefs and conducting title searches.

**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 2263 \*****Rules of Evidence,  
3 Credit Hours,  
(Offered as needed)**

The student is introduced to the rules of evidence as they apply in civil and criminal court procedures. The student is prepared to locate legal case law in reference to evidence.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

\* This college credit course is not intended for transfer and may not be applied toward the A.A. Degree.

**PPE 2001**  
**Personality Theorists**  
**and Their Theories,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course examines the theorists and their theories in the field of Personality. Major theorists studied are Freud, Jung, Adler, Horney, Erickson, Rogers, Bandura, Skinner and others, combining biographical information with the theories studied. Relationships between the theories are highlighted, showing the evolution of the field.

**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.

**PSC 2906**  
**Directed Work Study –**  
**Physical Science,**  
**1 Credit Hour,**  
**(Offered as needed)**

Practical experience with maintenance of lab equipment and materials. Participation in support activities and organizational routines of lab courses. Tuition may be waived. May be taken four times for credit. Departmental approval following interview is required.

**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: FCPT placement score of 83 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.

**REA 2125** △  
**CLAST Review: Reading Skills,**  
**1 Credit Hour,**  
**(Fall, Spring, Summer)**

A short course specifically designed to prepare students to take or retake the CLAST Reading Skills subtest. Through pre-testing, weak areas in CLAST skills are identified. These identified weak areas will be strengthened through drills, exercises, and/or other means.

**REL 2163** ❖  
**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.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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.

**RMI 1600** \*  
**General Insurance Lines,**  
**12 Credit Hours,**  
**(Offered as needed)**

This course is designed to prepare students to successfully pass the Qualification Examination for licensing in the State of Florida as a General Lines Agent.

**RMI 1640** \*  
**Life and Health Insurance I,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course will prepare the student for the Qualification Examination to gain a license to conduct business in Florida as a Life and Health Insurance Agent.

\* 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.



**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 health care delivery system. Basic concepts of patient care will be described, as well as infection control procedures and standard precautions. This course also includes an introduction to medical and radiographic terminology. Content includes a fundamental background in medical law, ethics and human diversity. 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 their value system, cultural and ethnic influences, communication styles, socioeconomic influences, health risks and life stages. Prerequisite: Admission to the Radiography Program. Corequisite: RTE 1804L.

**RTE 1001 ♦**  
**Radiologic Terminology,**  
**1 Credit Hour,**  
**(Fall)**

This course is designed to provide an introduction to the origins of medical terminology using a word-building system. Abbreviations, symbols and understanding radiographic orders and interpretation of diagnostic reports are also included. 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. Topics include vital signs, body mechanics, verbal/nonverbal communication, and some pharmacology. Specialized radiologic procedures related to diagnostic and fluoroscopic practices are covered in this course. Prerequisite: Admission to the Radiography Program.

**RTE 1418C ♦**  
**Radiographic Techniques I,**  
**4 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 electronic imaging with related accessories will be emphasized. Class demonstrations and labs are used to demonstrate application of theory. Prerequisite: Admission to the Radiography Program. Corequisite: RTE 1804L.

**RTE 1457 ♦**  
**Radiographic Techniques II,**  
**3 Credit Hours,**  
**(Spring)**

This course is a continuation of RTE 1418C 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. This course will also cover from a historical perspective, radiographic techniques no longer used, such as sterioradiography and xeroradiography. The student will also be instructed in calculating heat units, tube rating charts, anode cooling chart, and characteristic curves. Prerequisite: RTE 1418C. Corequisite: RTE 1814L.

**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. Corequisite: RTE 1804L.

**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. Contrast procedures will include gallbladder, gastrointestinal, and urinary. Medical and radiographic

terminology is emphasized. Prerequisites: RTE 1503C, RTE1804L; 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. Prerequisite: RTE 1418C, RTE 1804L, MAT 1033A or equivalent with a "C" or better or suitable placement score. Corequisites: RTE 1457, RTE 1814L.

**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. Selected rotations provide experience in film filing, film processing and transportation of patients. Students observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. This course meets at the affiliate hospitals. Uniforms, name badges and radiographic markers required. Prerequisite: Admission to the Radiography Program.

♦ 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 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, and communication skills are emphasized. This course meets at the affiliate hospitals. Uniforms, name badges and radiographic markers required. Prerequisite: RTE 1804L.

**RTE 1824L ♦**  
**Radiography Clinical Education III,**  
**2 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, imaging and exposure techniques, radiation protection application and film processing will also be included. It covers clinical experience in all phases of fundamental radiologic procedures and film critique. Students will rotate through ancillary departments in this course. Prerequisite: RTE 1814L; Corequisite: RTE 1834L.

**RTE 1834L ♦**  
**Radiography Clinical Education IV,**  
**6 Credit Hours,**  
**(Summer)**

This course is a continuation of Radiography Clinical Education III. 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 general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. It covers clinical experience in all phases of fundamental radiologic procedures and film critique. Students will rotate through ancillary departments in this course. Prerequisite: RTE 1814L Corequisite: RTE 1824L.

**RTE 2061 ♦**  
**Professional Practices II,**  
**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: RTE1000, RTE 2523C, RTE2473C, RTE1613, RTE 2844L; Corequisite: RTE2854L.

**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 living 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 is the various methods of monitoring radiation exposure and acceptable dose limit values. Prerequisites: RTE 1000, RTE 1418C, RTE 1457, RTE 2523C, RTE 1834L; Corequisite: RTE 2844L.

**RTE 2473 ♦**  
**Radiographic Quality Assurance,**  
**2 Credit Hours,**  
**(Spring)**

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

led protective equipment are also included. Acceptable parameters for QC tests, as established by various regulatory agencies will also be presented. This course also 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 1418C, RTE 1457; Corequisite: RTE 2854L.

**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 in fluoroscopy, vascular studies, hepatobiliary, bronchial tree, spinal canal, salivary glands, reproductive organs, and synovial joints. Attention will be given to the specialized equipment, contrast media, and techniques necessary to perform these procedures. Radiographic anatomy, pathology, and critique of radiographs are included in this course. Prerequisite: RTE 1513C; Corequisites: RTE 1824L, RTE 1834L.

**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.

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**RTE 2844L †**  
**Radiography Clinical Education V,**  
**6 Credit Hours,**  
**(Spring)**

This course is a continuation of RTE 1834L. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum's I, II, III and IV. 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 1834L.

**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. Prerequisites: RTE 2523C, RTE 1834L; 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 NWF State College, 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.

**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 1301**  
**Career and Life Planning,**  
**1 Credit Hour,**  
**(Offered as needed)**

The course is designed to help students assess their values, competencies and goals in relation to the selection of careers and life-styles for which they are best suited. On a national average, two thirds of entering college freshmen have not made a choice concerning a career. Furthermore, extensive research shows that the student who has not made a career choice is much more likely to drop out of college. This course will help students make an informed, realistic career choice which will form the basis for their life's work and which will also increase the probability of completing an academic program.

**SLS 1340 \***  
**Professional Portfolio Building,**  
**1 Credit Hour,**  
**(Offered as needed)**

This course is designed to increase student success through the development of a professional career portfolio that will help students document and showcase specific skill area achievements, competencies and career readiness for potential employers. The course will include a systematic study and review of the student's knowledge, skills and attitudes in their specific degree/certificate program. Students pursuing this course should have a declared program of study in A.S., A.A.S., A.T.D. or any other Certificate Program.

**SLS 1350 \***  
**Job Search Techniques,**  
**1 Credit Hour,**  
**(Offered as needed)**

A course designed to assist students assess interests, aptitudes, abilities and acquire skills necessary to conduct a job search, obtain employment, and maintain employment. This course will cover such topics as current job search techniques, skills identification, resume writing, interview skills, job retention skills and career exploration.

**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.

**SLS 1502**  
**Reading Skills/Effective Study Skills,**  
**2 Credit Hours,**  
**(Offered as needed)**

This course is designed to improve reading comprehension and vocabulary. Activities and materials are individualized to meet each student's specific needs as determined by diagnostic instruments. This course is also designed to improve note-taking, test-taking, memory/recall and time management skills.

