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, color, 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.
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**2010-2011**

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<th></th>
<th>SPRING 2011</th>
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<th>SUMMER 2011</th>
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<tbody>
<tr>
<td><strong>SESSION 1</strong></td>
<td><strong>SESSION 2</strong></td>
<td><strong>SESSION 3</strong></td>
<td><strong>SESSION 1</strong></td>
<td><strong>SESSION 2</strong></td>
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<tr>
<td>Faculty Returns</td>
<td>Aug 17</td>
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<td>Jan 4</td>
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<td>Staff Returns</td>
<td>n/a</td>
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<td>Jan 3</td>
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<td>Classes Begin</td>
<td>Aug 23</td>
<td>Aug 23</td>
<td>Oct 15</td>
<td>Jan 5</td>
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<td>Distance Learning Orientations</td>
<td>Aug 27-28</td>
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<td>Oct 15-16</td>
<td>Jan 7-8</td>
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<td>Oct 15-16</td>
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<td>Dec 10-11</td>
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<td>Mid-Term Grades Due to Registrar</td>
<td>Oct 18</td>
<td>n/a</td>
<td>n/a</td>
<td>Mar 7</td>
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<td>Last Day to Withdraw With a “W” or Change to “Audit”</td>
<td>Oct 28</td>
<td>Sept 27</td>
<td>Nov 19</td>
<td>Mar 15</td>
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<tr>
<td>Last Day of Classes</td>
<td>Dec 10</td>
<td>Oct 13</td>
<td>Dec 10</td>
<td>Apr 27</td>
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<tr>
<td>Last Day of Term for Students</td>
<td>Dec 16</td>
<td>Oct 13</td>
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<tr>
<td>Last Day of Term for Faculty</td>
<td>Dec 17</td>
<td>Oct 13</td>
<td>Dec 17</td>
<td>May 5</td>
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<tr>
<td>Final Grades Due to Registrar</td>
<td>Dec 17</td>
<td>Oct 14</td>
<td>Dec 17</td>
<td>May 5</td>
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<td>Graduation Application Deadline</td>
<td>Dec 3</td>
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<td>Graduation Ceremony</td>
<td>n/a</td>
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<td>May 5</td>
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<td>Student Holidays</td>
<td>Sept 6 Labor Day</td>
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<td>Nov 24-28 Thanksgiving</td>
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<td>Dec 20 - Jan 2 Holiday</td>
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<tr>
<td>College Closed</td>
<td>Sept 6 Labor Day</td>
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<td>Nov 24-28 Thanksgiving</td>
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<td>Dec 20-Jan 2 Holiday</td>
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For the period beginning May 31, 2010 and ending July 29, 2010, 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 operational hours beginning August 1st.
WHERE TO GO FOR ASSISTANCE

College Website: www.nwfsc.edu

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

Academic Advising
Web........................................www.nwfsc.edu or www.facts.org
Chautauqua Center, DeFuniak Springs/Advising 892-8100
Eglin AFB Center/Advising 678-1717
Fort Walton Beach Campus/Advising,
Bldg. 4, Room 403A 863-6508
Hurlburt Field Center/Advising 884-6296
Niceville Campus/Advising, Bldg. C-2 729-6922
Sikes Education Center, Crestview/Advising 689-7911
South Walton Center/Advising 267-2888

Academic Standing, Probation, Suspension, Reinstatement
Collegewide/Enrollment Services,
Niceville Campus, Bldg. C-1 729-6922

Academic Success Center
Niceville Campus, Bldg. E, Room 149 729-5389

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

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

Adding, Dropping, Changing or Withdrawing from a Course
Web........................................www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 884-6296
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

Admissions, Registration, Academic Records
Web........................................www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 884-6296
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

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

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

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

American’s with Disability Act (ADA) Coordinator
Niceville Campus, Bldg. A 729-5364
Student - Disability Support Services see page vii

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

AmeriCorps/Service Learning
English Coaches,
Niceville Campus, Bldg. C-2 729-6037

Athletics
Web........................................nwfraiders.org
Collegewide/District Dean of Students/Director of Athletics,
Niceville Campus, Bldg. F, Room 101 729-5379

Baccalaureate Programs
Web........................................www.nwfsc.edu/Bachelor
BAS – Bachelor of Applied Science in Project Management,
Niceville Campus, Bldg. P, Room 121 729-4900
BSN – Bachelor of Science in Nursing, Division Director,
Niceville Campus, Bldg. E 729-6444
BS – Bachelor of Science in Elementary Education &
BS – Bachelor of Science in Middle Grades Math &
BS – Bachelor of Science in Middle Grades Science,
Instructional Services, Niceville Campus,
Bldg. A, Room A-229 729-6440

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

Campus Security
“9-1-1”........................................At any location 911 or “9+911”
Niceville Campus Security 382-9119
FWB Campus Security 382-9112
Crestview Center (Security Guard on Campus
on campus 2:00 pm – 10:00 pm) 974-2911 or 911
Hurlburt (night monitor) 884-6296 or 911
Eglin, Security Forces 882-2502
South Walton Center 911

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

Catalogs
Web........................................www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 884-6296
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

Change of Contact Information (Address or Phone Number)
Web........................................www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration 892-8100
Eglin AFB Center/Registration 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration 884-6296
Niceville Campus/Registration, Bldg. C-1 729-6922
Sikes Education Center, Crestview/Registration 689-7911
South Walton Center/Registration 267-2888

Change of Major/Schedule
Chautauqua Center, DeFuniak Springs/Advising 892-8100
Eglin AFB Center/Advising 678-1717
Fort Walton Beach Campus/Advising
Bldg. 4, Room 403A 863-6508
Change of Major/Schedule (continued)
Hurlburt Field Center/Advising ........................................ 884-6296
Niceville Campus/Advising, Bldg. C-1 ............................... 729-6922
Sikes Education Center, Crestview/Advising .................... 689-7911
South Walton Center/Registration .................................. 267-2888

Change of Name
Chautauqua Center, DeFuniak Springs/Registration ............ 892-8100
Eglin AFB Center/Registration ........................................ 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 ............ 863-6504
Hurlburt Field Center/Registration ..................................... 884-6296
Niceville Campus/Registration, Bldg. C-1 ....................... 729-6922
Sikes Education Center, Crestview/Registration ................. 689-7911
South Walton Center/Registration .................................. 267-2888

Child Development Center
Collegewide/Niceville Campus, Bldg. M .......................... 729-5386

Clubs, Organizing or Joining
Collegewide/Student Activities, Niceville Campus,
Bldg. K .............................................................................. 729-5348

Collegiate High School
Web .................................................................................. www.nwfcollegiatehigh.org
Collegewide/Niceville Campus, Bldg. D ............................ 729-4949

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

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

Criminal Justice Training Center
Collegewide/Public Safety Division,
Niceville Campus, Bldg. Q .................................................. 729-5378

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

Distance Learning
Web .................................................................................. ecampus.nwfsc.edu
Collegewide/Niceville Campus, LRC Bldg.,
Room 113-114 .................................................................. 729-4646

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

E-Mail: Students, Faculty and Staff
Web IT Help Desk .......................................................... helpdesk@nwfsc.edu
IT Help Desk ..................................................................... 729-5396

ESOL (English for Speakers of Other Languages)
Niceville Campus, Bldg. C-2 ............................................... 729-5387
Chautauqua Center, DeFuniak Springs ......................... 892-8100
Fort. Walton Beach Campus, Bldg. 3, Room 305 ............ 863-6534

Free Academic Assistance Information:
Web .................................................................................. http://www.nwfsc.edu/LearningSupport
Niceville Campus.......................................................... 729-5389
Fort Walton Beach Campus ............................................ 863-6520

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

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

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

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

Graduation
Chautauqua Center, DeFuniak Springs/Advising .......... 892-8100
Eglin AFB Center/Advising .............................................. 678-1717
Fort Walton Beach Campus/Advising,
Bldg. 4, Room 403A ....................................................... 863-6508
Hurlburt Field Center/Advising ......................................... 884-6296
Niceville Campus/Advising .............................................. 729-6922
Sikes Education Center, Crestview/Advising ................. 689-7911
South Walton Center/Advising ...................................... 267-2888

Health Programs
Collegewide/Director of Nursing,
Niceville Campus, Bldg. E ................................................. 729-6444

I.D. (Student Access) Cards - RaiderCard
Collegewide, Student Activities Office,
Niceville Campus, Bldg. K ............................................... 729-5348
Fort Walton Beach, Bldg. 1 .............................................. 863-6504

Note: See page iv for optional NWFSC Center location contact phone numbers.
WHERE TO GO FOR ASSISTANCE

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............................................. 729-5348
Fort Walton Beach Campus............................... 863-6504

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

Orientation
Web..............................................................www.nwfsc.edu/orientation
Chautauqua Center, DeFuniak Springs/Advising...... 892-8100
Eglin AFB Center/Advising................................. 678-1717
Fort Walton Beach Campus/Advising..................... 863-6508
Hurlburt Field Center/Advising............................ 884-6296
Niceville Campus/Advising................................. 729-6922
Sikes Education Center, Crestview/Advising.......... 689-7911
South Walton Center/Advising............................ 267-2888

Parking Permits
Collegewide, Student Activities Office,
Niceville Campus, Bldg. K...................................... 729-5348
Chautauqua Center, DeFuniak Springs/Registration... 892-8100
Eglin AFB Center/Registration.............................. 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1...... 863-6504
Hurlburt Field Center/Registration....................... 884-6296
Sikes Education Center, Crestview/Registration....... 689-7911
South Walton Center/Registration....................... 267-2888

Payment for Classes/Obligations
Web..............................................................www.nwfsc.edu
Business Office E-mail....................................businessoffice@nwfsc.edu
Chautauqua Center, DeFuniak Springs/Cashier......... 892-8100
Eglin AFB Center/Cashier.................................. 678-1717
Fort Walton Beach Campus/Business Office, Bldg. 1 863-6504
Hurlburt Field Center/Cashier............................ 884-6296
Niceville Campus/Business Office, Bldg. A............ 729-5385
Sikes Education Center, Crestview/Cashier............ 689-7911
South Walton Center/Cashier............................ 267-2888

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

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

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

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

Registration
Web..............................................................www.nwfsc.edu
Registrar E-mail.............................................registrar@nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration... 892-8100
Eglin AFB Center/Registration............................. 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1..... 863-6504
Hurlburt Field Center/Registration....................... 884-6296
Niceville Campus/Registration, Bldg. C-1............. 729-6922
Sikes Education Center, Crestview/Registration...... 689-7911
South Walton Center/Registration....................... 267-2888

Reserving College Facilities
Collegewide, Niceville Campus, Bldg. A.................... 729-5351

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

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

Student Grievances/Harassment
Collegewide, Dean of Students,
Niceville Campus, Bldg. F..................................... 729-5379

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

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

Testing (Placement, CLEP, TABE, etc.)
Web..............................................................www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration... 892-8100
Eglin AFB Center/Registration............................. 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1..... 863-6504
Hurlburt Field Center/Registration....................... 884-6296
Niceville Campus/Testing Center, Bldg. C-2........... 729-6016
Sikes Education Center, Crestview/Registration........ 689-7911
South Walton Center/Registration....................... 267-2888

Tours
College Life & Campus Tours.............................. 729-6922

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

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

Vehicle Registration
Collegewide, Student Activities Office,
Niceville Campus, Bldg. K...................................... 729-5348
Chautauqua Center, DeFuniak Springs/Registration... 892-8100
Eglin AFB Center/Registration.............................. 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1..... 863-6504
Hurlburt Field Center/Registration....................... 884-6296
Sikes Education Center, Crestview/Registration........ 689-7911
South Walton Center/Registration....................... 267-2888

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

Vocational Testing (Hogan, FBAT, Critical Thinking Skills)
Collegewide, Assessment Center, Niceville Campus,
Bldg. C-2............................................................. 729-5227

Women's Educational Resource Center
Collegewide, Niceville Campus, Bldg. C-2.............. 729-5291

Note: See page iv for optional NWFSC Center location contact phone numbers.
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 State College Bill (SB 1716) to maximize student access to baccalaureate degrees, respond to community needs for postsecondary education, and provide the degrees that best meet Florida’s employment needs. The bill was signed into law by Florida Governor Charlie Crist on June 12, 2008 at a ceremony held at the Mattie Kelly Fine and Performing Arts Center on the 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 (NWFSC) to most accurately represent the expanded mission and service district for the college. While the mission of the institution has expanded, NWFSC continues its long-standing commitment to open-door admissions, associate degree programs, adult education, certificate programs, and affordable tuition. NWFSC 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 NWFSC. 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 NWFSC offers more four year degrees in fulfilling its role as a state college, students benefit from the opportunity to have accessible, low cost baccalaureate degrees that meet their aspirations as students and meet the needs of higher education in Florida.

Background

As part of Florida’s network of public state colleges, Northwest Florida State College offers postsecondary education opportunities to nearly 17,000 students annually. Located in the coastal heart of Northwest Florida, the college has earned a reputation for educational excellence and community involvement in its 47-year history.

The Florida Legislature initially established the college, originally known as Okaloosa-Walton Junior College, as the 18th of the state’s eventual 28 community colleges in 1963. The institution was named Okaloosa-Walton Junior College in March 1964. 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
Robert L. F. Sikes Education Center in Crestview, the South Walton Center in Santa Rosa Beach and full-time centers at Eglin Air Force Base and Hurlburt Field.

When its doors first opened in August of 1964 in a temporary campus of vacant buildings in Valparaiso, OWJC had a faculty of ten instructors, three support personnel and five administrators for the 309 full-time and 458 part-time students on hand. Now, approximately 96 full-time and 196 part-time instructors, as well as 352 support staff and 12 administrators serve 17,000 students annually. Since its inception, more than 302,000 persons have been served by OWJC, OWCC, OWC and NWFS.

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, NWFS has maintained a consistent record of educational excellence. The median grade point average for NWFS students who transfer to the State University System consistently ranks among the top five in the state. NWFS 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. NWFS students and student athletes are also consistently named to the All-Florida Academic Teams.

In addition to a record of regional and national accolades, NWFS 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 state/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, an open computer lab, three computer labs/classrooms and the Division of Communications and Social Sciences Office. The first floor level contains faculty offices 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, Health and Fitness, 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.

**Utilities, Maintenance, and Receiving (G), (G-1), (G-2) and (G-3):** houses the air conditioning and heating equipment, central services, maintenance, custodial, physical plant, receiving, grounds functions and security office.

**Gymnasium (H):** a multi-purpose facility used to house all indoor physical education activities and indoor sports events. Beginning in Spring 2011 the Community Services Complex (see page 4) will house these activities.

**Mattie Kelly Fine and Performing Arts Center (J):** consists of two theaters, the Mainstage Theater and the Sprint Theater), Tyler Recital Hall, Holzhauer Gallery, Mclroy 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.

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

Business and Computer Technology (P): contains the William T. Nesbitt, Mickey and Dottie Gilmore, and Blanche and Allyn Donaldson classrooms; 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.

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.

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.

Community Service Complex (T): under construction, with a planned Spring 2011 opening, will be a multi-purpose facility which houses the Division of Athletics, Health and Fitness, the basketball arena, Raider room, ROTC and Wellness classrooms, Fitness Center as well as Okaloosa County’s Emergency Operations Center (EOC).

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 NWFSC 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 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 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 a full-service center that offers college credit, adult basic education and other courses and provides placement testing, advising and program planning, registration and financial aid services. The center houses the offices of the college’s Choctawhatchee Basin Alliance (CBA) and the Allyn C. Donaldson Entrepreneurial Center which is part of the college’s Leadership Institute.

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

Foundation

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

The Foundation was established in 1988 to give individuals, organizations and businesses the opportunity to directly invest in the educational mission of the college. As an IRS 501 (c)(3) organization, donations to the Foundation are tax deductible and may be eligible for matching funds. The Foundation has a 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.nwfsfoundation.org.