**SOW 2020**  
**Introduction to Social Work,**  
**3 Credit Hours,**  
**(Offered as needed)**

This course is a generalist approach to the study of the social work profession focusing on the practice of social work itself, in both its social policy and direct practice perspectives. Among other topics, this ecosystems approach will examine values and ethics, social justice, cultural diversity, and the varied roles of the social worker.

**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.

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† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

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**SPC 1600 †****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 1030****Spanish for Health Care I,  
3 Credit Hours,  
(Offered as needed)**

Spanish for Health Care is designed for individuals majoring or working in health-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interview, fill out medical forms, write letters, and read medical articles and brochures.

**SPN 1032****Spanish for Health Care II,  
3 Credit Hours,  
(Offered as needed)**

Spanish for Health Care is a 3-credit course designed for individuals majoring or working in health-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interviews, fill out medical forms, write letters, and read medical articles and brochures. Does not meet State University System foreign language admissions requirement.

**SPN 1042****Spanish for Law Enforcement I,  
3 Credit Hours,  
(Offered as needed)**

Spanish for Law Enforcement is designed for individuals majoring or working in law-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interview, fill out forms related to police or legal issues, write letters, and read articles and brochures pertaining to law enforcement.

**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 its equivalent.

**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 its equivalent.

**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 its equivalent.

**STA 2023****Statistics,  
3 Credit Hours,  
(Fall, Spring, Summer)**

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.

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† 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.



**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.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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 1111 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**THE 2080**  
**Amateur Theater,**  
**3 Credit Hours,**  
**(Offered as needed)**

A course designed to help the theater student to further examine the elements of performance, and to also assist those who may become active in community theaters or teachers in secondary schools who may be assigned the task to direct plays. Topic include studies in advanced acting and stage techniques, dramatic form and modes of expression as they relate to a specific performance.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

\* 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.

**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.

**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 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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

**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. Prerequisites: 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





## BOARD OF TRUSTEES

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 M.P.Acc. – University of Texas at Austin  
 Ed.D. – Florida State University  
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 Certificate – Northwest Florida State College  
 Becky Tislow, Senior Staff Assistant to the President  
 A.A. – Northwest Florida State College  
 B.A. – University of West Florida  
 Carla Reinlie, Associate Director for Resource Development and College Foundation  
 B.M. – University of Southern Mississippi  
 M.M. – University of Louisville  
 Jackie Prichard, Staff Assistant II,  
 Foundation and Leadership Institute  
 Sylvia P. Bryan – Director of Marketing & Public Relations  
 B.S. – Florida State University  
 Jill Flater, Staff Assistant II  
 B.S. – Florida State University  
 Riotta Scott, Web Page Designer  
 A.A.S., A.A. – Northwest Florida State College  
 B.A. – University of West Florida  
 Theresa A. Comeau, Graphic Services Manager  
 Tara Sikes, Graphic Designer  
 A.A.S. – Hallmark Institute of Technology  
 Gloria Paris, Staff Assistant I

## INSTRUCTIONAL SERVICES

---

Jill White, Senior College Vice President  
 B.A. – Ripon College  
 M.P.Acc. – University of Texas at Austin  
 Ed.D. – Florida State University  
 Patricia Mann, Senior Administrative Assistant  
 A.S., A.A. – Northwest Florida State College  
 Penny Cox, Coordinator, Educational Services  
 B.A. – Coker College  
 Lucy Kisela, Instructional Services Specialist  
 A.A. – Broward Community College  
 B.A. – Florida Atlantic University  
 C.M.C. – International Institute of Municipal Clerks

### Instructional Services and Professional Programs

Melinda Stein, Dean,  
 Instructional Services and Professional Programs  
 A.A. – Northwest Florida State College  
 B.A. – University of West Florida  
 M.S. – Troy University  
 Adriana Luna Bas, Instructional Support Specialist  
 B.S. – University Externado de Colombia  
 Graduate Diploma – University Jorge Tadeo Lozano

Amanda Barker, Director, Continuing Education  
 A.A. – Indian River Community College  
 B.S., M.S. – Florida State University  
 D. Keith Burns, Department Chair/Assistant Professor,  
 Business Administration  
 B.S. – University of Alabama  
 M.S., M.B.A. – University of Texas  
 Raymond L. Rickman, Department Chair/Professor,  
 Drafting/Design  
 A.A. – Northwest Florida State College  
 B.S., M.Ed. – University of West Florida  
 Julie Cotton, Director – Leadership Institute  
 and Special Projects  
 B.A. – Spring Hill College  
 Wanjiku Jackson, Coordinator, Workforce Education  
 B.S., M.S. – Troy University  
 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  
 Pamela Walters, Coordinator  
 Women's Resource Center  
 B.A. – University of West Florida  
 M.S. – Troy University

### Choctawhatchee Basin Alliance:

Julia Terrell, Director  
 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

### Teacher Education, Research and Learning Support

Anne Hay Southard, Dean,  
 Teacher Education, Research and Learning Support  
 B.A., M.A., Ed.D. – University of West Florida  
 Janice W. Henderson, Division Director, Research and  
 Learning Resources Services  
 B.S. – Spring Hill College  
 M.S.L.S. – University of North Carolina  
 Mike Van Dyke, Instructional Design &  
 Learning Technologies Manager  
 A.A. – Northwest Florida State College  
 B.S., M.S. – Florida State University  
 Sherry Lindbak, Staff Assistant II, Learning Technologies  
 Michael Espeseth, Learning Lab Supervisor  
 A.A.S., B.A.S. – Northwest Florida State College  
 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  
 Iris Strunc, Coordinator, Educational Support Services  
 B.S. – University of Nebraska  
 M.S. – Valdosta State University  
 Ron Walls, C.E.T., Instructional Technology Specialist

## INSTRUCTIONAL SERVICES (continued)

### Science, Mathematics, Health, and Safety

- Brian Shonk, Dean, Science, Mathematics, Health, and Safety  
A.S. (2) – Northwest Florida State College  
B.S. – Troy State  
M.P.A. – University of West Florida
- Charlotte Kuss, Director of Nursing  
B.S.N. – Ohio State University  
M.S.N. – University of South Alabama
- Beth Norton, Division Director, Allied Health  
Assistant Professor, Nursing; BSN Program  
R.N. – Piedmont Hospital School of Nursing  
B.S.N. – Vanderbilt University  
M.S.N. – University of South Alabama
- Sasha L. Jarrell, Department Chair/Professor, Mathematics  
B.S., M.S., Ph.D. – Auburn University
- Darryl Ritter, Division Director,  
Biological Sciences/Professor, Biology  
B.S. – University of Illinois  
M.S., Ph.D. – Southern Illinois 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

### BUSINESS AND COMPUTER TECHNOLOGY

- D. Keith Burns, Department Chair/Assistant Professor,  
Business Administration  
B.S. – University of Alabama  
M.S., M.B.A. – University of Texas
- Dixie C. Irwin, Instructional Support Specialist  
A.A. – Northwest Florida State College  
B.S. – University of West Florida
- 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
- 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. – University of West Florida  
Ed.D. – University of West Florida
- Debbie Murphy, Assistant Professor,  
Business Administration/Accounting  
B.S. – Florida State University  
M.A. – 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

- Charla W. Cotton, Director – Collegiate High School  
B.S., M.S. – Florida State University
- Sandra Caudill, Records/Reports Specialist  
A.A. – Northwest Florida State College
- Mary Jane Robertson, Staff Assistant II  
B.A. – Winthrop College
- Stacey Barkman, Bus Driver
- Patricia Belote, Educational Advisor  
A.A. – Northwest Florida State College  
B.A. – University of West Florida
- Anthony Boyer, Coordinator, Programs & Services,  
Collegiate High School  
A.S. – Northwest Florida State College  
B.A.S., M.P.A. – Troy University  
Ed.S. – University of West Florida
- 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
- Jennifer Currid, Professor, English  
B.A., M.A., Ed.S., Ed.D. – 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
- Glendon Jones, Bus Driver/Instructional Aid  
B.A.S., M.S. – Troy University
- Christine Rogers, Assistant Professor of History  
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
- Sandra Vinson, Assistant Professor, English  
B.A. – Florida State University  
M.A. – University of West Florida  
M.E.D. – University of North Carolina
- Suzanne Wood, Professor, Reading  
B.A. – Clemson University  
M.A. – University of West Florida

## COMMUNICATIONS

Joyce Goldstein, Dean,  
Communications/Social Science  
B.A. – University of South Florida  
M.A. – Our Lady of the Lake University  
Ph.D. – St. Louis University

Amy Junger, Instructional Support Specialist

Jon Brooks, Professor, Communications  
B.A., M.A. – University of South Dakota  
Ph.D. – University of Alabama

Jennifer Currid, Professor, Communications  
B.A., M.A., Ed.S., Ed.D. – University of West Florida

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

Dianne F. Kostelny, Professor, Reading  
B.S. – Bob Jones University  
M.Ed. – University of Cincinnati

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

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

Amy Riddell, Assistant 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

## 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

Therese Wood, Early Childhood Specialist  
A.S. – Guam Community College

## HUMANITIES, FINE AND PERFORMING ARTS

Clifford Herron, 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

Sharon Brown-Halmon, Staff Assistant II – Box Office

Jerrilyn "JB" Cobbs, Professor, Art/Humanities  
A.A. – Miami-Dade Community College  
B.F.A. – Florida International University  
M.Ed. – Southeastern Oklahoma State University

Linda Corley, Costume Production Coordinator

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

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

## HUMANITIES, FINE AND PERFORMING ARTS (cont.)

- 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, Assistant 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

## LITERACY CENTER AND ADULT BASIC EDUCATION

- Barbara M. Jones, Director  
B.S. – Tennessee Technological University  
M.A. – University of West Florida
- Laurie Von Kaenel, AmeriCorps Director  
B.S. – State University of New York
- Marian Denise Irwin, Grants Staff Assistant, AmeriCorps  
A.A. – Tallahassee Community College
- Jean “Jeanie” Eidem, Staff Assistant, Family Literacy  
A.A.S. – Central Texas College
- Lana Kaltz, Program Specialist, Family Literacy  
A.A., A.S. – Lansing Community College  
B.A. – Michigan State University
- Sheron McLaney, Family Literacy Advisor & Support Services Facilitator  
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

## MATHEMATICS

- Sasha L. Jarrell, Department Chair/ Professor, Mathematics  
B.S., M.S., Ph.D. – Auburn University
- Alicia Steinberg, Instructional Support Specialist  
A.A. – Tallahassee Community College  
B.S. – 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
- 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 State 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
- 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
- Michelle Ragle, Professor  
A.A. – Northwest Florida State College  
B.A., M.A. – University of West Florida  
M.S., Ph.D. – University of Florida



Rajalakshmi Sriram, Professor  
 B.Sc., M.Sc. – University of Mysore  
 M.A. – State University of New York  
 Ph.D. – University of Texas

Amie Urban, Professor  
 B.A. – New College of Florida  
 M.A. – University of Texas

## NURSING AND ALLIED HEALTH

Charlotte Kuss, Director of Nursing  
 B.S.N. – Ohio State University  
 M.S.N. – University of South Alabama

Kathleen McNair, Instructional Support Specialist,  
 Health Technology  
 A.S. – Northwest Florida State College

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, Assistant Professor, Nursing  
 L.P.N. – Macarthur State Technical College  
 A.S.N. – Excelsior  
 B.S.N., M.S.N. – University of Phoenix

Frances Jones, Assistant Professor, Nursing  
 B.S. – Colorado State University  
 B.S.N. – George Mason University  
 M.S.N. – University of Southern Alabama

Henry Lee Moore, Assistant Professor, Nursing  
 A.S. – Northwest Florida State College  
 B.S.N. – Florida State University

Beth Norton, Division Director, Allied Health  
 Assistant Professor, Nursing; BSN Program  
 R.N. – Piedmont Hospital School of Nursing  
 B.S.N. – Vanderbilt University  
 M.S.N. – University of South Alabama

Janet Place, Professor, Nursing  
 B.S.N. – California State University  
 M.S.N. – University of Utah  
 Vocational Certificate – University of West Florida

Elizabeth Robison, Assistant Professor, Nursing  
 B.S.N. – Duke University  
 M.S. – Troy University  
 M.S.N. – University of Alabama at Birmingham

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

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

Sherry Ward, Assistant Professor, Nursing  
 A.A., A.S.N. – Darton College  
 M.S.N. – Troy University  
 B.S.N. – Georgia Southwestern University

Roslyn J. Johnson, R.T.(R) (ARRT), Radiography  
 Program Director  
 B.A.S. – Mercer University

Holly Solaas, Staff Assistant II  
 A.A.S. – Northwest Florida State College  
 B.S. – University of West Florida

Grace Stewart, Professor, Radiography  
 A.A., A.S. – Pensacola Junior College  
 B.S. – Florida Hospital School

Mary Thomas, Dental Assisting Coordinator  
 A.A. – Northwest Florida State College  
 National CDA Certification

Marnita Wilson, Assistant Professor, Dental Assisting  
 A.A. – Northwest Florida State College  
 Certified Dental Assistant – Gulf Coast  
 Community College

## PUBLIC SAFETY

Brian Shonk, Dean, Science, Mathematics, Health, and Safety  
 A.S. (2) – Northwest Florida State College  
 B.S. – Troy State  
 M.P.A. – University of West Florida

Phyllis Davis, Instructional Support Specialist  
 Certificate – Northwest Florida State College

Ron Bishop, Training Center Coordinator  
 B.S. – Troy State University

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

Barry Reed, EMT/Paramedic/EMS Program Manager  
 A.A. (2) – CCAF  
 B.S. – Midwestern State University

## SCIENCES

Darryl Ritter, Division Director,  
 Biological Sciences/Professor, Biology  
 B.S. – University of Illinois  
 M.S., Ph.D. – Southern Illinois University

Deanna Simpson, Instructional Support Specialist  
 Certificate, A.A. – Northwest Florida State College

Jonathan R. Bryan, Lead Faculty,  
 Physical Sciences/Professor, Earth Science/Geology  
 B.S. – Florida State University  
 M.S. – University of Florida  
 Ph.D. – University of Tennessee

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

Marilee C. Caldwell, Professor, Nutrition  
 B.S., M.S., Ed.D. – Florida State University

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, Assistant Professor, Earth Science  
 B.S. – Troy University  
 M.S. – University of Kentucky  
 Ph.D. – University of Chicago

## SCIENCES (continued)

- Patrick D. McArthur, Professor, Biology  
B.A. – California State University Northridge  
M.Ed. – Azusa Pacific University  
Ph.D. – The University of Southern Mississippi
- Anthony Russo, Professor, Physical Science, Physics  
A.A. – Miami-Dade Community College  
B.S., M.S. – Florida Atlantic University
- 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 Science  
B.A. – University of South Florida  
M.A. – Our Lady of the Lake University  
Ph.D. – St. Louis University
- Amy Junger, Instructional Support Specialist
- 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
- 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

## TEACHER EDUCATION

- Samantha Dawson, Department Chair, 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
- Diane Hodgins, Coordinator, Teacher Education  
Advising and Assessment  
B.A. – University of Florida  
M.Ed. – State University of West Georgia  
Ph.D. – Florida State University
- Lynn Ketter, Assistant Professor  
A.A. – Broward Community College  
B.A. – University of Florida  
M.Ed., Ed.S., Ed.D. – University of West Florida

## STUDENT SERVICES/ATHLETICS/HEALTH AND FITNESS

- Michael “Mickey” Englett, 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