Alumni Association

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

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

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

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

Mattie Kelly Cultural and Environmental Institute

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

Choctawhatchee Basin Alliance (CBA)

The Choctawhatchee Basin Alliance (CBA), under the auspices of NWFSC, is an organization committed to sustaining and providing optimum utilization of the Choctawhatchee Basin watershed. CBA provides opportunities for citizens, educators, and technical experts to promote the health of the Choctawhatchee Basin watershed. For more information on CBA visit www.basinalliance.org or call (850) 267-1888.

Year-Round Opportunity

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

Composition of Student Body

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

Accreditation

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

Equal Rights

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

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 or at www.nwfs.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
• **Student Records and Transcripts (continued)**

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 NWFSC, 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.

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

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

**Access & Review of Records**

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

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

- The student gives written consent to release the information to the student’s parents, or
- The parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1986, or
- The student is a high school student enrolled in an accelerated program, such as Dual Enrollment, Early Admissions or Concurrent Enrollment,
- The health or safety emergency involves their son or daughter, or
- The student is under the age of 21 and has violated any law or college policy concerning the use or possession of alcohol or a controlled substance.

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

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA compliance is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue S.W. Washington, DC 20202-4605

**Protection of Privacy**

Under the Family Education Rights and Privacy Act of 1974 (Public Law 93-380), students may request that no information, including “Directory Information”, be released except as required by law, by obtaining a Notification to Deny Disclosure of Directory Information form from the Dean of Students. This form must be signed and submitted to the Dean. Note: A student’s request to prevent the release of informational items may result in preventing the publication of all items including graduation, honors, and awards. Students are encouraged to contact the Dean of Students or the Dean of Enrollment, Student Services/Registrar with any concerns about confidentiality of records and release of information. The custodian of student records may release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction except as required by the President in the discharge of his/her duties as authorized by law, the state, and the board.

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

**Enrollment and Degree Verification**

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

Web: www.degreeverify.com
Phone: (703) 742-4200
E-mail: degreeverify@studentclearinghouse.org

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

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

The college utilizes the services of the National Student Clearinghouse to automatically process enrollment verifications for student loans.
• **Student Records and Transcripts (continued)**

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

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

**Student E-Mail Accounts**
Students are assigned an NWFSC student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. In order to stay informed and aware, students 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 or contact the student e-mail/IT helpdesk, during regular business hours, at (850) 729-5396.

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

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

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

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

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

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

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

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 NWFSFSC may obtain appropriate admission forms from any college location, area high schools, or on the college website (www.nwfssc.edu). Students are assigned an NWFSFSC student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. In order to stay informed and aware, students are encouraged to check their account on a regular basis. Each applicant will be notified of acceptance or non-acceptance for admissions.

**Steps in Applying for Admission to the College:**

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

1. Complete 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 NWFSFC.

4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.

5. Use your college assigned Student E-Mail. Students are automatically assigned a college student e-mail account during the application for admission process. The student e-mail address serves as the official method of communication to the student from the college. Options in student e-mail will provide a wait list notification for full classes, e-mail links to instructors and more. Go to the website at www.nwfsfc.edu/newstudent to see information and instructions on student e-mail.

6. 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 NWFSFC 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.

**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.)
General Information (continued)

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

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

Entry-level Testing:
First-Time-In-College (FTIC) students seeking admission to the Associate 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
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 public high school graduates must have earned the equivalency of a standard Florida high school diploma. An official high school transcript with high school graduation date is required.

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

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

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

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

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

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

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

At the present time, NWFSC offers a Bachelor of Applied Science degree in Project Management, a Bachelor of Science degree in Nursing, a Bachelor of Science degree in Elementary Education, a Bachelor of Science degree in Middle Grades 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 NWFSC will expand in the future.

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

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

- Completion of NWFSC admission and residency materials and the B.A.S. Supplemental Admission Application.
- 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.
• **Baccalaureate Degree Programs**
  (continued)

- Completion of all college preparatory coursework and a minimum of 15 credit hours of transferable general education credit hours.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 13 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 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 nationally accredited by the Commission of Collegiate Nursing Education (CCNE) and is approved by the Florida Department of Education. The program is designed as an A.S. to B.S. degree career ladder.

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

- Completion of NWFSU 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 13 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 Mathematics Education and Bachelor of Science in Middle Grades General Science Education**

The Bachelor of Science in Education degrees are designed to provide a career ladder for those who have already completed an Associate 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 NWFSU admission and residency materials and the B.S.E. Supplemental Admission Application.
- Completion of an Associate in Arts (A.A.) degree from a regionally accredited college or university, or at least 60 semester hours of postsecondary education from a regionally accredited college or university.
- Completion of all general education requirements and lower-division state-mandated common prerequisites with a minimum grade of “C” in each of the prerequisite courses.
- A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for the general education component of the undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale from any approved college or university.
- Passing scores on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE) 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 13 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 NWFSU, or enrollment in future credits may be restricted.
Baccalaureate Degree Programs (continued)

- Agreement to submit to background checks by both the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

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

Second Baccalaureate Degree

In recognition that students seeking a second baccalaureate degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some admission and graduation requirements will be satisfied by virtue of their previous degree. These include 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. As with other health programs, students are educated on blood and body fluid exposure prevention to avoid the spread of communicable diseases. Students in the program are at risk for blood and body fluid exposure if precautions are not followed. Applicants must possess a high school diploma or its equivalent, as well as satisfy all other NWFSC admission criteria. 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. EMTs are trained to provide basic life support and transportation of the sick and injured. The EMT program prepares students to apply for the examination to become a Florida licensed and National Registry Emergency Medical Technician Basic. The program offers students the opportunity to enter the exciting world of Emergency Services through education in the college’s state-of-the-art health program facilities. The program blends classroom instruction with hands-on skills training and real world clinical education to prepare students as entry level Emergency Medical Technicians.

The Emergency Medical Technician program is a Limited Admission program. It is 11 credit hours long and is conducted over one (1) semester. Applicants to this program must have a high school diploma or GED and meet other applicable admission criteria (including fingerprinting, a background check and a drug screen). If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. For additional information on this program contact the EMS 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 Allied Health for additional information at (850) 729-6400.

AS/RN Nursing Program

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

(continued)

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).

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 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 Vice President of Instruction 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 NWFS Center/Campus or from the Office of Enrollment Services at the Niceville Campus. An electronic version of the form is available for students attending a Florida public institution at www.facts.org. Approval of transient study requests is determined by the Dean, Enrollment Services/Registrar and the Vice President of Instruction 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 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 NWFS, 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 and has detailed information provided on the college website at www.nwfsc.edu/international. International students should begin the admissions process at least four months prior to the beginning of any college term. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 or M-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

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

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

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

Collegiate High School

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

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

Collegiate High School students enroll in 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 High School Office at (850) 729-4949 or visit www.nwfcollegiatehigh.org.

Simultaneous Enrollment for High School Students

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

Dual Enrollment/Early College

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

Early Admission.

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

(continued)

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.

High School Career Academies/ Tech Prep/Jump Start

For students who meet certain requirements, the college may award credit for certain types of non-traditional study such as Tech Prep or High School Career Academy Courses and Certifications. Credit is awarded based upon the nature of the training, current skill levels, and relationship to NWFSF 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 NWFSF, 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 NWFSF Campus locations. Students may also review the residency guidelines at www.nwfsc.edu or at www.facts.org.

Providing false residency information is a violation of Florida law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresented 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.

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.

**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 NWFS 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 NWFS are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with the college’s educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

**Effective Catalog Policy**

Students who maintain continuous enrollment by completing at least one college preparatory, college credit or vocational credit course towards their declared program each academic year beginning with the student’s first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student’s first term of enrollment in the program. If the continuous enrollment requirement is not met, or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of re-admittance or the catalog in effect at the time of graduation. Students may request an exception to this policy by submitting an Effective Catalog Appeals form through the Dean of Enrollment Services/Registrar to the Vice President of Instruction.

**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
**Evaluation of Transfer Credit (continued)**

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 NWFS.

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

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

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

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

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

When evaluating credits, NWFS 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 NWFS 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.

**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;
Evaluation of Transfer Credit (continued)

f) Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;

g) Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);

h) Verification of faculty credentials at the transferring institution.

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

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

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

**Financial Assistance**

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

**Military Assistance**

Active-duty military personnel who enroll in college-credit programs through base education offices may be eligible for financial assistance. The college has Military Assistance Agreements in effect with both Eglin 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 NWFSC INFORMED OF A CORRECT MAILING ADDRESS AND CURRENT PHONE NUMBER AT ALL TIMES. Refund checks will only be issued for overpayments of $5.00 and more. Refunds of less than $5.00 will be paid in cash upon presentation of proper identification at a NWFSC Business Office.

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

Any refunds for dropping classes after the end of the last day of registration and prior to the mid-term of the student’s enrollment period are implemented through the Vice President of Administrative Services’ Office. Refunds are authorized until mid-term for administrative errors, for change of status from out-of-state to in-state (as confirmed by the Coordinator of Enrollment Services), and for the death of a student during the term of current enrollment. Refunds may be made until mid-term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

**Testing Fees Refund Policy**

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

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

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

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

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

■ Dishonored Check Policy

Checks returned by the bank will be processed as follows:

1. The student will be notified by certified mail that their check was dishonored by the bank. A $25 return check charge will be applied to the student’s account.

2. The student will have seven (7) calendar days to pay for the check and the return check charge. Payment must be in the form of cash or certified funds. If any portion of the dishonored check funds includes payment of tuition and fees, failure to make the payment will result in cancellation of enrollment.

3. Reinstatement after enrollment cancellation will be considered only after full payment which will include an additional $25 reinstatement fee.

4. The student’s record at NWSC 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 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.

■ Student Tuition Payment Plan

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

■ Fines, Penalties and Indebtedness

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

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

■ Inconsequential Checks and Debts

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

■ Parking Fines

Operating a private vehicle on Northwest Florida State College Campuses is a privilege and not a right. Individuals who show poor judgment or lack of consideration for the rights and safety of others may have this privilege revoked. Violating NWSC’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 23. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on page 29. Note: All students and staff must register their vehicles with the college and display a NWSC parking decal when parked on NWSC property. Parking fees may apply and decals must be renewed annually. Visitors may obtain a parking permit from the Campus Information Center for the duration of their visit or park in spots designated as visitor parking.

■ Fee Changes

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

■ Fee Schedule

These fees are subject to change by the Florida Legislature and the Board of Trustees. Current fees are available from the College Business Office and are published in the class schedule. These fees apply whenever applicable, except: (1) courses in which complimentary instructional services or equivalent program costs are provided by appropriate persons, agencies or organizations; or (2) when specifically waived by the Board of Trustees. Active Duty Military and their dependents pay only Florida Resident, in-state fees. The fees listed on the next page are for the 2010-2011 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 23 for fees.
### Fees Subject to Change by Action of the Florida Legislature and the NWFSC Board of Trustees

#### Florida Residents

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<th>Course Type</th>
<th>Tuition Fee</th>
<th>Out-of-State Aid Fee</th>
<th>Financial Aid Fee</th>
<th>Student Activity Fee</th>
<th>Cap. Impv. Fee</th>
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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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Tuition Fee</th>
<th>Out-of-State Aid Fee</th>
<th>Financial Aid Fee</th>
<th>Student Activity Fee</th>
<th>Cap. Impv. Fee</th>
<th>Tech. Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baccalaureate (College Credit)</td>
<td>$80.94</td>
<td>$242.82</td>
<td>$16.19</td>
<td>$1.21</td>
<td>$32.38</td>
<td>$16.19</td>
<td>$389.73</td>
</tr>
<tr>
<td>Advanced &amp; Professional (College Credit)</td>
<td>$69.65</td>
<td>$208.40</td>
<td>$13.90</td>
<td>$1.04</td>
<td>$27.81</td>
<td>$13.90</td>
<td>$334.70</td>
</tr>
<tr>
<td>Postsecondary Voc. (College Credit)</td>
<td>$69.65</td>
<td>$208.40</td>
<td>$13.90</td>
<td>$1.04</td>
<td>$27.81</td>
<td>$13.90</td>
<td>$334.70</td>
</tr>
<tr>
<td>College Preparatory</td>
<td>$69.65</td>
<td>$208.40</td>
<td>$13.90</td>
<td>$1.04</td>
<td>$27.81</td>
<td>$13.90</td>
<td>$334.70</td>
</tr>
<tr>
<td>Postsecondary Adult Vocational (Voc. Credit)</td>
<td>$64.89</td>
<td>$194.67</td>
<td>$25.96</td>
<td>$0.00</td>
<td>$12.96</td>
<td>$12.98</td>
<td>$311.48</td>
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<tr>
<td>Adult Basic &amp; Adult Secondary*</td>
<td>$31.82</td>
<td>$95.45</td>
<td>$12.73</td>
<td>$0.00</td>
<td>$6.36</td>
<td>$6.36</td>
<td>$152.72</td>
</tr>
</tbody>
</table>

Laboratory and Other Fees – See www.nwfsc.edu

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

#### Other Fees/Charges

- **Continuing Workforce Education** At Full Cost of Instruction
- **Library Fines**
  - Daily Rate: $0.20
  - Lost Book Charge: Actual cost of replacement (if available) or $25.00 plus $5.00 processing fee
- **Parking Fines**
  - No Decal Fee: $10.00
  - Parking Ticket: $10.00
  - Tire Boot Removal Fee: $10.00 (plus parking ticket of $10.00)
  - Towing and Storage: Actual charges/cost
- **Recreational & Leisure Courses** At Full Cost of Instruction
- **Reinstatement Fee**: $25.00
- **Returned Check Fee**: $25.00
- **Special Service Charges**
  - At Cost
- **Student Access Card (RaiderCard) Charges**
  - Per semester charge: $15.00
  - Replacement charge: $15.00
- **Tech Prep Assessment Fee**: $10.00

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

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

#### Testing Fees

- **College Level Exam Program (CLEP)**
  - Exam Fee $77.00/Administration Fee $15.00 = $92.00
- **Course Challenge Exam**: $85.00
- **DSST Exams (formerly DANTES)**
  - Exam Fee $80.00/Administration Fee $15.00 = $95.00
- **FBAT Test**: $35.00

#### Testing Fees (continued)

- **GED Test**
  - Complete Battery: $70.00
  - Individual Subtests: $14.00
  - Writing Subtests: $16.00
- **Proctoring (Other Schools)**: $30.00
- **TABE (Non-NWFSC Students)**: $15.00
- **Microsoft Office Specialist Certifications (MOS)**
  - (Non-NWFSC Students) Exam Fee per Section: $52.00
  - (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: $2,568.60
  - Books and Supplies: $1,440.00
- **Alabama Border-State Resident**
  - Fees: $2,598.60
  - Books and Supplies: $1,440.00
- **Non-Florida Resident**
  - Fees: $10,071.00
  - Books and Supplies: $1,440.00
  - Total: $11,511.00
**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 online summary of the college’s various academic and tutorial resources and links to numerous academic resources nationwide on the NWFSC website at www.nwfsc.edu. Select Learning and Support Services.

**Stay on Track**

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

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

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

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

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

**Excess Hours Advisory Statement**

Effective Fall 2009, Florida Statutes section 1009.286, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. This surcharge only applies to courses taken at a Florida public university and does NOT apply to any programs offered by Northwest Florida State. However, it is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

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

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

**Career Planning Assistance**

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

The Career Resource Center offers numerous career assessment services, including career counseling, computerized career exploration programs (CareerScope), books and pamphlets on national, state, and local job opportunities, and web-based career planning information. The Career Resource Center also maintains information on college-wide career focus workshops, job fairs,
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 NWSC students. The ASC offers tutoring in many subjects, writing assistance, tutoring for learning disabled students and ESOL (English for Speakers of Other Languages) students, computer tutorials, a video library with audio media available in a variety of subjects, internet access and computers for student use. Tutoring is on a one-on-one basis and is FREE for all registered students. Tutoring is available on a walk-in basis; however, students are encouraged to make appointments. Additional tutoring services available through the ASC include telephone tutoring at (850) 678-5111, ext. 6663, tutoring through e-mail at asc@nwfsc.edu and free on-line tutoring from Smarthinking, accessible through the RaiderNet. Limited ASC services are also available at the Fort Walton Beach Campus, the Robert L. F. Sikes Center in Crestview, and the Chautauqua Center in DeFuniak Springs. For more information, call the Academic Success Center at (850) 729-5389. A staffed open computer lab for student use is adjacent to the ASC on the Niceville campus.

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

Testing Services

The Testing Center is located in Building C-2, at the Niceville Campus. Various tests are administered by the center. The entry level placement FCPT test is given at all NWSC Campuses and Centers. Please contact each center for exact times and location or refer to the current NWSC 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) 729-6016 or visit the NWSC website at www.nwfsc.edu/testing. For information regarding the TABE or FBAT, students should contact the Career Assessment Center at (850) 729-5227.

The Testing Center at Northwest Florida State College also provides testing proctoring services at the Niceville campus only for students enrolled in distance learning programs at institutions other than NWSC.

There is a $30 testing fee per test administration payable at the time of testing. Testing sessions are available at various times throughout the week. Seating is limited, therefore appointments are required. For more information or to schedule a testing time, contact the Testing Center at 729-6016.

Employment Placement Services

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

Career Planning Assistance

(continued)

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

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

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. Projects in the past have included buying picnic tables, game room equipment, the monitor system in the College Mall, and table games for check-out use. The SGA sponsors and staffs picnics, entertainment, food drives for the needy, and blood drives.

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

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

The Student Traffic Court convenes, as needed, to adjudicate written appeals of parking violations for students. After deliberation, adjudication results are forwarded to the Dean of Students with the court’s recommendation that the citation be either upheld or overturned. Appeal forms are available from the Dean of Students Office in Building F for the Student Activities Office in Building K, both on the Niceville Campus.

### Health Services

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

Alcohol and Drug Abuse information is available to all students from a counselor located in Student Services on the Niceville and Fort Walton Beach Campuses. Call a counselor at (850) 729-6079 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.

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

### Textbooks and College Store Services

Northwest Florida State College operates two college stores. The store on the Niceville Campus is located in the College Mall, Building K. The Fort Walton Beach Campus Store is located in the Student Services Building. The Niceville Campus College Store is a full-service store offering textbooks, supplies, college clothing, gift items, hardware, and software. The Fort Walton Beach Store is a scaled-down version of the Niceville store offering textbooks for classes offered at the Fort Walton Beach Campus and Hurlburt Center, supplies, college clothing, and some software. The Niceville College Store can be reached at (850) 729-5384 and the Fort Walton Beach Store at (850) 863-6511. Regular store hours are 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.


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.nwsc.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

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

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

### Dress Code

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

### Smoking/Tobacco Use

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

### Cell Phone Usage

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

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

All degree-seeking students who are new to NWFSC are expected to participate in a New Student 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.

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

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

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

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

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

Telephone Device for the Deaf (TDD) #’s are: Florida Telecommunication Relay Service
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, Building C-2 on the Niceville Campus or the center or campus administrator at other locations. Copies of the “Accessibility Grievance Procedure” are posted on bulletin boards at all centers and campuses.

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

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

Full-time members serve a minimum of 1700 hours per service year. They receive a taxable living allowance while serving and a $4,725 education award voucher at the end of the service commitment. Other benefits for full-time members include 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 or stop by C-205 on the Niceville Campus for information on the program.

NWFSC 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.
**Athletics (continued)**

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.

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

**Access Cards (Identification Cards)**

Beginning with Fall 2010 term, NWFSC is implementing a new access card that will replace the current student ID cards. All enrolled college credit students will be issued the new RaiderCard student access card following payment of fees. The current student ID will no longer function and all college credit students with a current student ID are required to be “re-carded” to receive a new RaiderCard access card. The new access cards serve as identification as well as allow students to make cashless purchases for campus photocopying, food services, bookstore purchases and more in addition to providing access for checking out books and other materials from the LRC (library), accessing electronic information databases via the internet, obtaining free admission to athletic events and certain cultural events offered by the college, and serving as student identification at the college Business office and more. There is a $15 per term charge for the new RaiderCard access card, $5 of which is value added to the card for campus purchases. Students may add additional value/funds to their cards if they desire. RaiderCard access cards are re-activated each time a student re-enrolls for an additional term and pays all fees, including the $15 charge for the card. Lost or damaged cards may be replaced for a $15 charge. Call the Student Activities Office for locations and times when the new RaiderCard access cards can be issued or see the college website for information and links to activation for adding additional value to the card.

**Parking and Traffic Regulations**

The operation of a private vehicle on the campus is a privilege and not a right. Individuals who show poor judgment or a lack of consideration for the rights, privileges and safety of others may have this privilege revoked. Vehicle operators are responsible for complying with the college’s parking and traffic regulations whenever they bring a vehicle on campus. The following regulations are always in effect and will be enforced by designated college personnel.

**A. Parking Permits.**

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

**B. Designated Parking Areas.**

All parking areas are color coded to designated authorized use.

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

**NOTE:**

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

**C. Parking and Safety Obstructions.**

Obstructing fire lanes, fire hydrants, driveways, loading zones, walkways, or other parked vehicles is considered a parking violation. In these situations, vehicles may be towed at the owner’s expense or will be issued a parking ticket and rendered inoperable by the attachment of a tire device to one of the vehicle’s wheels. The device will be removed once the parking ticket and device removal fee are paid at the College Business Office.

**D. Parking Violation Penalties.**

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

- No Decal Fee .................. $10.00
- Parking Ticket .................. $10.00
- Tire Boot Removal Fee ............ $10.00 plus parking ticket of $10.00
- Towing and Storage .............. Actual charges/cost

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

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

**Statement of Student Rights and Responsibilities**

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

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

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.

Grade Grievances

If a student believes that he/she has not been graded fairly in a course, an appeal may be filed. The grade grievance process applies only to final course grades. Any appeal must be initiated within thirty (30) days of the date the grade was issued by the Office of Enrollment Services. The student should first make an informal appeal to the instructor. If a complaint is not resolved to the student’s satisfaction, an appeal without prejudice to the student’s position may be made to the department or division chairperson. The next level of appeal is to the Vice President of Instruction who may, if it is deemed advisable, refer the matter to an ad hoc hearing committee to assist in evaluating the appeal. Any further appeal may be made to the President, whose decision shall be final. In the event a hearing is needed, the membership of the hearing panel shall be: two full-time college faculty members appointed by the Vice President of Instruction, one full-time student services employee appointed by the Vice President of Instruction, and two students appointed by the Dean of Students in consultation with the SGA President. The faculty members shall be selected

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**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:

<table>
<thead>
<tr>
<th>Category</th>
<th>2007 Stats</th>
<th>2008 Stats</th>
<th>2009 Stats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hate Crime</td>
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<td></td>
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<tr>
<td>Stats</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Homicide Offenses</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sex Offenses, Nonforcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
</tr>
<tr>
<td>Burglary / Breaking &amp; Entering</td>
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<td>0</td>
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<td>Larceny / Theft Offenses</td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Weapon Possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

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

Behavior
An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor. The instructor may have further consultation with the department chair and the Vice President of Instruction 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 members 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 Vice President of Instruction and two students appointed by the Dean of Students upon recommendation of the Student Government Association president. After the presentation of evidence (against and in defense of the student), if the committee decides that there is clear and convincing evidence that the student is guilty, it will recommend the action or sanction to be taken. If the committee decides that the student is not guilty, it will recommend that the charges be dismissed. The Dean of Students will make the final decision and recommendation, then inform the student of the decision, the procedures of review and the grounds for appeal.

In both hearing settings the following will apply:

1. The accuser and the accused are entitled to have the same opportunities to have others present.

2. Both the accuser and the accused will be informed of the outcome of any disciplinary hearing or an appeal of the findings.

3. Persons serving as legal counsel may not participate in disciplinary hearings.

4. Adult students may not seek advice from any person while a disciplinary hearing is in progress.

5. The participation of a parent or legal guardian of the accuser or of the accused student who is a minor may be limited by the Dean of Students, at his/her discretion.

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

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

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

1. The discovery of new evidence.

2. The recommended penalty would impose unusual and severe hardship on the student.

3. Published disciplinary procedures were not followed.

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

1. Uphold the original hearing findings, and forward to the President:
   a. the recommendation to suspend or dismiss, or
   b. recommendation to impose a lesser sanction.

2. Based upon new evidence, dismiss the charges, or

3. Return the matter to the original hearing setting for rehearing if published disciplinary procedures were not followed.

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

No student shall be suspended or dismissed from NWFSC without approval by the President. The President shall have the authority to temporarily suspend, while awaiting the disciplinary procedures outcome, any student whose behavior is judged by him to be detrimental, or potentially detrimental, to the college.

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

Disciplinary probation requires compliance with the following restrictions and obligations:

1. Conformance with all NWFSC policies, rules, and regulations pertaining to student behavior as specified in the current college catalog, or any other official college publication.

2. Avoidance of involvement in actions or activities which could be considered disruptive to the education process or detrimental to the health, welfare, and safety of any member of the college.

3. No participation in any student extracurricular organized activity.

4. Reporting on a scheduled basis for appropriate counseling sessions with an assigned NWFSC counselor.

5. Remaining in full compliance with the conditions of applicable court imposed probation/parole.

6. Reporting on a scheduled basis to the Dean of Students for review of compliance with the terms of disciplinary probation.

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

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

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

Weapons and/or Firearms at College Locations and Activities

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

Student Grievance Procedures

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

Resolution of Grievances

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

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

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

The President of the college shall be the final arbiter where a dispute exists as to whether a particular matter is subject to coverage by these procedures. In making a decision, the President will interpret the coverage of these procedures liberally, denying their application only when the matter in question clearly concerns issues of rule or policy in which the complaining party has no direct interest, where there is good reason to believe that a grievance has been brought in bad faith for political or similarly inappropriate reasons, or for circumstances in which use of these procedures would clearly endanger their effectiveness as an instrument for the redress of grievances.

Informal Grievance Procedures

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

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

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

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

Formal Grievance Procedures

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

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

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

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

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

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

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

Grievance Time Limits

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

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

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

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

The following groups are recognized student organizations:

**African-American Student Association** is 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 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 for more information.

**Campus Christian Fellowship (CAF)** 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 Sean Lynch at (850) 729-6088 or lynchs@nwfsc.edu for more information.

**Circle K** is sponsored by the Kiwanis Club and is a member of Circle K International. The goal of Circle K is to provide college students with a means by which those individuals interested in helping others and being of service in society can express this concern. The motto is “WE BUILD”, and in practice this means genuinely constructive involvement in the community and on campus. Contact (850) 729-5212 or cotton@nwfsc.edu for more information.

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

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

**Dance Ensemble** is open by audition to those students whose dance training has prepared them to meet the demands of stage performance. Students have the opportunity to study with guest artists in master classes, workshops and residency programs. Performance opportunities such as the Northwest Florida Symphony, 5th Grade Concerts, Dance Facets, The Soundstations 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.

**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.

**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 NWFSC; 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.

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

Phi Theta Kappa is 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. For more information contact (850) 729-5390 or piersond@nwfsc.edu.

Pre-Professional Educators’ Club enhances the Teacher Education program, extends the program through community outreach, and provides mentoring and networking opportunities for and among teacher education students. Membership in this organization is open to students interested in the teaching profession. Contact (850) 729-6440 or BachelorsTeacherEd@nwfsc.edu for more information.

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

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

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

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

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

Student Government Association (SGA) is elected by the students 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 wattns@nwfsc.edu for more information.

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

- Army ROTC Cadet Club
- BACCHUS
- Bahai Unity Club
- Baptist Collegiate Ministries
- Career Paths
- College Republicans
- Corner of the Sky Society
- Creative Dramatics
- Delta Psi Omega
- Entertainment Club
- Environmental Club
- Florida Future Educators of America
- Friendship Writers Guild
- Gaming Association
- Geology Club
- Graphic Arts Club
- Habitat for Humanity
- Jefferson Democratic Association
- Mu Alpha Theta Math Club
- National Student Nurses Association
- Outing Club
- Phi Beta Lamda Business Education Fraternity
- Phi Lambda Alpha
- Philosophy Club
- Pre-Law Society
- Reader’s Theatre
- Sigma Delta Phi
- Student Legal Association
- Students Against Destructive Decisions
- 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

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 mental or physical health or dignity 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 notwithstanding.

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

### Harassment

Harassment of Northwest Florida State College students is prohibited.

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

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

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s academic achievement, or

2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting a student or college employee, or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive academic environment.

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

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

### Children On Campus

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

1. Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. Kids on Campus, Children’s Fine Arts Series, Child Development and Education Center).

2. Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college (e.g. registration).

3. Minor children are not permitted in labs, shops, construction/repair sites, classrooms, offices, labs, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site.

4. In an emergency or other compelling situation, students or staff may bring children to class or the workplace on an incidental, individual basis, provided advance approval is obtained from the appropriate administrator. In such cases, the children must be directly supervised by the parent/adult and must not disrupt or distract the flow of college work, services or instruction.

5. Minor children on campus must be directly supervised at all times. Individuals who bring minor children to campus are responsible for their supervision; leaving children unattended in the LRC, College Mall or other public area does not meet this standard.
### Student Organization Activities

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

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

1. Activities or guest speakers may be invited or scheduled only by recognized student organizations.

2. No activity shall be scheduled or invitation extended to a guest speaker without prior written approval. Approval or disapproval will be based on consideration of the appropriateness and availability of times, dates, and facilities. Northwest Florida State College reserves the right to determine the time, place, and manner of the presentation.

3. Approval to schedule an activity/event or invite a guest speaker shall be requested at least two weeks prior to proposed speaking engagement/event by the president of the student organization scheduling the program. This request shall contain the name of the student organization, the proposed time, date and location of the program, the expected size and nature of the anticipated audience, and the topic of the speech or activity. The president of the student organization shall complete a Student Activity Events Proposal form which will be routed for review and approval to the Coordinator of Student Activities, the Dean of Students, with final approval by the Coordinator of Student Activities, the Dean of Students, or 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 material which is not published by the college is not authorized and does not imply college approval, support, or endorsement of the contents.

### Notices

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

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

### Student Publications

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

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

### Student Fundraising

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

### Policy Formulation

A student who wishes to suggest a change in any policy of the college should submit a written recommendation to the Student Senate for evaluation. If favorably received by the Senate, the proposal shall be submitted by the Student Senate to the 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 NWFSF 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 indir ect education costs. Students should refer to the college schedule of classes each term for special fees associated with courses.

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 2010-2011 year for each term are:

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>May 15, 2010</td>
</tr>
<tr>
<td>Spring Term</td>
<td>October 1, 2010</td>
</tr>
<tr>
<td>Summer Term</td>
<td>February 1, 2011</td>
</tr>
</tbody>
</table>

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, 2010 or earlier will be given first priority in determining FSAG eligibility. All FAFSA applications for the Federal Work-Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG) dated May 15, 2010 or earlier will be given first priority in determining FWS and FSEOG eligibility.

**Enrollment Status**

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

- **Full-Time Enrollment**: 12 or more credit hours
- **Three-Quarter Time Enrollment**: 9-11 credit hours
- **Half-Time Enrollment**: 6-8 credit hours
- **Less Than Half-Time Enrollment**: 1-5 credit hours

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

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

**Student Eligibility**

**FEDERAL PROGRAMS**

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

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

**1. Grade Point Average**

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

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11.99</td>
<td>N/A</td>
</tr>
<tr>
<td>12-24.99</td>
<td>1.50</td>
</tr>
<tr>
<td>25 &amp; Over</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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.

Success: A, B, C, D, F, WF


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.