- Kim Gibson, Instructional Support Specialist
- Jack Byerley, Women’s Head Softball Coach  
B.S. – University of South Alabama
- Meghan Darhower, Assistant Fast-pitch Softball Coach  
B.S. – Michigan State University
- Nicholas Fletcher, Assistant Baseball Coach  
B.S. – Falkner University
- Willie Jones Jr., Assistant Men’s Basketball Coach  
B.S. – South Carolina State University  
M.A. – Tennessee State University
- W. Doug Martin, Head Baseball Coach  
B.S., M.Ed. – Auburn University
- Johnny Matthews, Athletic/Health, Fitness Assistant
- Ramsey Ross – Student Athletics Coordinator  
B.S., M.S. – Florida State University
- Vernette Skeete, Assistant Women’s Basketball Coach  
A.S. – Gulf Coast Community College  
B.S. – Alcorn State University
- Bruce Stewart, Men’s Head Basketball Coach  
A.A. – Marion Institute  
B.S. – Jacksonville State University  
B.S. – Auburn University  
M.S. – Jacksonville State University
- Bart Walker, Women’s Head Basketball Coach  
A.S. – Walters State Community College  
B.S., M.Ed. – Lincoln Memorial University

### Student Activities

- Aimee Watts, Student Activities Coordinator  
B.S., M.S. – Troy University

### Army ROTC – Military Science

- David Avallone, Captain, AD, Florida Army National Guard  
B.S. – Florida State University

## STUDENT SERVICES (continued)

---

### Student Services/Registrar

Christine C. Bishop, Associate Dean – Student Services  
A.A. – Alpena Community College  
B.S. – Troy University  
M.S. – Central Michigan University  
Charlotte McDonald-Williams,  
Instructional Services Specialist  
A.S. – Northwest Florida State College  
Elizabeth W. Kuntz, Enrollment Services Technician  
B.A. – University of Cincinnati

### Enrollment Services/Testing

Janice M. Buchanan, Coordinator of  
Enrollment Services & Testing  
A.A. – Ball State University  
B.A. – St. Leo College  
M.P.A. – Troy University  
Cindy Bell, Enrollment Services Specialist  
A.A. – Northwest Florida State College  
A.S. – Northwest Florida State College  
Traci Carelly, Enrollment Services Specialist  
Daryl Clark, Enrollment Services Specialist  
B.A. – University of West Florida  
Karyn Cooper, Evaluation Specialist  
B.A. – University of Florida  
Bree Durham, Transcript Specialist  
A.A. – Northwest Florida State College  
B.S. – Florida State University  
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  
A.A. – Northwest Florida State College  
B.S. – University of West Florida  
Brenda Talbot, Admissions Specialist  
B.A. – University of West Florida  
Carolina Urena, Admissions Specialist  
Jayne Young – Testing Supervisor  
B.S. – Ohio State University

### Counseling/Advising

Dianne Faith Avillion, Lead Counselor/Coordinator for  
Students with Special Needs  
B.A. – Mansfield State College  
M.Ed., Ed.S. – University of Florida  
Ed.S. – University of West Florida  
Sandra Bishop, Educational Advisor, Health Technology  
B.S. – Florida State University  
Nancy DiBattista, Educational Advisor  
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

### Career Resource Center/Recruiting

Maddalena Fricano, Coordinator of Recruitment  
A.S. – Parkland College  
B.A. – University of West Florida  
Edna Washington, Career Advisor  
A.A. – Okaloosa-Walton College  
B.S., M.S. – Troy University

### 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  
Angela Kennedy, Financial Aid Specialist –  
Student Employment & Federal Loans  
A.A. – Northwest Florida State College  
Kymberly Lang, Financial Aid Technician  
Kristen Last, Financial Aid Specialist – Scholarships  
A.A. – Valencia Community College  
B.S. – Old Dominion University  
Anthony Pannelli III, Financial Aid Specialist – Veterans Affairs  
A.A. – Northwest Florida State College  
B.A. – University of West Florida

## INFORMATION TECHNOLOGY

---

Greg Eller, Director, Information Technology  
A.A. – Gulf Coast Community College  
B.S. – University of West Florida  
Rita Atwood, Web Application Support Programmer  
A.A. – Northwest Florida State College  
Donna B. Bouchard, Senior Programmer/Analyst  
B.S. – University of Rhode Island  
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  
Mark Hilton, Telecommunications Administrator  
A.S. – Community College of the Air Force  
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, Network Specialist I  
B.S. – AMA Computer College  
Robin McNeill, Senior Programmer/Analyst  
A.A. – Lurlene B. Wallace State Junior College  
B.S. – Troy University  
Lisa Spikes, Network Specialist II  
A.A. – Northwest Florida State College  
George Stroh, Mainframe Technical Support Specialist  
A.A.S. (2) – Northwest Florida State College

## FORT WALTON BEACH CAMPUS

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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

Mary L. Henderson, Director,  
Fort Walton Beach Campus and Dual Enrollment  
B.A., M.A.T., Ed.D. – University of West Florida

Kenneth Goodwin, Groundskeeper

Lee A. Gouthro, Staff Assistant II  
B.S. – University of North Carolina

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

James Kiely, Skilled Craftsman I

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. – University of West Florida  
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

Richard Yocke, Groundskeeper

## COLLEGE CENTERS

---

### Chautauqua Center

Barbara M. Jones, Director  
B.S. – Tennessee Technological University  
M.A. – University of West Florida

Tammy D. Lawrence, Staff Assistant III

Stephanie Bailey, Corrections Transitional Specialist  
A.A. – Northwest Florida State College  
B.A. – University of West Florida

Janet Faubel, Educational Advisor  
B.A., M.A. (2) – University of West Florida

Glenn Hutchinson, Facilities Maintenance Specialist

### Eglin Center

Kathy Martin, Campus Specialist  
A.A. – Northwest Florida State College  
B.S. – University of West Florida

Wanda Morgan, Staff Assistant II  
Certificate, A.A., A.A.S., B.A.S. –  
Northwest Florida State College

### Hurlburt Center

Rhonda Duryea, Director  
B.S. – Methodist College  
M.S. – Troy University  
Ed.S. – University of West Florida

Charlotte Kelly, Staff Assistant III

### 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

## 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

Vicki Hinesley, Staff Assistant I

### 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

Pamela Kaby, Controller  
B.B.A. – Pittsburg State University

James Adams, Business Office Manager/Analyst  
A.A. – Northwest Florida State College  
B.A. – University of West Florida

Tamara “Tammy” Adams, Accountant  
A.A. – Northwest Florida State College  
B.S.B.A. – University of West Florida

Mary Blanchet, Senior Staff Assistant, Financial Services

Serena Brown, Accountant  
B.S.B.A. – Missouri Southern State University

Elizabeth “Beth” Dunn, Purchasing Support Specialist

Kristy Franklin, Accountant  
A.S. – Enterprise State Junior College  
B.S.B.A., M.B.A. – Auburn University

Jan Lipscomb, Payroll Technician

Dedria Lunderman, Purchasing Coordinator  
B.S. – Southern University  
M.S. – Troy University  
Ed.S. – University of West Florida

Sharon Marsh, Staff Assistant I, Business Office

Sharon Oehler, Fiscal Assistant/Accounts Receivable  
A.A. – University of Alaska Anchorage

Anne Puette, Fiscal Assistant

### 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



**Physical Plant**

John Rickard, Director, Physical Plant  
 A.A. – Northwest Florida State College  
 B.S. – Troy University  
 Deborah Rolison, Staff Assistant II  
 Jennifer Agerton, Custodial Worker  
 James Barfield, Physical Plant Attendant/Grounds  
 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, Custodial Worker  
 B.S. – Crown College  
 Michael Hankish, Custodial Worker  
 Jean Harris, Custodial Worker  
 Jo Ann Hobbs, Custodial Worker  
 David Hoffman, Groundskeeper  
 John Joplin, Custodial Supervisor  
 Alan Knight, Office Assistant/Courier (Central Services)  
 Sherry Miller, Senior Custodian  
 Brandon Monte, Custodial Worker  
 Chubby Moore, Senior Custodian  
 Kevin Moore, Custodial Worker  
 Thomas Moore, 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  
 Janet Strong-Floyd, Custodial Worker  
 Lee Roy Thomas, Groundskeeper  
 Gary Weinhold, Custodial Worker  
 Electrician Helper Certificate – Okaloosa County Vo. Tech  
 Eric Williams, Groundskeeper  
 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

**Facilities**

Sam Jones, Facilities Director  
 Maria Checkley, Facilities Coordinator/  
 Administrative Assistant  
 Heinz Falk, Assistant Facilities Director  
 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  
 Douglas Norman, Skilled Craftsman I  
 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  
 Dewey Wells, Skilled Craftsman I  
 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
- \* 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 Gulledge, 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. Jaspersen, 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
- \* 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 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  
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  
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
- \* William H. Wise, Sr., B.S., M.B.A., 1977–1991  
Joy P. Yarnall, B.S., M.A., 1971–1997

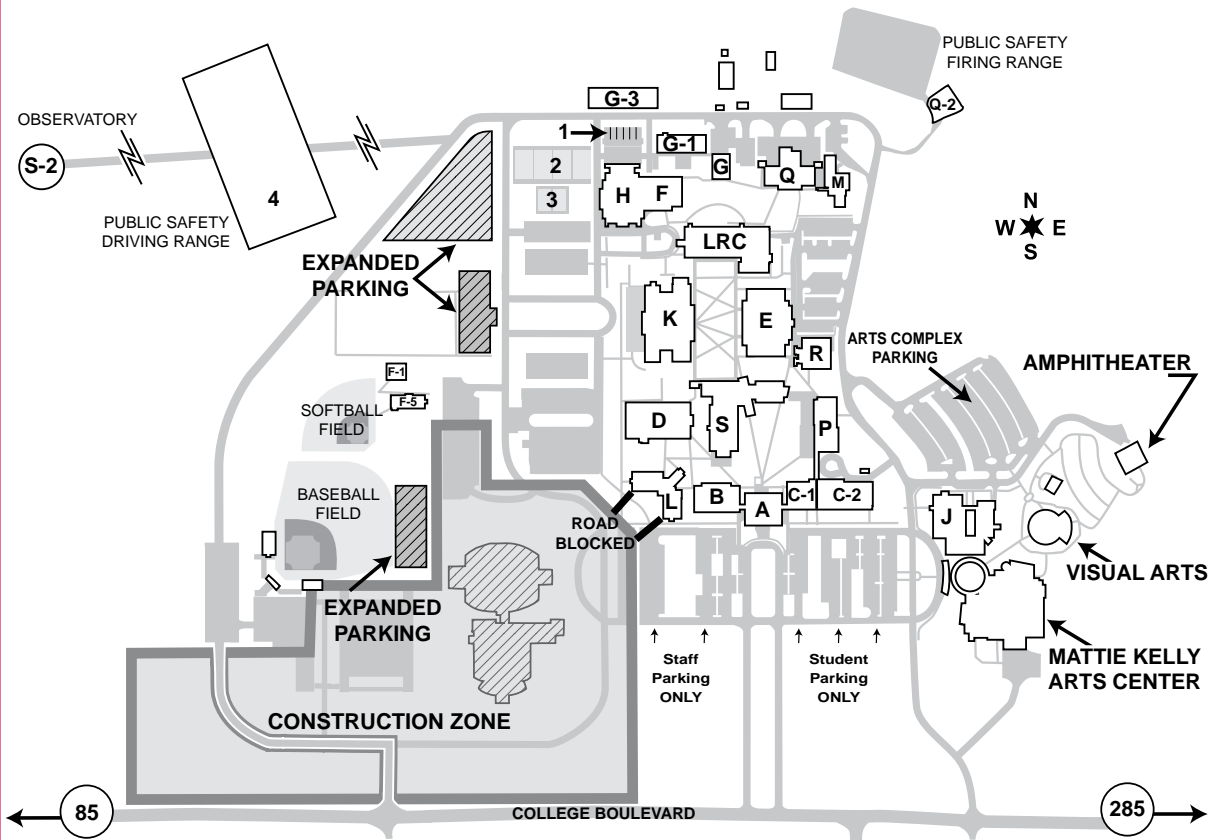
### Honorary Chairs

- \* Capp, Al  
American Arts Chair – Artist-in-Residence, 1966
- \* Carter, Hodding  
American Arts Chair – Artist-in-Residence, 1966
- \* Holzhauer, Emil  
Honorary Chair in the Arts
- Myers, Gordon  
American Arts Chair – Artist-in-Residence, 1966
- Schrader, Arthur  
American Arts Chair – Artist-in-Residence, 1966
- \* Sikes, Robert L. F.  
Honorary Chair in Government
- \* deceased

# COLLEGE LOCATION MAPS



# NORTHWEST FLORIDA STATE COLLEGE NICEVILLE CAMPUS



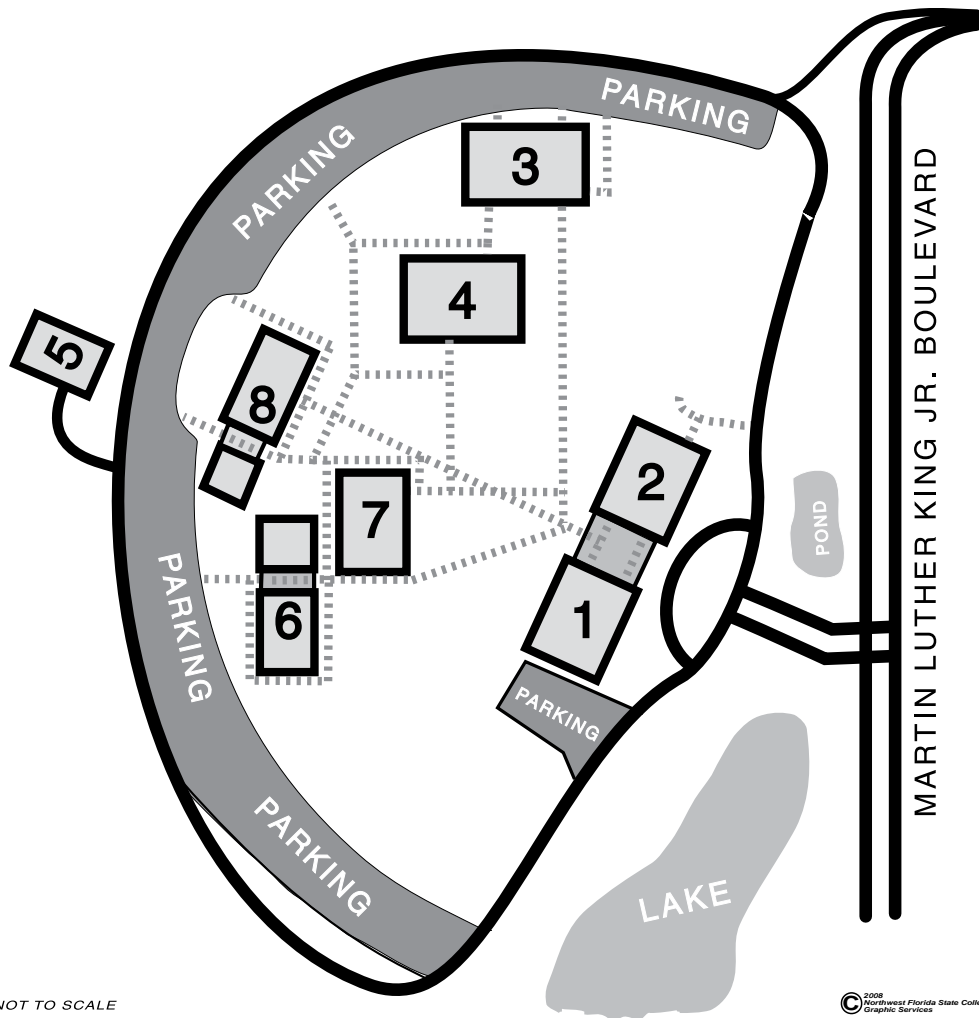
**KEY**

|   |                |                                     |            |
|---|----------------|-------------------------------------|------------|
| Administration.....   | <b>A</b>       | College Mall/College Store/SGA..... | <b>K</b>   |
| Drafting/Computer Engineering.....  | <b>B</b>       | Learning Resources Center.....      | <b>LRC</b> |
| Student Services.....   | <b>C-1/C-2</b> | Math.....                           | <b>L</b>   |
| Collegiate High School.....   | <b>D</b>       | Child Development Center.....       | <b>M</b>   |
| Communications/Social Science/<br>Nursing & Allied Health/Graphic Design .. | <b>E</b>       | Business.....                       | <b>P</b>   |
| Physical Education.....   | <b>F</b>       | Graphic Services/Public Safety..... | <b>Q</b>   |
| ROTC.....   | <b>F-1</b>     | Public Safety Firing Range.....     | <b>Q-2</b> |
| Strength Center.....  | <b>F-5</b>     | Information Technology.....         | <b>R</b>   |
| Utilities.....  | <b>G</b>       | Science.....                        | <b>S</b>   |
| Maintenance.....  | <b>G-1</b>     | Observatory.....                    | <b>S-2</b> |
| Receiving/Grounds.....  | <b>G-3</b>     | Raquetball Courts.....              | <b>1</b>   |
| Gymnasium/Wellness Center.....  | <b>H</b>       | Tennis Courts.....                  | <b>2</b>   |
| Mattie Kelly Fine & Performing<br>Arts Center.....                          | <b>J</b>       | Volleyball Courts.....              | <b>3</b>   |
|   |                | Public Safety Driving Range.....    | <b>4</b>   |