**2. Successful Completion Rate**

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

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Successful Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24.99</td>
<td>50%</td>
</tr>
<tr>
<td>25 &amp; Over</td>
<td>67%</td>
</tr>
</tbody>
</table>

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


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.
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 or they are on an approved appeal with stipulations. (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 terminated. 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 unless they are on an approved appeal with stipulations. 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. Standards of Academic Progress is checked at the end of each semester; however, if students do not meet eligibility standards at the end of the fall semester they will be on probation for the spring semester.

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.nwsc.edu/financial aid.) 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 who will not be awarded financial aid or have suspended financial aid reinstated unless a mitigating circumstance exists and the appeal request is approved. If mitigating circumstances are found to exist, the student may be restored to satisfactory academic standing as stipulated in their approval letter.

Incomplete & Audit Grades

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

Repeated Courses

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

College Preparatory Courses

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

Program Objective Enrollment Compliance (POEC)

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

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

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

Return of Title IV Financial Aid Funds

When a student awarded federal Title IV aid withdraws from or ceases attendance in ALL COURSES prior to completing more than 60% of a term, a portion of the student’s Title IV aid must be returned to the federal programs. Title IV aid includes the Federal Pell Grant, Federal 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 and fees) incurred for the term, multiplied by the percentage of unearned aid. The student will be responsible for returning to the Title IV programs the unearned amount of aid (overpayment) minus the amount the college returns, and the amount of any unpaid institutional charges to Northwest Florida State College. In most cases, when a student receives federal Title IV aid greater than the amount of institutional charges (tuition and fees), he or she will have to return a portion of the federal funds. A student will lose Title IV eligibility unless he or she returns the amount of unearned aid (overpayment) in full to the college within 45 days from the date the college notifies him/her of the overpayment, or signs a repayment agreement with the U.S. Department of Education after the 45-day period.

Note: This policy is derived from provisions of federal law. Students should contact the Financial Aid Office regarding detailed information on this policy. Students receiving Title IV aid should consult with the Financial Aid Office prior to withdrawing from any or all classes.

Veterans’ Educational Benefits

Northwest Florida State College is certified for training by the State Approving Agency under the various veterans’ training laws. Veterans planning to enroll should consult with the Veterans Affairs Office well in advance of registering. All new veteran students should apply for their benefits on-line at www.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 NWFS Veteran’s Handbook can be downloaded from our website www.nwfs.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 NWFS’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 NWFS 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.nwfs.edu/financialaid/Veterans.cfm for more information.
<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>FUNDING SOURCES</th>
<th>QUALIFICATIONS</th>
<th>MIN / MAX AWARDS</th>
<th>APP PROC.</th>
<th>APPLICATION PRIORITY DEADLINES</th>
<th>SPECIAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRANTS</strong></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Federal</td>
<td>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.</td>
<td>$330-$5,500</td>
<td>2010-2011 FAFSA</td>
<td>Fall - 5/15/10 Spring - 10/1/10 Summer - 2/1/11</td>
<td>Need-based Financial Aid Program.</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Federal</td>
<td>Applicant must have a high need.</td>
<td>$100 - $500 Annual Awards</td>
<td>2010-2011 FAFSA</td>
<td>5/15/10</td>
<td>Very limited; generally goes to those applicants with a very high need.</td>
</tr>
<tr>
<td>Academic Competitiveness Grant Program</td>
<td>Federal</td>
<td>Available to first &amp; 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.</td>
<td>$750 First Year Student</td>
<td>2010-2011 FAFSA</td>
<td>Fall - 5/15/10 Spring - 10/1/10 Summer - 2/1/11</td>
<td>Need based financial aid; student must be a Pell Grant recipient.</td>
</tr>
<tr>
<td>Florida Student Assistant Grant (FSAG, FSAG-CE)</td>
<td>State</td>
<td>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.</td>
<td>$200 - $1,800 Annual Awards</td>
<td>2010-2011 FAFSA</td>
<td>5/15/10</td>
<td>Early application recommended since state funding may be limited.</td>
</tr>
<tr>
<td><strong>LOANS</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>William D. Ford Direct Loan</td>
<td>Federal</td>
<td>Available to students in a program of study. Must be enrolled at least half-time.</td>
<td>$3,500 First Year Student</td>
<td>2010-2011 FAFSA and Loan Application</td>
<td>At least 12 weeks before the end of the term the student plans to attend.</td>
<td>Repayment starts six months after student stops attending school or drops below half-time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$4,500 Second Year Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$5,500 Third &amp; Fourth Year Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Plus Loan</td>
<td>Federal</td>
<td>Parent, borrowing must pass a credit check.</td>
<td></td>
<td>2010-2011 FAFSA and Credit Application</td>
<td>At least 12 weeks before the end of the term the student plans to attend.</td>
<td>Repayment starts 60 days after loan is fully disbursed.</td>
</tr>
<tr>
<td>NelNet Tuition Installment Program</td>
<td>NelNet</td>
<td>Available to students with no financial holds or unpaid balances, and with a need and an ability to repay the agreement.</td>
<td></td>
<td>NelNet</td>
<td>Normally completed during registration; closes the first day of classes each semester.</td>
<td>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.</td>
</tr>
</tbody>
</table>
## WORK

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>FUNDING SOURCES</th>
<th>QUALIFICATIONS</th>
<th>MIN / MAX AWARDS</th>
<th>APP PROC.</th>
<th>APPLICATION PRIORITY DEADLINES</th>
<th>SPECIAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study (FWS)</td>
<td>Federal</td>
<td>Applicant must be an enrolled NWFSC student with a financial need.</td>
<td>$500 - $3,000 Per Year</td>
<td>2010-2011 FAFSA and NWFSC Student Employ. Contract</td>
<td>Fall 5/15/10, Spring 10/1/10, Summer 2/1/11</td>
<td>Jobs are on and off campus. Most positions are either 10, 15 or 20 hours per week.</td>
</tr>
<tr>
<td>Student Assistants</td>
<td>NWFSC</td>
<td>Student employment category available to students who have maintained a minimum 2.0 GPA.</td>
<td>$100 - $3,000 Per Year</td>
<td>2010-2011 FAFSA and NWFSC Student Contract</td>
<td>Normally completed just prior to the start of each item</td>
<td>Positions are usually 10 hours per week on campus.</td>
</tr>
</tbody>
</table>

## SCHOLARSHIPS

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>FUNDING SOURCES</th>
<th>QUALIFICATIONS</th>
<th>MIN / MAX AWARDS</th>
<th>APP PROC.</th>
<th>APPLICATION PRIORITY DEADLINES</th>
<th>SPECIAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidential Honors Scholarship</td>
<td>NWFSC</td>
<td>Applicant must be a top-ranked student from one of the district public high schools.</td>
<td>In-state Tuition and Fees for 60 credit hours Lower division courses.</td>
<td>NWFSC Scholarship App.</td>
<td>April 1</td>
<td>High School Principal’s and Senior Counselor’s recommendations. Two scholarships per district high school.</td>
</tr>
<tr>
<td>Presidential Career Scholarship</td>
<td>NWFSC</td>
<td>Applicant must be a top-ranked student from one of the district vocational high schools.</td>
<td>In-state Tuition and Fees for 60 credit hours Lower division courses.</td>
<td>NWFSC Scholarship App.</td>
<td>April 1</td>
<td>High School Principal’s and Senior Counselor’s recommendations. One scholarship per vocational high school.</td>
</tr>
<tr>
<td>Presidential Minority Honors Scholarship</td>
<td>NWFSC</td>
<td>Applicant must be a top-ranked minority student from one of the district public high schools.</td>
<td>In-state Tuition and Fees for 60 credit hours Lower division courses.</td>
<td>NWFSC Scholarship App.</td>
<td>April 1</td>
<td>High School Principal’s and Senior Counselor’s recommendations. One scholarship per district high school.</td>
</tr>
<tr>
<td>Fine and Performing Arts Scholarship</td>
<td>NWFSC</td>
<td>Auditions held each Spring by Fine and Performing Arts Division Director. Scholarships awarded in Show Choir, Orchestra, Theater, Jazz Band, Visual Arts and Madrigals.</td>
<td>Varies</td>
<td>NWFSC Scholarship App.</td>
<td>Open</td>
<td>High School Choir and/or Band Director’s recommendations. This scholarship can be renewed.</td>
</tr>
<tr>
<td>Athletic Scholarship</td>
<td>NWFSC</td>
<td>Qualified applicants are recommended to contact the Athletic Director for more information.</td>
<td>Full Tuition and Fees (may include room and board)</td>
<td>NJCAA Form and Letter of Intent</td>
<td>Deadline Varies</td>
<td>Athletic Scholarships include basketball, softball, and baseball.</td>
</tr>
<tr>
<td>Forensics Team and Brain Bowl Team Scholarships</td>
<td>NWFSC</td>
<td>Recipients are selected by the Coordinator of Student Activities.</td>
<td>Varies</td>
<td>NWFSC Scholarship App.</td>
<td>Open</td>
<td>Recipients participate on the College Forensics Team and Brain Bowl Team.</td>
</tr>
<tr>
<td>Leadership Award</td>
<td>NWFSC</td>
<td>Each area high school receives a minimum of three and a maximum of eight per school depending on senior class size. 51 awarded.</td>
<td>$500 Tuition Award</td>
<td>NWFSC Scholarship App.</td>
<td>April 1</td>
<td>High School Principal’s and Senior Counselor’s recommendations.</td>
</tr>
<tr>
<td>NAME OF PROGRAM</td>
<td>FUNDING SOURCES</td>
<td>QUALIFICATIONS</td>
<td>MIN / MAX AWARDS</td>
<td>APP PROC.</td>
<td>APPLICATION PRIORITY DEADLINES</td>
<td>SPECIAL INFORMATION</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------------</td>
<td>-----------</td>
<td>-------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Directed Work Study Scholarship</td>
<td>NWFSC</td>
<td>Recommendation of Dept. Chair/Division Director and approval of Senior Vice President.</td>
<td>No Financial Course Award. Fees Paid by Scholarship</td>
<td>Directed Works Study App.</td>
<td>NLT Last Day of Term Registration</td>
<td>One credit hour per term can be earned.</td>
</tr>
<tr>
<td>Student Government Association (SGA) Scholarship</td>
<td>NWFSC</td>
<td>Student elected to the Office of President of Student Government Association.</td>
<td>In-state Tuition and Fees for 30 credit hours</td>
<td>NWFSC Scholarship App.</td>
<td>When Elected to Office</td>
<td>Contact Student Services for more information.</td>
</tr>
<tr>
<td>Regional Science and Engineering Fair/NWFSC Scholarship</td>
<td>NWFSC</td>
<td>Awarded to thirteen Senior Grand Award winners and Senior Alternate selected yearly at area science fair.</td>
<td>In-state Tuition and Fees for 60 credit hours Lower division courses.</td>
<td>NWFSC Scholarship App.</td>
<td>Annual Science Fair</td>
<td>Must attend the College immediately upon high school graduation.</td>
</tr>
<tr>
<td>ACT-SO Scholarship</td>
<td>NWFSC</td>
<td>Awarded to gold medal winners in the Okaloosa County ACT-SO Competition.</td>
<td>In-state Tuition and Fees for 60 credit hours Lower division courses.</td>
<td>NWFSC Scholarship App.</td>
<td>Annual ACT-SO Competition</td>
<td>Must attend the College immediately upon high school graduation.</td>
</tr>
<tr>
<td>Designated and Undesignated Donor Scholarship</td>
<td>Local Community Org. and NWFSC Foundation</td>
<td>Various selection criteria established by donors.</td>
<td>Varies App. Provided by Donors and NWFSC Foundation</td>
<td>Dated Set by Donors and NWFSC Foundation</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Pacesetters Scholarship</td>
<td>NWFSC</td>
<td>Awarded to outstanding African-American males graduating from Okaloosa-Walton County schools.</td>
<td>$1,000 Per Year</td>
<td>NWFSC Scholarship App.</td>
<td>April 1</td>
<td>Five awards will be given to students selected for this program. Recipients must attend full-time.</td>
</tr>
<tr>
<td>AmeriCorps Education Award</td>
<td>Federal</td>
<td>Complete the AmeriCorps Program.</td>
<td>$4,725 Full-Time $2,362 Half-Time $1,000 For Students Who Serve 300 Hours</td>
<td>AmeriCorps App. Provided By NWFSC</td>
<td></td>
<td>Students receive an educational award in exchange for one year of service as an AmeriCorps member.</td>
</tr>
</tbody>
</table>

The Office of Financial Assistance Ombudsman is available to assist you in the event you are dissatisfied with the servicing of your federal student loan. Call toll free at 877-557-2575 or visit Ombudsman on-line at www.ombudsman.ed.gov.
INSTRUCTIONAL STANDARDS AND REGULATIONS
Academic advising and educational planning for students is offered through a variety of means. Educational Advisors are available at the following locations:

- **Niceville Campus:**
  Student Services, 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

- **South Walton Center:**
  Santa Rosa Beach

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

All degree-seeking students that are required to enroll in preparatory instruction based on placement testing must meet with an advisor or counselor prior to their first term of enrollment at the college. (See College Preparatory instruction on page 57 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 Hodgings
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; 729-5366

**Elementary and Secondary Education**
Dr. Anne Southard
Bldg. A; 729-6440

**EMT/Paramedic**
Mr. Barry Reed
Bldg. Q; 729-4924

**Humanities, Fine and Performing Arts**
Dr. Cliff Herron
Bldg. J; 729-5382

**Law Enforcement**
Mr. Sean Lynch
Bldg. Q; 729-5378

**Mathematics/Pre-Engineering**
Dr. Sasha Jarrell
Bldg. I; 729-5377

**Nursing AS/RN**
Ms. Charlotte Kuss
Bldg. E; 729-6400

**Public Safety, Emergency Management**
Mr. Brian Shonk
Bldg. A; 729-5363

**Radiography**
Ms. Roslyn Johnson
Bldg. E; 729-6457

**Sciences/Biological and Physical Pre-Medical and Pre-Pharmacy**
Dr. Darryl Ritter
Bldg. 5; 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, follow the link to RaiderNet, or www.facts.org.

**Student Development Classes**
Several courses focusing on college and personal success strategies are offered throughout the college year:

- **SLS 1101**
  College Success

- **SLS 1102**
  Freshman Seminar

- **SLS 1201**
  Service Learning Seminar

- **SLS 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 25 for more information).
- Check out the Florida Academic Counseling and Tracking for Students at www.facts.org and explore the Career Planning link under “Finding a College or Program”.
- Check with an academic advisor for the major you are pursuing (see Academic Advising above for more information).
- Run a Degree Audit from the www.nwfsc.edu RaiderNet link, or Run a 2 + 2 University Transfer evaluation from www.facts.org.

Excess Hours Advisory Statement

Effective Fall 2009, Florida Statutes section 1009.286, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. This surcharge only applies to courses taken at a Florida public university and does not apply to any programs offered by Northwest Florida State. However, it is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

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

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

Registration

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

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

New Student:
As a new student, you may be authorized access to computer registration after participating in a New Student Orientation session and meeting with an educational advisor. For more information about New Student Orientation sessions contact Student Services at 729-6922.

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

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

Full-Time and Part-Time Status

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

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

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

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

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

The Northwest Florida State College upper level classifications are:

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

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

**Academic Load**

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

**Audit Status**

A student registering in a college-credit course on a “not-for-credit” basis will be enrolled in an audit status. Upon completion of the course, an “X” grade will be awarded with no impact on the student’s GPA. Students auditing a class are not required to complete examinations but are expected to attend classes and participate in other activities and requirements on the same basis as students seeking credit. Excessive absences for audit students are treated the same as for credit students; the instructor may recommend to the Vice President of Instruction that the student be dropped from the course with a “W” grade. Audit students must meet the same admission standards as credit students and must pay the same fees. Some occupational courses may not be available on an audit basis. A student wishing to audit an occupational course must obtain permission in advance from the appropriate department head or division director. Audit enrollment in studio art classes is permitted on a space-available basis only. A list of these courses is available from the Division of Fine and Performing Arts and the Office of Enrollment Services. Students whose placement scores require enrollment in college preparatory instruction may not enroll for audit status in any required college preparatory course. Only students voluntarily enrolling in college preparatory courses for personal enrichment or review may enroll with audit status provided declaration deadlines and approvals have been satisfied.