REV 6/24/09



# NORTHWEST FLORIDA STATE COLLEGE FORT WALTON BEACH CAMPUS UNIVERSITY OF WEST FLORIDA



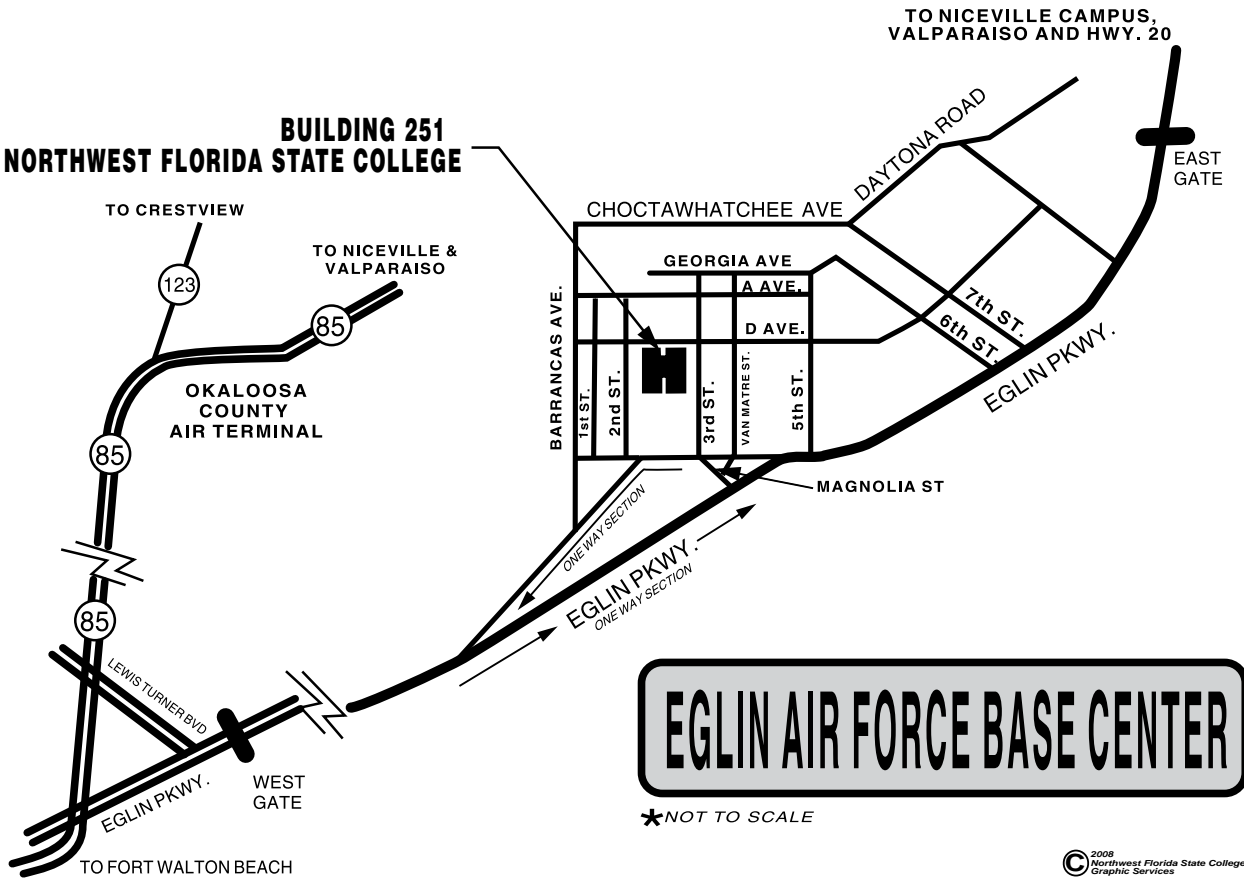
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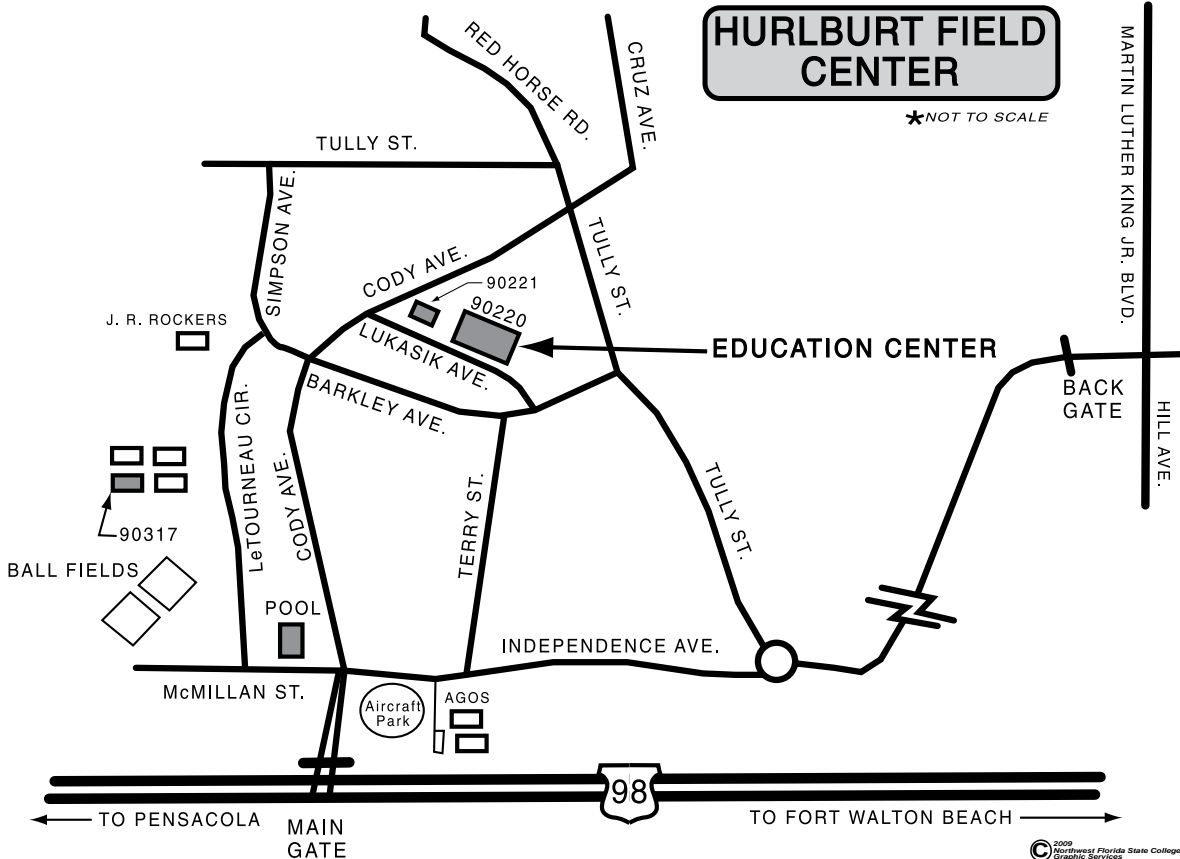
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| <p>.... Sidewalks</p>   | <p>□ Buildings</p>  |
|   | <p>— Streets/Roads</p>  |

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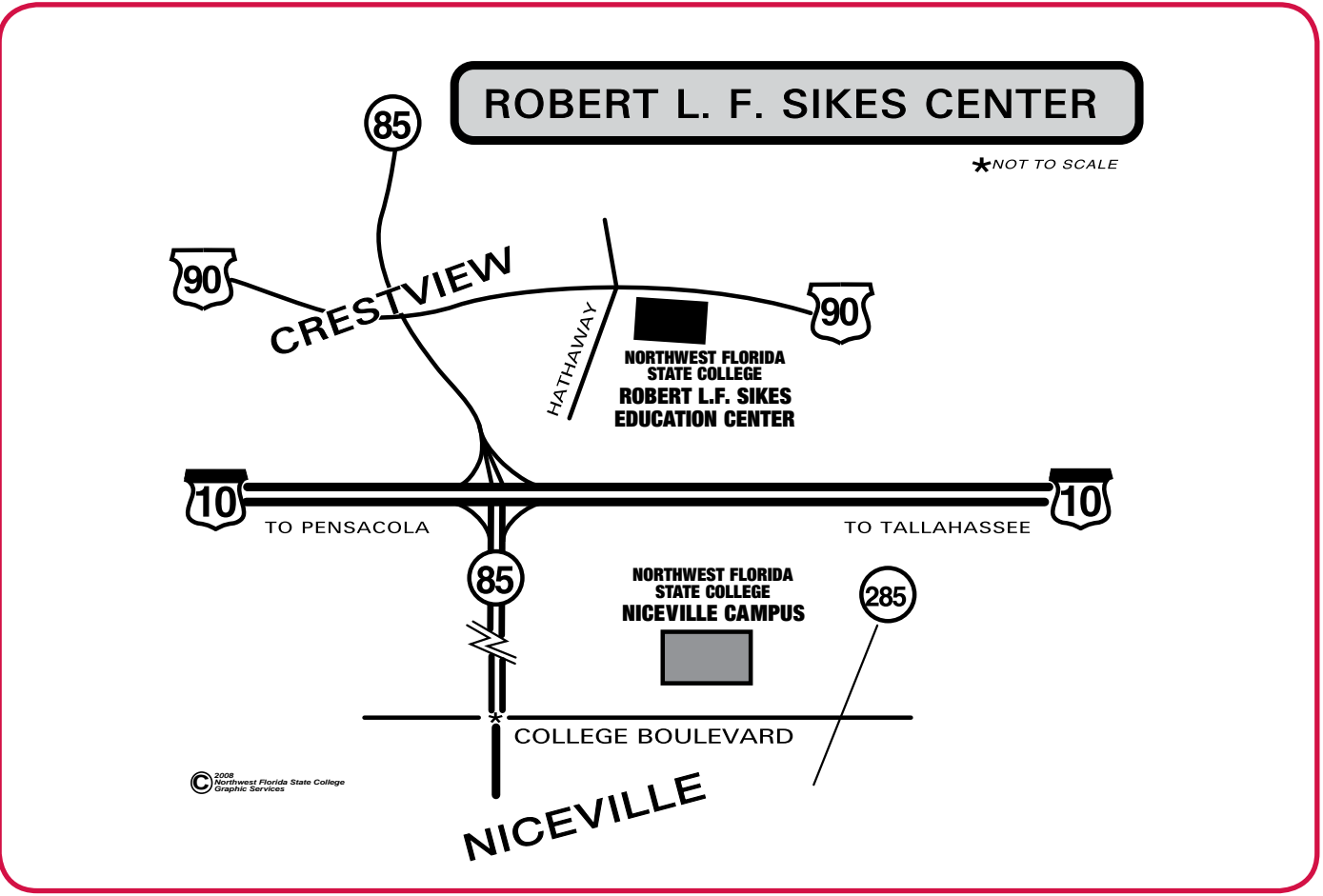
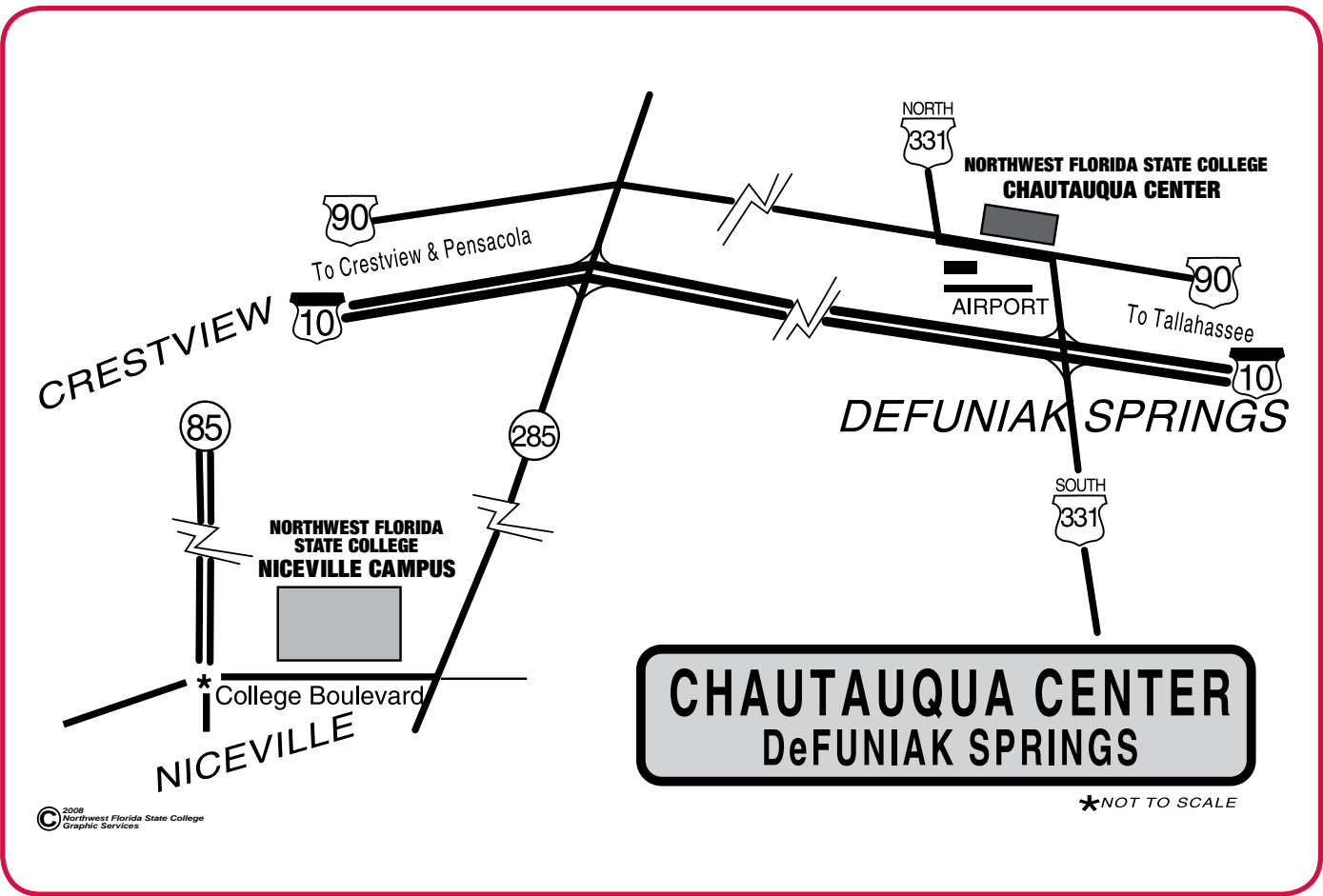