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

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.

**Withdrawing From Courses**

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

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

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

### Student Initiated Withdrawal after the Schedule Adjustment Period

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

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without first meeting with an Advisor, Counselor or Center Director, and then obtaining prior approval of the Vice President of Instruction or the...
• Withdrawing From Courses (continued)

Dean of Enrollment Services/Registrar. It is important to note that the student must remain enrolled in at least one college prep course each term of enrollment until the prep requirement is satisfied. The student will not be allowed to withdraw if it is the student’s only prep course for the term.

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

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

Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term. See “Grade Change/Errors” section on page 30. A written request, including justification and appropriate documentation, must be submitted to the Office of 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 rules.

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

Withdrawals for Non-Attendance

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

• Directed Independent Study

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

DIS course enrollments are authorized under the following conditions:

1. a documented need exists for the student(s) to enroll for the course immediately rather than taking an alternate course or waiting until the next term in which the desired course would be offered;

2. the student is able to identify an instructor who is willing to teach the course as DIS;

3. the student understands the extensive burden which he or she is undertaking;

4. enrollment is approved by the Department Chair and Vice President of Instruction, 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.

• 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 the department chair, and with the student concerned, an outline of the work that must be completed, including an estimate of the student’s
Incomplete Grades (continued)
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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Repeating Courses

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

For any course repeated, whether at Northwest Florida State College or elsewhere, only credit from the last attempt will be used in the computation of the student’s grade point average and for meeting program requirements. Repeating a course results in an adjusted grade point average; however, if a course is repeated after the student has earned his/her A.A. degree, the student’s grade point average will not be changed or recomputed. Students should be aware that some private colleges and universities, as well as out-of-state institutions, and some Florida public universities (depending on the student’s major) may not accept the revised GPA or treat the repeated course in the same manner.

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

Per Florida statute, after the second attempt in a college preparatory course, college credit or vocational credit, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of 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 53)

Repeating A Course for Credit Toward Graduation
Certain courses, such as those in the fine and performing arts areas, physical
• Repeating Courses (continued)

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:

<table>
<thead>
<tr>
<th>Standards of Academic Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Honors: Cumulative GPA of 4.00</td>
</tr>
<tr>
<td>High Honors: Cumulative GPA of 3.80 - 3.99</td>
</tr>
<tr>
<td>Honors: Cumulative GPA of 3.50 - 3.79</td>
</tr>
</tbody>
</table>

• 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 substandard 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:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 11.99</td>
<td>N/A</td>
</tr>
<tr>
<td>12 - 24.99</td>
<td>1.50</td>
</tr>
<tr>
<td>25 &amp; Over</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

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

Academic Probation:  
Students who are in the status of “Academic Warning” and fail to achieve “Academic Good Standing” at the end of that term, will be placed on “Academic Probation”. Their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to “Academic Good Standing.” This will probably include repeating certain
## Grade Tables

### Instructional Standards

<table>
<thead>
<tr>
<th>Grade</th>
<th>General Meaning</th>
<th>Grade Appearance on Roster</th>
<th>Grade Appearance on Transcript</th>
<th>Points Assigned per Credit Quality Pts.</th>
<th>Credit Count Toward Graduation</th>
<th>Does Credit Transfer?</th>
<th>Can Be Repeated to Improve GPA for Graduation?</th>
<th>Does It Affect Cumulative GPA?</th>
<th>Does It Count as “Attempted Credits” for Students Progress?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>A</td>
<td>A</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
<td>AW</td>
<td>W</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>B</td>
<td>B</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>C</td>
<td>C</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>Poor/Failing</td>
<td>D</td>
<td>D</td>
<td>1.0</td>
<td>Yes*</td>
<td>Sometimes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>ES</td>
<td>Early Completion of Non-Credit</td>
<td>ES</td>
<td>S</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>F</td>
<td>F</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FN</td>
<td>Failure Never Attended</td>
<td>FN</td>
<td>F</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>I</td>
<td>I</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>IP</td>
<td>IP</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>IW</td>
<td>Instructor Withdrawal</td>
<td>IW</td>
<td>W</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>NG</td>
<td>NG</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>P</td>
<td>P</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>S</td>
<td>S</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>U</td>
<td>U</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>V</td>
<td>Deferred Incomplete</td>
<td>V</td>
<td>V</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>W</td>
<td>W</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Failing</td>
<td>WF</td>
<td>F</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WN</td>
<td>Withdraw Never Attended</td>
<td>WN</td>
<td>W</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>X</td>
<td>X</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>XC</td>
<td>Changed to Audit</td>
<td>XC</td>
<td>X</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

* 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.

1. Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.
2. Grade points are assigned as listed for all college credit classes. Grades earned through college preparatory courses are not used in grade point calculations.
3. Upon written request, transcripts will be furnished without charge.
4. 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 51 of the Catalog for more information.)
5. AW grades appear only on the grade roster and are a result of an administratively initiated or approved withdrawal (e.g. withdrawal for non-payment of fees, withdrawal for disciplinary action, or by the Vice President 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.
6. 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.
7. 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.
8. FN grades appear only on the grade roster and are a result of an instructor withdrawal due to non attendance on a third or subsequent attempt. The FN grades “convert” to F grades on the official transcript.
9. 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.
10. IW grades appear on the grade roster and are a result of an Instructor Withdrawal from a course after the end of the “drop/add period” and before the advertised “last day to withdraw with a W grade” period each semester/term due to excessive absences. (See page 31 of the Catalog for more information.) IW grades “convert” to W grades on the official transcript.
11. 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.
12. Assigned in non-credit courses.
13. V (Deferred Incomplete) grades must be approved by the Vice President of Instruction and are assigned only for approved extended absences beyond the normal Incomplete time frame (i.e. military deployments, serious illness.)
14. 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.
15. WF grades appear only on the grade roster and are a result of a late withdrawal by the student after the advertised “last day to withdraw with a W grade” period each semester/term or are a result of an instructor withdrawal non-attendance report on a third or subsequent attempt after the start of the semester/term. The WF grades “convert” to F grades on the official transcript.
16. WN grades appear only on the grade roster and are a result of an Instructor withdrawal due to non attendance. The WN grades “convert” to W grades on the official transcript.
17. 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.
18. Not to be assigned by instructor. A student may elect to change to audit after 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.
19. ES grades appear only on the grade roster and are a result of early successful completion of a non-credit Adult Education course. The ES grades will “convert” to a S grades on the official college record.
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” 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” 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.

Credit by Alternative Means of Study

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

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

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

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

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

Excelsior College (formerly Regents or PEP):
NWFSC will award credit through the Excelsior College program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

Cambridge (AICE) A-Level Exams:
NWFSC will award credit through the AICE program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.

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

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

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

Articulation of Vocational Courses/Credits

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

Credits awarded through these means will be documented on the NWSC 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 NWSC may receive credit toward partial completion of a related technical program at the college according to the credit/ competency equivalents established by the NWSC Curriculum Committee.

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

Credits for Armed Services Schools and Military Training

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

eCampus

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

Online
• Online, web-based instruction: The Desire2Learn platform is used to deliver Online classes.
• E-mail instruction: Class materials may be posted on the instructor’s website or delivered via e-mail.

Mixed Media Instruction
For students without adequate internet access or computer skills but whose schedules require that they take distance learning classes, these options are available:
• **eCampus (continued)**

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

**Blended Classes**

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

**Online and Mixed Media Instruction**

Northwest Florida State College offers students the convenience and flexibility of earning course credits through various forms of distance learning. Through a creative mix of textbooks, 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. Online and mixed media classes carry the same course numbers and credits as their traditional counterparts and appear on the student’s transcript just as any other course does; there is no designator identifying a course as distance. Credits earned through Online and mixed media classes are transferable and are applicable to graduation requirements in the same manner as traditional classes. Students can search for these classes by clicking the Class Schedules link at http://ecampus.nwfsc.edu.

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

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

**Online and Mixed Media Class Orientations**

To help students be successful, each Online/mixed media course offered at NWFSC holds a mandatory face-to-face orientation at the Niceville Campus. If a student is unable to attend, prior arrangements must be made with the instructor. Orientation sessions contain crucial information, such as whether or not the course is self-paced, how to submit assignments, grading requirements, testing arrangements, and strategies for improving student success. In addition, instructors provide course handouts at orientations. Orientation sessions also provide the opportunity for students to meet other individuals enrolling in the same class and to evaluate enrollment in classes they might consider taking in the future. Institutional research has demonstrated that these orientation sessions are a considerable factor in the positive success rates of students participating in Online and mixed media classes. Information about orientation scheduling is provided on the college eCampus website at http://ecampus.nwfsc.edu.

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

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

**Online and Mixed Media Support Services**

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

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

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

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

**Required Enrollment in College Prep Courses**

Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college credit work in those areas. Students whose placement scores fall below the minimum in the computation area must satisfy the appropriate college preparatory mathematics requirement prior to enrollment in any college credit mathematics course or in any college credit course for which a college credit math course is a prerequisite. Students whose placement scores fall below the minimum in the English area must satisfy the appropriate college prep English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to “Entry-Level Testing” on page 11 of the Admissions Section of this catalog.)

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

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

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

Non-degree seeking students, who have successfully completed appropriate college credit course work in English, mathematics, and/or reading, and students who have already completed an A.A. or higher level degree may be excused from college preparatory instruction. In such cases, official verification of previous course work or degree is required.

**Required Enrollment for College Preparatory Students in Credit Student Development Classes**

Several courses focusing on college and personal success strategies are offered throughout the college year. These credit courses can be used as an elective in most degree programs. SLS 1101 is a required course for all students enrolled in the first level of preparatory instruction of reading, mathematics or English, or for any student that is required to take any two or more preparatory courses regardless of the level. Students whose entry level placement scores in either the mathematics, English or reading sub-test of the 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 NWFS.

Students who elect to pursue one of the alternate options must meet with an advisor prior to registration in order to discuss the impact of the choice on his/her degree progress. In addition, student should be aware of the following:

- The college can certify and recommend only those instructional options offered through NWFS and does not endorse, recommend, evaluate or rank any other providers or alternative.
- Students who pursue options other than college preparatory classes must retake and pass the college placement test before advancing to college courses.
- Students who are receiving financial aid, military tuition assistance, or VA benefits should consult with the Financial Aid Office regarding the impact of alternate options on their benefits.

**College Preparatory Exit Examination**

Beginning with the Fall 1998 Term, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination.
College Preparatory Instruction (continued)

Elective Enrollment in College Prep Courses
Students whose placement scores are above the established minimum level may still enroll in college preparatory courses if such enrollment would enhance future academic success. Many students find the courses an excellent way to refresh skills learned in the past. However, as college prep courses do not apply toward program completion, students are advised to enroll in prep courses only after very careful consideration. Students receiving financial aid or veterans benefits should consult with an advisor prior to enrolling in college prep courses in these circumstances.

Repeat Enrollments/Attempts in College Preparatory Courses
Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after Summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of 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 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.

NWFS is committed to student success and has developed several strategies for students in this circumstance. The student should work closely with an advisor to identify alternatives for which he/she is eligible and to develop a plan for continued study. These strategies are also appropriate for an individual who is subject to the full cost requirement and is unable to afford the increased cost of enrollment.

1. The student may continue enrollment in other appropriate college prep courses, or continue enrollment in other appropriate college prep and college credit courses and pursue one of or a combination of the following strategies. After an appropriate skill-building effort, the student may then retake the placement exam.
   - Enroll in an appropriate alternate college prep course in the subject area
   - Enroll in an adult basic education class(es) to build skills in the given area
   - Pursue individualized study in the Academic Success Center and/or Math Lab to build skills in the given area
   - Work with a college tutor to build skills in the given area
   - Enroll in a college non-credit basic skill refresher course in the given subject/skill area
   - Attend a Skill Refresher Workshop(s) in the given subject/skill area

2. The student may consider a revised program of study which does not carry a college preparatory requirement. The college offers several college credit and vocational credit certificates for which placement testing and college prep instruction are not applicable. Students pursuing an A.S. degree may wish to change to a companion college credit certificate which offers the technical skills needed for employment. After completion of the certificate courses, the student may acquire sufficient skills to perform better on the placement examination and eventually progress to an associate degree program of study. See the “Certificates” section of this catalog.

3. The student may temporarily “stop-out” of credit courses, concentrate on skill development, through his/her own resources, then retake the placement examination.

4. The student may enroll in an equivalent or higher level course in the subject area at a postsecondary institution. Upon successful completion of that course work, the student may transfer the course back to NWFS and/or re-take the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.

English Course Sequence
Students with 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
students. 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**

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 84.)

Students with FCPT math scores greater than or equal to 90 should consult with an advisor to determine if they should be placed in MAT 0024 College Preparatory Algebra. Students scoring below an 83 on the arithmetic subtest are advised to take MAT 0002A College Preparatory Math. Students scoring below an 83 on the arithmetic subtest to determine if they should be placed in 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.

**English Course Sequence**

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 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)**

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) requires students to demonstrate college-level proficiency in communication and computation skills by successfully completing one of more of the following requirements before the award of the associate in arts degree or baccalaureate degree:

1. Achieve a grade point average of 2.50 or above on a 4.0 scale in selected postsecondary level courses as follows:

   (a) English/Reading/Essay areas – complete six (6) credits earning a 2.5 GPA in a combination of at least one (1) course with the ENC prefix and any other course, exclusive of those with the SPC prefix, that is designated as a Gordon Rule writing course

   (b) Computation area – complete six (6) credits earning 2.5 GPA in any combination as follows:

      • Any MAC course with last 3 digits of 102 or higher
      • MGF1106, MGF1107, MGF2118 or any MGF with last 3 digits 202 or higher
      • Any Gordon Rule Statistics course
      • Any math course that has MAC1105 as a prerequisite

2. Achieve a score that meets or exceeds a minimum score on a nationally standardized examination as listed below:

   **Reading**

   • 500 or above on the SAT Critical Reading portion taken after February 2005
   • 500 or above on the Verbal section of the recentered SAT I taken prior to March 2005
   • 421 or above (non-recentered score) on the Verbal section of the SAT I taken prior to March 2005
   • 22 or above on the ACT program in Reading
   • 20 or above on the Composite of the ACT taken prior to October 1989
   • 93 or above on the ACCUPLACER Reading Comprehension exam

   **English Language and Essay**

   • 500 or above on the SAT Writing portion taken after February 2005
   • 500 or above on the Verbal section of the recentered SAT I taken prior to March 2005
   • 421 or above (non-recentered score) on the Verbal section of the SAT I taken prior to March 2005
   • 21 or above on the ACT program in English
   • 21 or above on the ACT program in English/Writing (English with Essay component)
   • 20 or above on the Composite of the ACT taken prior to October 1989
   • 105 or above on the ACCUPLACER Sentence Skills exam

   **Computation**

   • 500 or above on the SAT Mathematics portion taken after February 2005
   • 500 or above on the Mathematics section of the recentered SAT I taken prior to March 2005
   • 473 or above (non-recentered score) on the Mathematics section of the SAT I taken prior to March 2005
   • 21 or above on the ACT program in Mathematics
   • 21 or above on the ACT taken prior to October 1989
   • 91 or above on the ACCUPLACER Elementary Algebra exam
3. Credits granted in accordance with the Articulation Committee Credit-By-Examination equivalencies shall be substituted for specific courses as follows:

   **English/Reading/Essay or Math area**
   - Earn credit in two college courses within same subject area via credit-by-exam to include CLEP, DSST, IB, AP, AICE
   - Earn credit in one college course via credit-by-exam to include CLEP, DSST, IB, AP, AICE and a "B" in Gordon Rule writing course in subject area

**CLAS Alternatives (continued)**

**General Graduation Requirements**

General requirements for graduation from Northwest Florida State College must be met by all students seeking a degree or certificate without regard to the specific degree/certificate to be awarded. Final responsibility for all graduation requirements rests with the student. If the student is in doubt about course, program, or college requirements, he/she should contact an advisor for clarification and guidance. During the next to last term of enrollment, the student should contact an advisor or the Office of Enrollment Services to ensure all graduation requirements can be met as expected. Students are also encouraged to periodically check their degree audit located on the RaiderNet to verify the status of their degree requirements.

**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 Vice President of Instruction.

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.

Additionally, any student who has not achieved a passing score on CLAST, but who has otherwise demonstrated that they have mastered the skills required for granting the Associate in Arts degree through a combination of proficiency in coursework and standardized exam scores in the same subject area may also be eligible for a CLAS waiver. Students should contact the Coordinator, Enrollment Services and Testing, Niceville Campus, Building C1, for additional information.

**Test of Adult Basic Education (TABE)**

The TABE Test is required for students enrolling in most vocational credit certificate programs (PSAV) and is administered at the Niceville Campus. Students who are registered to take the TABE test for programs other than Northwest Florida State College programs, should contact the Testing Center at 729-6922 regarding test administration dates and times. There is a $15 testing fee for individuals who take the TABE test for non-NWFSC programs.

**Graduation Requirements**

Education the degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Earn a minimum grade ("C") in all upper division course work.
4. 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 (CLAS) requirement.
8. Complete at least 50% of the upper division program course work in residence at NWFSC.
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 NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Earn a minimum grade ("C") in all upper division course work.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
5. Successfully complete the Florida foreign language requirement.

6. Satisfy the College Level Academic Skills (CLAS) requirement.

7. Complete at least 50% of the upper division program course work (not to include portfolio assessment) in residence at NWFSC.

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 NWFSC.

2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.

3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").

4. Satisfy the College Level Academic Skills (CLAS) requirement.

5. Successfully complete at least forty (40) credits of approved upper division coursework in the major.

6. Complete at least 50% of the upper division program course work in residence at NWFSC.

7. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.A.S. degree.

Additional Graduation Requirements for the Associate of Applied 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 NWFSC.

2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.

3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").

4. Complete at least fifteen (15) program credits in residence at NWFSC from the core or technical area of the degree, unless there is an established articulation agreement.

Additional Requirements for Applied Technology Diploma and College and Career and Technical or Vocational Credit Certificates

In addition to the general college graduation requirements, students must also meet the following requirements.

1. Maintain a cumulative grade point average of not less than 2.00 in all coursework pursued for the certificate or diploma.

2. For the career and technical or vocational certificate only, meet the basic communications, reading, and mathematics skill levels specified for the program of study by the State of Florida.

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 unless otherwise approved by an approved program of study. The additional 15 credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate Department Chair, the College Registrar and the Vice President for Instruction.

5. All other requirements for graduation remain in effect for students pursuing additional degrees.

Graduation Check
Contact your advisor by mid-term of the term prior to the one in which graduation is anticipated to schedule an appointment to have your records checked.

Diplomas
Diplomas are mailed 6-8 weeks after the close of each term to the address on the graduation application.
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 B.A.S. degree in Project Management offers students a unique opportunity to gain the skills and knowledge necessary for career advancement in a variety of areas. Program content has been developed with input from local employers and is reflective of traditional business management degrees, as well as of the technical skills identified by various professional organizations.

There are six pre-planned areas of emphasis in the B.A.S. program and an option for developing a “customized” program plan that allows a student, in consultation with an advisor, to select the set of upper division courses most complementary to his or her education and career goals. Areas of specialization include:

- Acquisitions
- Project Management
- Public Service Management
- Quality Improvement
- Training & Development/Human Resources
- Technology Management
- Customized Track

The B.A.S. program provides a career-ladder for students who have already completed an associate’s degree and who wish to continue their education at the bachelor’s level or, beginning students may design a program of study for the degree as early as the freshman year if they have not yet obtained an associate’s degree.

In addition to the 36-credit general education requirement (1000 and 2000 level courses) for a baccalaureate degree, students build upon their associate’s degree coursework to complete a comprehensive 120-credit curriculum. The junior and senior-level curriculum (3000 and 4000 level courses) consists of a 27-credit core and 15-33 credits of emphasis and elective courses.

Coursework for the degree is designed with the working student in mind and is offered with classes available evenings, weekends, in concentrated fast-track terms, through eCampus/Distance Learning or structured as “blended” classes (part traditional classroom and part non-traditional format). Coursework incorporates internships, seminars, and other work-based learning activities designed to ensure students acquire the latest skills and content. Students receive the full range of articulation and transfer rights guaranteed by Florida law through common course numbering and the statewide articulation agreement.

• **Bachelor of Science**

The 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)**

  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)**

  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**

  Northwest Florida State College offers a variety of short-term programs referred to as certificates or diplomas. All are designed to provide students with the skills necessary for entry into employment.

  A **College Credit (Technical) Certificate** is awarded for the completion of a program of instruction of fewer than 60 credits of college-level courses, which are a part of any A.S. or A.A.S. degree program offered in the State of Florida. Many technical certificates represent all or part of the non-general education requirements for a specific A.S. or A.A.S. degree and can serve as the first step toward completion of that degree.

  An **Applied Technology Diploma (ATD)** is awarded for the completion of a specific short term program of study approximately 30 college credits in length. All ATD courses are applicable to the A.A.S. degree or A.S. degree in the same subject/career area.

  A Career and Technical or Vocational Certificate is awarded for the completion of the vocational credits prescribed in a planned program of study in a specific professional, technical, or career area. Normally, a career and technical or vocational certificate is a short-term program designed to be completed in less than a year.

- **Achievement Award**

  A student who has successfully completed a given set of skill courses within a particular degree or certificate program may be recognized for his/her mastery of these competencies with a Northwest Florida State College Achievement Award. Although the award does not indicate completion of an official, approved program of study, it does verify the student’s proficiency with a specified group of skills. Achievement awards are not noted on the student’s transcript or permanent record; however, the student will receive an NWFSC Achievement Certificate from the Office of Instructional Services and Professional Programs that may be presented to an employer or agency as a record of this educational milestone.

- **Adult General Education**

  NWFSC offers a comprehensive program of non-credit instruction designed to improve the employability and life skills of adult students. Courses are offered in literacy, adult basic education, English as a Second Language, GED preparation, basic skills review, and vocational preparatory skills. Call (850) 729-5387.

- **Continuing Education and Professional Development**

  Non-credit continuing education courses provide an opportunity to increase occupational efficiency, enhance leisure time, or pursue personal development goals. Typical subjects range from computer skills, insurance, and supervision, to painting, gardening, cooking, and exercise. Instruction is offered through a variety of programs, including PRIME Time (Positive Retirement through Imaginative Education) and the Institute for Professional Development.

- **Recreation and Leisure (Personal Enrichment)**

  A variety of non-credit personal enrichment courses are offered throughout the year. Topics range from computer skills, fitness, gardening, nutrition, and travel tips to painting, cooking, foreign languages, safety and first aid, and consumer education.

  Fees vary with the length and type of course offered; most classes are held on the Niceville Campus.
DEGREES
The Bachelor of Science in Nursing degree is nationally accredited by the Commission of Collegiate Nursing Education (CCNE) and is approved by the Florida Department of Education. The program is an RN to B.S.N. degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited ADN or diploma program. The program can be completed in three to four semesters. Program content for the B.S.N. Program meets those specified in Florida's A.S. to B.S. Articulation Manual. All theory courses are taught on-line from the NWFSC 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 80-81.

**General Education Course Requirements........ Credit Hours**

(To include GE courses that are required B.S.N. Common Prerequisites)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1085C Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1086C Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012 Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SYG 2000 Sociology</td>
<td>3</td>
</tr>
<tr>
<td>____ ____ GE Social Science/History/Government</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total General Education Credits** ............................................. 36

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

(Additional Common Prerequisites to those listed above under GE)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2004 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>HUN 2201 Nutrition (or NUR equivalent)</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>____ ____ CHM, BSC, BCH, PCB, PHY Course</td>
<td>3</td>
</tr>
<tr>
<td>(CHM, PHY may be used for GE if 4 hours)</td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3080</td>
<td>Dimensions of Baccalaureate Nursing Practice .................3</td>
</tr>
<tr>
<td>NUR 3955</td>
<td>Portfolio I ..........................................................1</td>
</tr>
<tr>
<td>NUR 3067C</td>
<td>Health Assessment ..................................................4</td>
</tr>
<tr>
<td>NUR 3679</td>
<td>Nursing Care of Complex Clients ..................................3</td>
</tr>
<tr>
<td>NUR 4165</td>
<td>Evidence-Based Practice ............................................3</td>
</tr>
<tr>
<td>NUR 4615C</td>
<td>Family &amp; Community Health ........................................5</td>
</tr>
<tr>
<td>NUR ____ *</td>
<td>Upper Division Nursing Electives ................................3</td>
</tr>
<tr>
<td>NUR 4827C</td>
<td>Nursing Management &amp; Leadership ................................3</td>
</tr>
<tr>
<td>NUR 4956</td>
<td>Portfolio II ...........................................................1</td>
</tr>
<tr>
<td>NUR 3837</td>
<td>Health Care Issues ..................................................2</td>
</tr>
</tbody>
</table>

**Total Upper Division Nursing Credits** .................................. 30

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3678</td>
<td>Nursing Care of Vulnerable Populations ......................3</td>
</tr>
<tr>
<td>NUR 3826</td>
<td>Nursing Ethics ......................................................3</td>
</tr>
<tr>
<td>NUR 4125</td>
<td>Clinical Pathophysiology .........................................3</td>
</tr>
<tr>
<td>NSP 4275</td>
<td>Intro to Critical Care Nursing ..................................3</td>
</tr>
</tbody>
</table>

**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
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 80-81.

<table>
<thead>
<tr>
<th>General Education Course Requirements*</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra or other</td>
<td></td>
</tr>
<tr>
<td>STA 2023 Statistics or other</td>
<td></td>
</tr>
<tr>
<td>General Education Math</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities (SATC)</td>
<td>3</td>
</tr>
<tr>
<td>General Education Biological Science</td>
<td>3</td>
</tr>
<tr>
<td>General Education Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>General Education Science Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>or HLP 1081</td>
<td></td>
</tr>
<tr>
<td>Social Science/History/Government</td>
<td>3</td>
</tr>
<tr>
<td>Social Science/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>General Education Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total General Education Credits** ............................................. **36**

**Lower Division Electives**.................................................. **24 - 42**

**Foreign Language**

Credits must be earned in the same foreign language; the requirement may also be satisfied with two years of the same high school foreign language or appropriate score on an approved CLEP examination.......................................................... **8**

**TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS** ................. **60**

---

### UPPER DIVISION REQUIREMENTS**

#### Core Requirements** .................................................. Credit Hours

- ACG 3083 Accounting Concepts and Practice ...................................... 3
- BUL 3320 Law and Business .................................................................. 3
- FIN 4402 Financial and Economic Management ...................................... 3
- GEB 3031 Contemporary Business Practices ...................................... 3
- GEB 3213 Business and Administrative Communication .......................... 3
- GEB 3434 Ethical Issues for Business Leaders ...................................... 3
- GEB 3444 Business Trends and Issues ................................................. 3
- GEB 3933 Business Research .................................................................. 1
- MAN 3052 Management Philosophy and Practice .................................. 3
- MAN 3583 Project Management ........................................................... 3

**Total Core Course**...................................................................... **27**

#### Required Courses for the Specific Area of Emphasis

Specific emphasis courses are listed separately on the next page under each Area of Emphasis ................................................................. **6-15**

#### Additional Upper Division Course Requirements**

Students will work with an advisor to develop a program of study that includes electives from the approved list depending on the student’s selected Area of Emphasis ............................................................................ **18-33**

**TOTAL UPPER DIVISION ELECTIVE CREDITS REQUIRED** ................................................................. **60**

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

---

* Depending on the student’s associate’s degree, with approval, some lower division credits may be substituted for upper division electives; however, all students must complete at least 40 upper division credits to meet baccalaureate degree requirements.
AREA 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
  - MAN 3120 Leadership and Group Dynamics..................3
  - MAN 4931 Applications Seminar: Project Management........3
  Total Required Emphasis Credits..............................9

  - **Requirements for an Emphasis in Project Management**

  **Admission Program Objective Code R100D**

  Required Courses for the Emphasis in Project Management
  - BUL 4333 Contract Formation and Administration...........3
  - MAN 3120 Leadership and Group Dynamics..................3
  - MAN 4931 Applications Seminar: Project Management........3
  Total Required Emphasis Credits..............................9

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

  **Admission Program Objective Code R100G**

  Required Courses for the Emphasis in Public Service Management
  - MAN 3120 Leadership and Group Dynamics..................3
  - MAN 4720 Strategic Planning and Management..............3
  - PAD 3003 Public Service Operations........................3
  - PAD 3882 Issues in Public Service Administration.........4
  Total Required Emphasis Credits..............................13

  - **Requirements for an Emphasis in Quality Improvement**

  **Admission Program Objective Code R100F**

  Required Courses for the Emphasis in Quality Improvement
  - MAN 4520 Quality Management..................................3
  - MAN 4555 Quality Certification: ISO 9000....................3
  Total Emphasis Requirements.....................................6

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

  **Admission Program Objective Code R100H**

  Required Courses for the Emphasis in Technology Management
  - GEB 4454 Business in High Technology Environment.........3
  - ISM 3232 Software Essentials..................................3
  - ISM 3220 Network Technologies for Info Professionals......3
  - ISM 3323 Applications in Information Security.............3
  - MAN 3120 Leadership and Group Dynamics..................3
  Total Required Emphasis Credits..............................15

- **Requirements for an Emphasis in Training and Development/Human Resources**

  **Admission Program Objective Code R100E**

  Required Courses for the Emphasis in Training and Development
  - MAN 3120 Leadership and Group Dynamics..................3
  - MAN 3310 Issues in Human Resource Management............3
  Total Required Emphasis Credits..............................6

- **Requirements for a Custom Program Plan**

  **Admission Program Objective Code R100B**

  Students pursuing the custom option will work with an advisor to develop a program of study which includes the 33 upper division credits most helpful to his/her career goals.

  **ELECTIVES**

  Upper Division Elective Course Requirements** ................18 - 33
  Students will work with an advisor to develop a program of study that includes electives from the list below depending on the selected Area of Emphasis:

  - ACG 4901 Independent Study - Accounting....................1
  - BUL 4333 Contract Formation and Administration...........3
  - BUL 4931 Acquisitions Law Seminar..........................3
  - GEB 3930 Business Project and Acquisitions Terms and Concepts........1
  - GEB 4454 Business in a High Technology Environment........3
  - GEB 4901 Independent Study - Business Administration.....1
  - GEB 4930 Special Topics: Project Management...............3
  - GEB 4931 Special Topics: Acquisitions........................3
  - GEB 4932 Special Topics: Management..........................3
  - GEB 4933 Special Topics: Management..........................3
  - GEB 4934 Special Topics: Business Administration..........3
  - GEB 4941 Internship: Business..................................3
  - GEB 4950 Special Topics in Business Administration........3
  - ISM 3220 Network Technologies for Info Professionals......3
  - ISM 3232 Software Essentials..................................3
  - ISM 3220 Network Technologies for Info Professionals......3
  - ISM 3323 Applications in Information Security.............3
  - ISM 4480 Electronic Commerce Systems & Strategies......3
  - ISM 4930 Special Topics - Technology Management........3
  - ISM 4931 Internship - Technology Management..............3
  - MAN 3120 Leadership and Group Dynamics..................3
  - MAN 3310 Issues in Human Resource Management............3
  - MAN 3320 Employee Staffing and Benefits...................2
  - MAN 3350 Training and Development..........................2
  - MAN 3574 Acquisitions Management...........................3
  - MAN 4401 Labor Relations.........................................2
  - MAN 4520 Quality Management..................................3
  - MAN 4555 Quality Certification: ISO 9000....................3
  - MAN 4720 Strategic Planning and Management..............3
  - MAN 4901 Independent Study - Management..................1
  - MAN 4930 Applications Seminar: Acquisitions..............3
  - MAN 4931 Applications Seminar: Project Management.......3
  - MAN 4932 Contract Negotiations Seminar....................3
  - MAN 4933 Best-Value Source Selection Seminar..............3
  - MAN 4934 Logistics Management Seminar.....................3
  - MAN 4940 Internship: Management...........................3
  - PAD 3003 Public Service Operations..........................3
  - PAD 3393 Advanced Emergency Management...................3
  - PAD 3882 Issues in Public Service Administration.........4
  - PAD 4933 Special Topics: Public Service........................3
  - Other Approved Upper Division Elective(s).................1-3
  - Other Approved Lower Division Elective(s)..................3
Bachelor’s Degree
Project Management

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

Additional 18-21 hours of transferable General Education Credits

A.A.
General Transfer Degree
Minimum of 60 credits and 36 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

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
BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION WITH ESOL AND READING ENDORSEMENTS (B.S.E.)