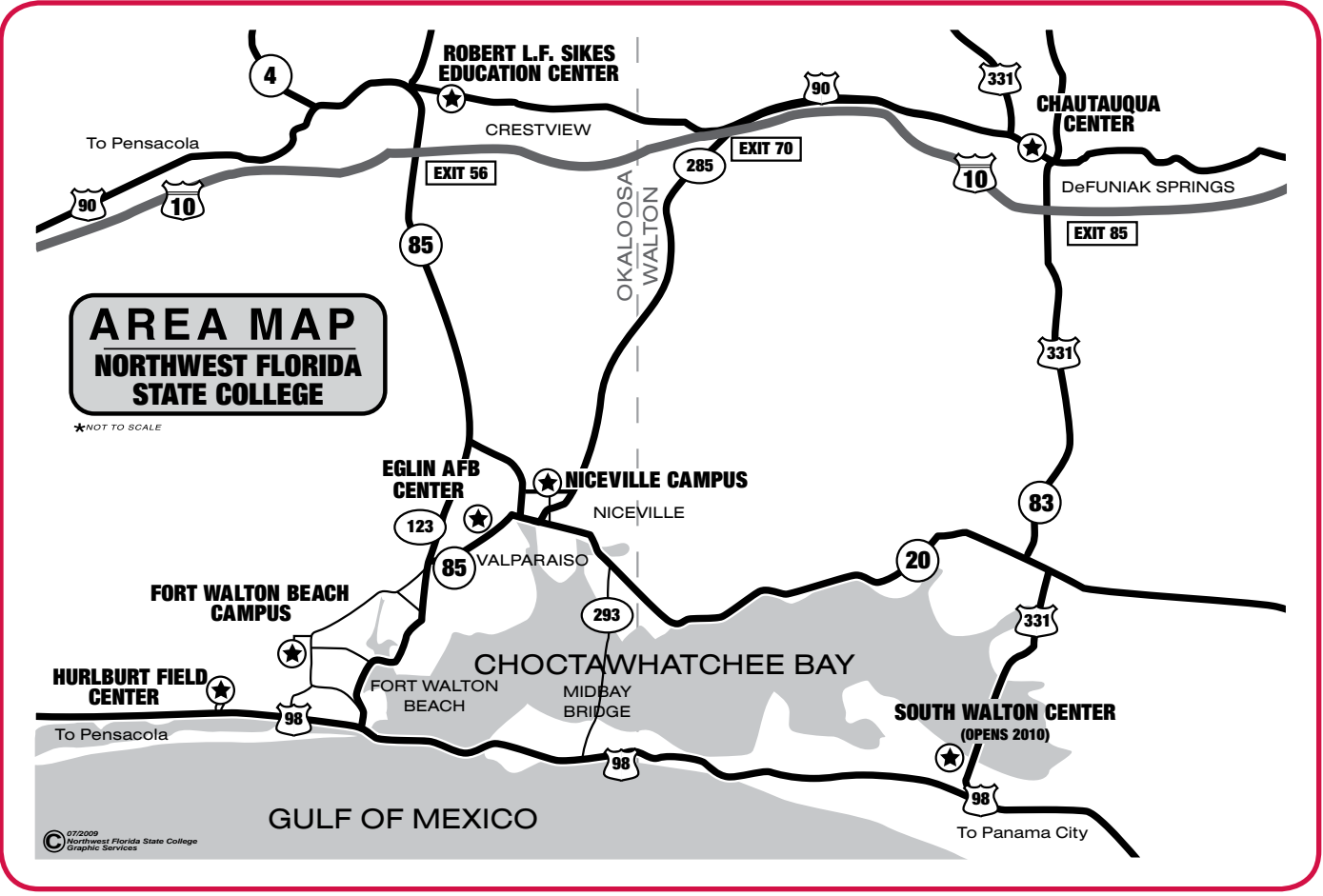
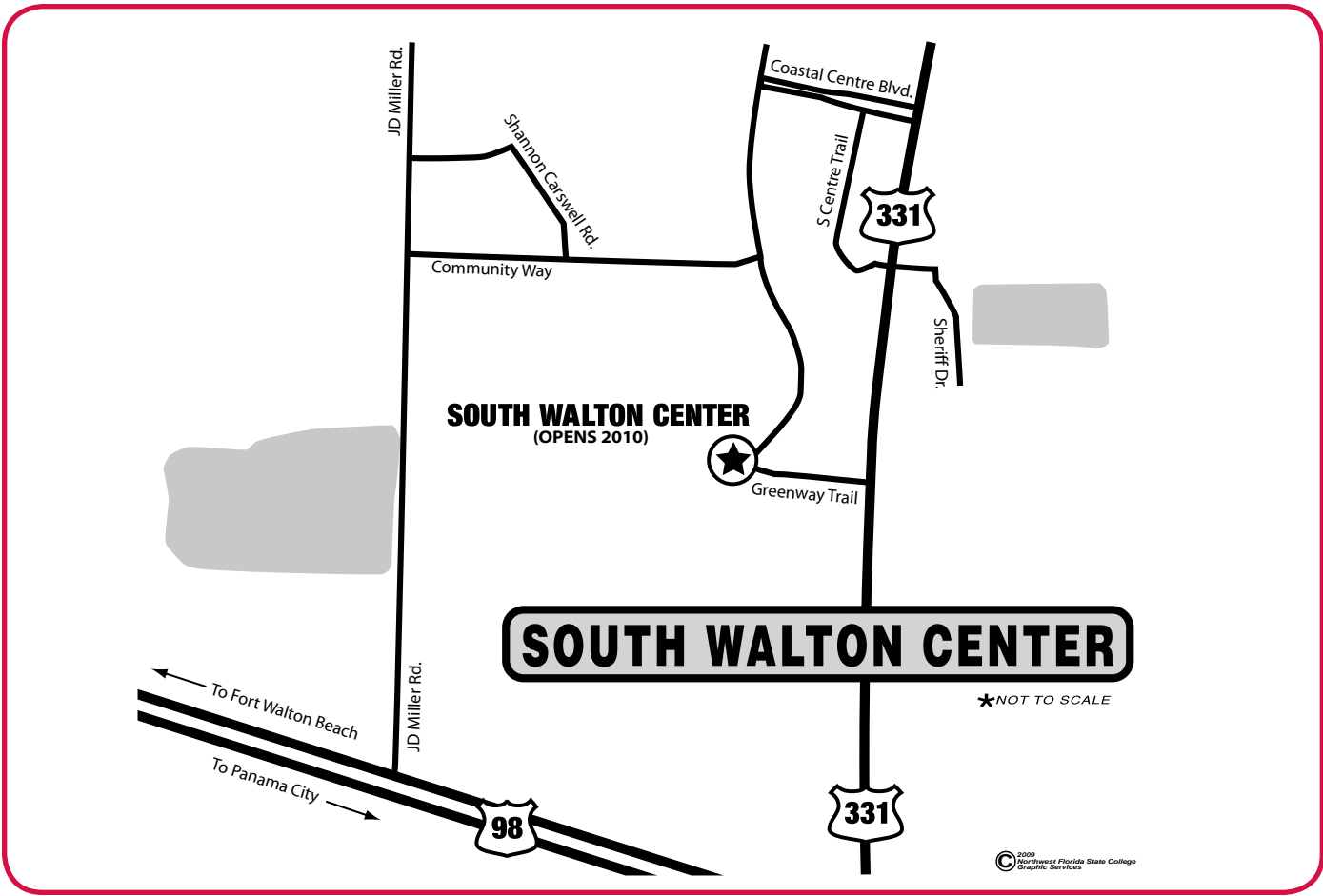
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### HURLBURT FIELD CENTER



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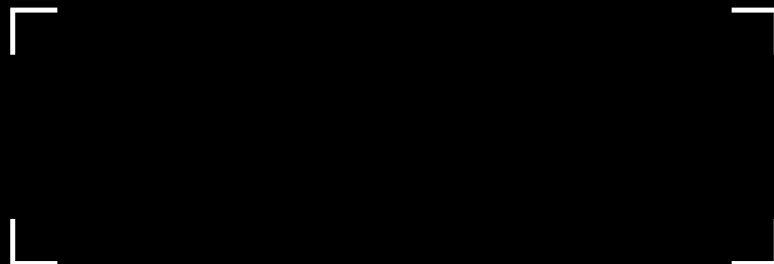






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