The first sixty credits in the following program of study are designed to prepare students not only for the A.A. degree, but also for the General Knowledge exam and Elementary Subject Area exam in the Florida Teacher Certification Exam (FTCE).

If you plan to be an elementary school teacher and are just beginning your A.A. degree, this program of study will best prepare you for that career choice. If you have already completed your A.A. degree and some of your general education courses differ from those listed below, your A.A. degree will still meet that component of the admission process; however, you may need to complete additional coursework, independent study, or workshops to be well prepared for the Elementary Subject Area FTCE exam. A passing score on the FTCE Elementary Subject Area exam is one of the graduation requirements for this degree. For a detailed summary of graduation requirements for this degree program, see page 60.

Courses with the “C” designation include an extra number of lab hours to accommodate field experiences.

Substitutions for any coursework in this program of study must be approved by the Teacher Education Department Chair. Please note that some courses below may require lower division prerequisites not specified as program requirements. Requirements for teacher education programs may change due to legislative mandate. Candidates must inquire with the Teacher Education Department Chair to obtain the most current requirements.

• Bachelor of Science in Elementary Education with Endorsements in ESOL and Reading

Admission Program Objective Code S200E

LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see pages 80-81.

General Education Course Requirements Credit Hours

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

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

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 .......................3
ECO ___ Economics I or II ........................................3
EDP 2002 Educational Psychology ................................3
EEX 2010 Introduction to Exceptional Children .................3
GEA 1000 World Geography .........................................3
POS 1041 American Government ................................3
PSY 2012 Psychology .............................................3
SPC 1608 Speech ................................................3
SYG 2010 Social Problems .........................................3

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

TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS4 ........................................ 60

4 Students who do not have foreign language requirement at the high school level will need to complete eight (8) credits of foreign language.

UPPER DIVISION COURSES

Core Professional Education Courses Credit Hours

EDE 3301 Elementary School Teaching Strategies ..................3
EDE 4223 Integrating Art, Music, & Physical Education Methods ..................3
EDF 3214 Human Development and Learning ........................3
EDF 3430 Measurement, Evaluation and Assessment in Education ..................3
EEX 3070 Methods of Inclusion & Collaboration ..................3
EDG 3410C Classroom Management, School Safety, Law and Ethics ..................3
TSL 3081C TESOL Issues and Practice ................................3
RED 3309C Early and Emergent Literacy K-2 ..................3
RED 3511C Intermediate Literacy 3-6: Reading and Thinking ..................3
RED 4312 Integration of Assessment into Classroom Reading ...........3
RED 4519C Diagnostic and Instructional Interventions in Reading ..................3

Total Core Professional Education Credits ..................................33

Methods Courses College Credits

LAE 4314C Methods in Teaching Language Arts in Elementary School ..................3
MAE 3310C Teaching Elementary School Mathematics Methods ..................3
SCE 3310C Teaching Science in the Elementary School Methods ..................3
SSE 4313C Teaching Social Science in Elementary School Methods ..................3
TSL 4140C ESOL Methods, Curriculum & Assessment ..................3

Total Method Courses Credits .............................................15

Internship College Credits

EDE 4940 Internship: Elementary Education ......................9
EDE 4930C Seminar in Elementary Education ..................1
RED 4854C Reading Field Experience ................................2

Total Internship and Seminar Credits ..................................12

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

TOTAL CREDITS FOR THE DEGREE ........................................ 120
BACHELOR OF SCIENCE IN MIDDLE GRADES MATHEMATICS EDUCATION (B.S.E.)

The first sixty credits in the following program of study are designed to prepare students not only for the A.A. degree, but also for the General Knowledge exam and Middle Grades Math Subject Area exam in the Florida Teacher Certification Exam (FTCE).

If you plan to be a middle grades math teacher and are just beginning your A.A. degree, this program of study will best prepare you for that career choice. If you have already completed your A.A. degree and some of your general education courses differ from those listed below, your A.A. degree will still meet that component of the admission process; however, you may need to complete additional coursework, independent study, or workshops to be well prepared for the Middle Grades Math Subject Area FTCE exam. A passing score on the FTCE Middle Grades Mathematics Subject Area exam is one of the graduation requirements for this degree. For a detailed summary of graduation requirements for this degree program, see page 60.

Courses with the “C” designation include an extra number of lab hours to accommodate field experiences.

Substitutions for any coursework in this program of study must be approved by the Teacher Education Department Chair. Please note that some courses below may require lower division prerequisites not specified as program requirements. Requirements for teacher education programs may change due to legislative mandate. Candidates must inquire with the Teacher Education Department Chair to obtain the most current requirements.

### Bachelor of Science in Middle Grades Mathematics Education

**Admission Program Objective Code S200M**

**LOWER DIVISION (ASSOCIATE DEGREE) COURSES**

Unless otherwise specified, select courses from each category; see pages 80-81.

<table>
<thead>
<tr>
<th>General Education Course Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I ........3</td>
<td></td>
</tr>
<tr>
<td>ENC 1102 English Composition II ........3</td>
<td></td>
</tr>
<tr>
<td>_____ _____ General Education Mathematics ..................6</td>
<td></td>
</tr>
<tr>
<td>_____ _____ General Education Humanities .............6</td>
<td></td>
</tr>
<tr>
<td>_____ _____ General Education Social Science/History/ Government .................3</td>
<td></td>
</tr>
<tr>
<td>PSY 2012 Psychology ........................................3</td>
<td></td>
</tr>
<tr>
<td>GLY 2010C Physical Geology1 2 .........................4</td>
<td></td>
</tr>
<tr>
<td>_____ _____ General Education Biological Science1 ..................4</td>
<td></td>
</tr>
<tr>
<td>_____ _____ General Education Science1 ......4</td>
<td></td>
</tr>
</tbody>
</table>

1 At least one physical or biological science must include a lab.

2 Other general education natural science courses may meet program requirement; see your advisor.

**Total General Education Credits ................................................. 36**

**Common Prerequisites**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 1005 Introduction to the Teaching Profession ........3</td>
<td></td>
</tr>
<tr>
<td>EDF 2085 Introduction to Diversity for Educators ..........3</td>
<td></td>
</tr>
<tr>
<td>EME 2040 Introduction to Technology for Educators ..........3</td>
<td></td>
</tr>
<tr>
<td>MAC 2311 Calculus I ..........................................4</td>
<td></td>
</tr>
<tr>
<td>MAC ..................4</td>
<td></td>
</tr>
</tbody>
</table>

**Total Common Prerequisites Credits ........................................ 17**

**LOWER DIVISION ELECTIVES**

Select 7 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105 College Algebra ..................3</td>
<td></td>
</tr>
<tr>
<td>MAC 1140 Pre-Calculus Algebra .............3</td>
<td></td>
</tr>
<tr>
<td>MAC 1114 Trigonometry ......................3</td>
<td></td>
</tr>
<tr>
<td>MAC 1147 Pre-Cal &amp; Trigonometry ...........4</td>
<td></td>
</tr>
<tr>
<td>MAC 2233 Calculus for Business .............2</td>
<td></td>
</tr>
</tbody>
</table>

**Total Lower Division Elective Credits .................................. 7**

**TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS1 .......................... 60**

1 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3131 Learning and the Developing Adolescent ..........3</td>
<td></td>
</tr>
<tr>
<td>EDF 3430 Measurement, Evaluation &amp; Assessment in Education ....3</td>
<td></td>
</tr>
<tr>
<td>EEX 3070 Methods of Inclusion &amp; Collaboration ............3</td>
<td></td>
</tr>
<tr>
<td>EDG 3410C Classroom Management, School Safety, Law &amp; Ethics ........3</td>
<td></td>
</tr>
<tr>
<td>EDG 3343 Instructional Strategies .........................3</td>
<td></td>
</tr>
<tr>
<td>EME 3410C Integrating Technology in the Classroom ........3</td>
<td></td>
</tr>
<tr>
<td>TSL 3081C TESOL Issues and Practice .....................3</td>
<td></td>
</tr>
<tr>
<td>RED 3335C Teaching Reading in the Content Areas ...........3</td>
<td></td>
</tr>
<tr>
<td>RED 3324C Teaching in the Middle Grades Curriculum ..........3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Core Professional Education Credits .................................. 27**

**Additional Methods and Content Courses Required**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE 4312C How Children Learn Math ....................3</td>
<td></td>
</tr>
<tr>
<td>MAE 4320C Teaching Methods in Middle Grades Math .......3</td>
<td></td>
</tr>
<tr>
<td>MAE 4940C Teaching Methods in Middle Grades Math Field Experience ....1</td>
<td></td>
</tr>
<tr>
<td>MTG 2206 College Geometry ....................................3</td>
<td></td>
</tr>
<tr>
<td>MAC 2313 Calculus II or other department approved Math elective ......................4</td>
<td></td>
</tr>
<tr>
<td>MHF 4404 The History of Math ..................................3</td>
<td></td>
</tr>
<tr>
<td>MTH 3202 Set Theory and Logic .........................3</td>
<td></td>
</tr>
<tr>
<td>STA 2023 Statistics or another department approved Statistics course ..................3</td>
<td></td>
</tr>
</tbody>
</table>

**Total Additional Methods and Content Required Credits ................... 23**

**Internship**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE 4945 Internship: Middle Grades Math Education ......9</td>
<td></td>
</tr>
<tr>
<td>MAE 4930C Seminar in Math Education ....................1</td>
<td></td>
</tr>
</tbody>
</table>

**Total Internship and Seminar Credits ..................................... 10**

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

**TOTAL CREDITS FOR THE DEGREE ...................................... 120**
**Bachelor of Science in Middle Grades General Science Education**

Admission Program Objective Code S200S

**LOWER DIVISION (ASSOCIATE DEGREE) COURSES**

Unless otherwise specified, select courses from each category; see pages 80-81.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>Pre-calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>GLY 2010C</td>
<td>Department approved Geology course</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GSC 2010C</td>
<td>Physical Geology</td>
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</tr>
<tr>
<td>BSC 1010C</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>Chemical Science</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Physical Science</td>
<td>4</td>
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<tr>
<td>TOTAL LOWER DIVISION ELECTIVE CREDITS</td>
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**Common Prerequisites**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDF 1005</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>GLY 101C</td>
<td>Department approved Geology course</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1011C</td>
<td>Principles of Biology</td>
<td>3</td>
</tr>
<tr>
<td>OCE 101C</td>
<td>Department approved Oceanography course</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL COMMON PREREQUISITES CREDITS</td>
<td></td>
<td>20</td>
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</table>

**Lower Division Elective**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PHY 1020</td>
<td>Physical Science</td>
<td>4</td>
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<tr>
<td>TOTAL LOWER DIVISION ELECTIVE CREDITS</td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL LOWER DIVISION (ASSOCIATE DEGREE) REQUIREMENTS**

- 60 credit hours

**UPPER DIVISION COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 3131</td>
<td>Learning and the Developing Adolescent</td>
<td>3</td>
</tr>
<tr>
<td>EDF 3430</td>
<td>Measurement, Evaluation &amp; Assessment in Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3070</td>
<td>Methods of Inclusion &amp; Collaboration</td>
<td>3</td>
</tr>
<tr>
<td>EDG 3410C</td>
<td>Classroom Management, School Safety, Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>EDG 3343</td>
<td>Instructional Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EME 3410C</td>
<td>Integrating Technology in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>TSL 3081C</td>
<td>TESOL Issues and Practice</td>
<td>3</td>
</tr>
<tr>
<td>RED 3324C</td>
<td>Teaching in the Middle Grades Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>RED 3324C</td>
<td>Teaching in the Middle Grades Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>SCE 4320C</td>
<td>Teaching Methods in Middle Grades Science</td>
<td>3</td>
</tr>
<tr>
<td>SCE 4940C</td>
<td>Teaching Methods in Middle Grades Science Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>ISC 4145</td>
<td>Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>Chemical Science</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Physical Science</td>
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<td>TOTAL ADDITIONAL METHODS AND CONTENT REQUIRED CREDITS</td>
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<td>23</td>
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**Internship**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SCE 4945</td>
<td>Internship: Middle Grades Science Education</td>
<td>9</td>
</tr>
<tr>
<td>SCE 4930C</td>
<td>Seminar in Science Education</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL INTERNSHIP AND SEMINAR CREDITS</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL UPPER DIVISION CREDITS**

- 60 credit hours

**TOTAL CREDITS FOR THE DEGREE**

- 120 credit hours

---

1. Other general education natural science courses may meet program requirement; see your advisor.
2. All students must take a two-course science sequence with a lab. If you substitute CHM 1045C or PHY 1053C for BSC 1010C in our General Education, then you must substitute CHM 1046C or PHY 1054C for BSC 1011C in the Common Prerequisites. However, NWFS General Education requirements include biological science; these college requirements cannot be waived for students completing their degree at NWFS.

---

1. Some students may have satisfied this requirement in their General Education courses, in which case another college credit course may be substituted here.
2. Students who have not met the foreign language requirement at the high school level will need to complete (8) college credits of foreign language.
A.A. degree or 60 hours approved lower division credits; must include the three lower division education prerequisites in addition to prerequisites specific to Middle Grades Mathematics and to Middle Grades General Science.

Elementary Education Program

Core Professional Courses
33 Credits

Methods Courses
(15 credits)

Internship, Seminar, and Reading Field Experience
(12 credits)

Bachelor of Science in Elementary Education

Middle Grades Mathematics Education Program

Core Professional Courses
27 Credits

Methods and Content Courses
(23 credits)

Internship and Seminar
(10 credits)

Bachelor of Science in Middle Grades Mathematics Education

Middle Grades General Science Education Program

Core Professional Courses
27 Credits

Methods and Content Courses
(23 credits)

Internship and Seminar
(10 credits)

Bachelor of Science in Middle Grades General 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 80 and 81.
   - 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 (CLAS) 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 60.

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 Vice President of Instruction. If approved, the student will work with an advisor from the specialty area to develop his/her sequence of courses. Customized plans must accommodate the NWFSC general education requirements, as well as all applicable college graduation policies.

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.

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.
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.

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 Vice President of Instruction 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
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 80 and 81 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 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 80 and 81 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.

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*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

B. Mathematics .................................................................. 6-7

Select two general education Gordon Rule Mathematics courses from the list below:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1147</td>
<td>Precalculus Algebra/Trigometry</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MAS 2103</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Math for Liberal Arts I</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Math for Liberal Arts II</td>
<td>3</td>
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<tr>
<td>MTG 2206</td>
<td>College Geometry</td>
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<tr>
<td>STA 2023</td>
<td>Statistics</td>
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</table>

** OR **

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>STA 2122</td>
<td>Statistical Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

A. 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 2050</td>
<td>Art History: Pre-Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History: Renaissance – Neo-Classicism</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2060</td>
<td>Architecture History</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2402</td>
<td>Art History: Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Humanities – Introduction</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2250</td>
<td>Humanities – A Contemporary Perspective</td>
<td>3</td>
</tr>
<tr>
<td>MUH 1001</td>
<td>Humanities – Music</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>THE 2107</td>
<td>Humanities – Cinema Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THE 2100</td>
<td>Introduction to Theater History</td>
<td>3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature</td>
<td>3</td>
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</tbody>
</table>

II. General Humanities

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 2010</td>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
<tr>
<td>AML 2020</td>
<td>Survey of American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ARH 1000</td>
<td>Humanities Art</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2012A</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2022</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2700</td>
<td>Humanities – Foreign Study</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2090</td>
<td>Contemporary Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2100</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2120</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2010</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>REL 2300</td>
<td>Introduction to World Religions</td>
<td>3</td>
</tr>
</tbody>
</table>
D. Natural Sciences ..............................................11-12
Science course from each of the three areas below:

I. Biological Science: (Choose One)
   BOT 1010C Botany ..............................................4
   BSC 1005C Biology ..............................................4
   BSC 1010C Principles of Biology I ......................4
   BSC 1011C Principles of Biology II ......................4
   BSC 1085C Anatomy & Physiology I .................4
   BSC 1086C Anatomy & Physiology II .................4
   ZOO 1010C Zoology ..............................................4

II. Physical Science: (Choose One)
   AST 1002 Astronomy ..............................................4
   CHM 1025 Chemical Science ....................................4
   CHM 1032C General Chemistry for Life Sciences ....4
   CHM 1045C College Chemistry I .........................4
   CHM 1046C College Chemistry II .......................4
   ESC 1000 Earth Science .........................................4
   EVS 1001C Environmental Sciences .....................4
   GFL 2100C Physical Geology ..................................4
   ISC 1003 Natural Disasters – Causes, Consequences, and Human Response ..................4
   MET 1010 Introduction to Meteorology .....................4
   OCE 1001C Introduction to Oceanography ..............4
   OCE 1013C Aquatic Environmental Science ..............4
   PHY 1020 Physical Science .....................................4
   PHY 1053C Physics I ..............................................4
   PHY 1054C Physics II ............................................4
   PHY 2048C College Physics I ..................................4
   PHY 2049C College Physics II ................................4

III. Choose one additional science course from either Area I or Area II above OR (Choose One)
   BSC 2020C Human Structure and Function ...........4
   GFL 2601C Intro to Paleontology ............................4
   HLP 1081 Wellness: Practice/Theory ......................4
   or, any Biological or Physical Science Course from Area I or Area II above ........4

E. Social Sciences/History/Government ..................3
Select one general education Gordon Rule social science course**** from the list below:
   AMH 2010 American History I .................................3
   AMH 2020 American History II ...............................3
   AMH 1041 American Civilization ..............................3
   POS 1041 American Government .............................3
   POT 1002 History/Ideas of Political Science .............3
   SYG 2010 Social Problems ......................................3
   WOH 1012 World Civilization I ...............................3
   WOH 1022 World Civilization II .............................3
   WOH 2040 Twentieth Century ..................................3

F. Social Science/Behavioral Science ......................3
Select one general education social science course from the list below OR a second general education social science course from Category E:
   ANT 2000 Introduction to Anthropology ..................3
   ANT 2100 Introduction to Archaeology ....................3
   ECO 2013 Economics I .........................................3
   GEA 1000 World Regional Geography ....................3
   PSY 2012 Psychology .............................................3
   SYG 2000 Sociology .............................................3

G. General Education Electives
Maximum of 1 credit in the total 36 required for the A.A. degree
   ASL 1140 American Sign Language I 1 of 4****
   BSC 1005L Biology Lab ........................................1
   DEP 2004 Human Growth & Development 1 of 3****
   FRE 1120 French I .............................................1
   CHI 1120 Mandarin Chinese I 1 of 4****
   CHM 1025L Chemical Science Lab .......................1
   CHM 1032L Chemistry for Life Sciences Lab .........1
   CHM 1045L College Chemistry Lab II ....................1
   ESC 1000L Earth Science Lab ................................1
   ENG 1001 Research Papers ...................................1****
   HUN 2201 Nutrition .............................................1
   LIS 1001 Library Skills .........................................1
   LIS 2004L Internet Research ..................................1
   LIT 2603 Literature of War/20th Century ..............1
   PHY 1020L Physical Science Lab ..........................1
   SLS 1101 College Success ......................................1
   SLS 1501 Effective Study ....................................1
   SPC 1006 Essentials of Speech .............................1
   SPC 1608 Speech .............................................1
   SPC 2300 Interpersonal Communications ............1
   SPN 1120 Spanish I .............................................1

A.A. Degree Checklist – Let’s Review:
   - Have you completed a minimum of 60 credit hours in the following areas?
   - 36 Hours of General Education
   - 6 hours in Communications – Gordon Rule (minimum grade of “C”)
   - 6 hours in Humanities – Gordon Rule (minimum grade of “C”)
   - 3 hours in Social Science/History/Government – Gordon Rule (minimum grade of “C”)
   - 3 hours in Social Science/Behavior Science
   - 6 hours in Mathematics – Gordon Rule (minimum grade of “C”)
   - 11-12 hours in Natural Science
   - 1 hour in General Education Elective - If areas A thru F do not equal 36
   - 24 hours of College Credit A.A. Transferable Electives
   - Have you completed at least 15 of the 60 credits at Northwest Florida State College?
   - Have you completed the Speaking-Across-the-Curriculum requirement? (Look for courses marked with †)
   - Have you completed the Writing-Across-the-Curriculum requirement?
   - Have you completed the Technology-Across-the-Curriculum requirement? (Look for courses marked with △)
   - Have you met the CLAS requirement?
   - Have you met the minimum 2.0 GPA requirements for the A.A.?
   - Have you Applied for Graduation by the advertised deadline?

DEGREES 81
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 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
Many of the technical certificate programs offered by Northwest Florida State College provide the initial step in meeting selected course requirements for an A.S. or an A.A.S. degree in a related area. Courses from those certificates are the same as or equivalent to comparable courses in the companion degree program. Likewise, courses used in the degree program may be applied to a certificate in a related area; in many cases, completion of the technical courses in the degree program can automatically qualify the student to receive the companion certificate. Applied Technology Diploma (A.T.D.) students should work closely with an advisor to plan their studies in order to take advantage of both curricular options.

A.S. and A.A.S. Degree Program Requirements

A.S. degree students must satisfy the following requirements:

1. Complete the A.S. or A.A.S. general education courses as appropriate to the program of study, including Speaking-Across-the-Curriculum and computer literacy requirements. (Note: A.S. degree-seekers must also meet Gordon Rule course and minimum grade requirements.)

2. Complete at least fifteen credits of the technical core courses and technical elective courses specified in the degree program at Northwest Florida State College, unless there is an established articulation agreement.

3. Complete at least 25% of the credits at Northwest Florida State College.

4. Maintain minimum GPA standards as specified in the graduation requirements section of this catalog.

5. Satisfy all other program and college graduation requirements.

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 Vice President of Instruction.
# 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 79.

## A.S. and A.A.S. Degree General Education Course Requirements

<table>
<thead>
<tr>
<th>General Education Category</th>
<th>Number of College Credits Required</th>
<th>Course Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
<td>ENC 1101, ENC 1102, <strong>ENC 2210, LIN 1670, LIN 1742</strong></td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>ARH 2050, ARH 2051, ARH 2060, ARH 2402, HUM 1020, HUM 2250, MUH 1001, PHI 2600, THE 2100, THE 2071, THE 2300</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MAC 1105, MAC 1140, MAC 1114, MAC 1147, MAC 2311, MAC 2312, MAC 2313, MAC 2233, MAP 2302, MAS 2103, <strong>MAT 1033A</strong>, MGF 1106, MGF 1107, <strong>MTB 1321</strong>, MTG 2206, STA 2023, STA2122</td>
</tr>
<tr>
<td>General Education Electives</td>
<td>2</td>
<td><strong>BSC 1080</strong>, CGS 1100, DEP 2004, <strong>ENC 2210</strong>, HUN 2201, SLS 1101, SPC 1608, SPC 2300, or any other A.A. General Education Course listed on pages 80 and 81.</td>
</tr>
</tbody>
</table>

**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 84.

Courses College Credits
ENC 1101 English Composition I .................................................. 3
MAC 1105 College Algebra .......................................................... 3
ENG 1103 Business Math ........................................................... 3
MTB 2011 Accounting II .......................................................... 3
ACO 1806 Payroll Accounting .................................................. 3
ACG 2011 Accounting II .......................................................... 3
–––– Science ......................................................................... 4
–––– Social Science ................................................................. 3
–––– General Education Electives .............................................. 2

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

Core Courses College Credits
CLS 1100 Microcomputer Applications ..................................... 3
MTB 1101 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
TSB 2001 Business Math .......................................................... 3
BUL 2241 Business Law I ......................................................... 3
BUL 2242 Business Law II ......................................................... 3
GEB 2430 Business Ethics ......................................................... 3
OST 2335 Business Communications ....................................... 3
 MAN 2021 Management .......................................................... 3
STA 2023 Statistics ................................................................ 3
CTS 2134 Network Technology ................................................ 3
GEB 1940 Internship-Business ............................................... 3
–––– Other Approved College Credits ..................................... 3

Total Technical Elective Credits Required ................................ 13

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

• ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY A.A.S.

Admission Program Objective Code A540A

GENERAL EDUCATION
Select one course from each category; see page 84.

Courses College Credits
LIN 1670 Writing and Grammar ............................................... 3
MAT 1033A Intermediate Algebra ............................................. 3
BCN 1200 Building Construction I ............................................. 3
BCN 1230 Building Construction Materials and Processes .......... 3
TCN 2001 Blueprint Reading for Commercial Construction .......... 3

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

Total Core Credits Required .................................................. 27

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 .............................................................. 3
BCN 2721 Construction Management/Planning ..................... 3
BCT 2770 Construction Estimating ........................................... 3
EGS 1130C Descriptive Geometry .......................................... 3
ETD 2350C Auto CAD III ........................................................ 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
–––– Other Approved College Credits ..................................... 3

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:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 2231 Building Construction Materials and Processes II</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2721 Construction Management/Planning</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2560 Mechanical Systems in Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1520 Electrical Systems in Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1567 Plumbing and Gas Construction Practices</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1763 Construction Safety and Health</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2761 Structural Systems in Construction</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2542 Structural Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2543C Structural Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2100C Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2140C Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670 Writing and Grammar or higher English course</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033A Intermediate Algebra or higher math course</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033A Science</td>
<td>4</td>
</tr>
<tr>
<td>_____ Social Science</td>
<td>3</td>
</tr>
<tr>
<td>_____ General Education Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

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

**Core Courses**

<table>
<thead>
<tr>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011 Introduction to Business</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
</tr>
<tr>
<td>ACG 2001 Accounting I</td>
</tr>
<tr>
<td>ACG 2011 Accounting II</td>
</tr>
<tr>
<td>MAN 2300 Personnel Management</td>
</tr>
<tr>
<td>ECO 2013 Economics I</td>
</tr>
<tr>
<td>CGS 1570 Computer Applications for Business</td>
</tr>
</tbody>
</table>

Total Core Credits Required .................................................................. 24

**ACCOUNTING TECHNOLOGY OPTION**

Admission Program Objective Code A380D

**Required Technical Courses**

<table>
<thead>
<tr>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2071 Managerial Accounting</td>
</tr>
<tr>
<td>ACG 2450 Computer Apps. for Accounting</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO 1806 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000 Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship – Business</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Organization Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2341 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship – Business</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1101 College Success</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

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

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

(continued on next page)
MARKETING OPTION
Admission Program Objective Code A380B

TECHNICAL ELECTIVES
With the approval of an advisor, select 22 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
</tr>
<tr>
<td>CET 1610C</td>
<td>Router Theory</td>
</tr>
<tr>
<td>CET 2615C</td>
<td>Advanced Router Theory</td>
</tr>
<tr>
<td>CET 2620C</td>
<td>Project Based Routing Design and Administration</td>
</tr>
<tr>
<td>CTS 2854C</td>
<td>Fundamentals of Wireless LANs</td>
</tr>
<tr>
<td>CTS 2685C</td>
<td>Fundamentals of Network Security</td>
</tr>
</tbody>
</table>

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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar</td>
</tr>
<tr>
<td>or higher English course</td>
<td></td>
</tr>
<tr>
<td>MAT 1033A</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>or higher math course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
</tr>
<tr>
<td></td>
<td>General Education Electives</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1000</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>COP 1006</td>
<td>Intro to Programming Concepts and Logic</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Network Technology</td>
</tr>
<tr>
<td>CET 2172C</td>
<td>Microcomputer Servicing</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
</tr>
<tr>
<td>COP</td>
<td>Programming (VBAsic, C, etc.)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CCNA</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
</tr>
<tr>
<td>CET 1610C</td>
<td>Router Theory</td>
</tr>
<tr>
<td>CET 2615C</td>
<td>Advanced Router Theory</td>
</tr>
<tr>
<td>CET 2620C</td>
<td>Project Based Routing Design and Administration</td>
</tr>
<tr>
<td>CTS 2854C</td>
<td>Fundamentals of Wireless LANs</td>
</tr>
<tr>
<td>CTS 2685C</td>
<td>Fundamentals of Network Security</td>
</tr>
</tbody>
</table>

Total Technical Requirements ..................................................... 18

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1630C</td>
<td>Network Cabling (Copper Cabling)</td>
</tr>
<tr>
<td>CET 1632C</td>
<td>Fiber Cabling</td>
</tr>
<tr>
<td>ETG 1941</td>
<td>Internship</td>
</tr>
<tr>
<td>CTS 2351</td>
<td>Novell Admin I</td>
</tr>
<tr>
<td>CTS 2354</td>
<td>Novell Admin II</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>Windows Client Operating System</td>
</tr>
<tr>
<td>CTS 2334</td>
<td>Windows Server Environment</td>
</tr>
<tr>
<td>CTS 2625C</td>
<td>CISCO Network Design</td>
</tr>
<tr>
<td>CIS 1000</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>COP 1006</td>
<td>Intro to Programming Concepts &amp; Logic</td>
</tr>
<tr>
<td>__ __ Other Approved College Credits</td>
<td>3</td>
</tr>
</tbody>
</table>

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-seven credits is designed to prepare the student for MCSE/MSCA certification. The remaining thirteen credits in this option will allow the student to complete the A.A.S. degree program.

TECHNICAL REQUIREMENTS

Technical Requirements College Credits
CTS 2162C Windows Client Operating System .............. 3
CTS 1347C Windows Network Infrastructure 2008 .......... 3
CTS 2302C Windows Active Directory ................. 3
CET 2182C PC Hardware A+ .................................. 3
CET 2179C PC Operating Systems A+ ..................... 3
CET 1660 Introduction to Network Security ............... 3
CTS 2346C Windows Server 2008 Administrator .......... 3

MCITP:EA
CTS 2343C Windows Server 2008 Application Infrastructure .............. 3
CTS 2342C Windows Server 2008 Enterprise Administration ................. 3

Total Technical Requirements ........................................... 27

TECHNICAL ELECTIVES
With the approval of an advisor, select at least 7 credits from the following:

Technical Elective Courses College Credits
CIS 1940 Internship in Computer Studies ......................... 3
CTS 1106 Fundamentals of UNIX ................................... 3
CTS 2321 UNIX Administration ........................................ 3
CTS 1156C Desktop Support ............................................. 3
COP 2224 Programming in C++ ......................................... 3
COP 2228 Advanced Programming in C++ .................... 3
COP 2010 Programming with Visual Basic ................. 3
COP 2011 Advanced Applications Programming in Visual Basic ............... 3
ETG 1941 Internship ..................................................... 3-12

Other Approved College Credits ........................................... 3-12

Total Technical Electives Required ........................................... 28
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 2182C PC Hardware A+ .................................. 3
CET 2179C PC Operating Systems A+ ..................... 3

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

TECHNICAL ELECTIVES
With the approval of an advisor, select at least 28 credits from the following:

Technical Elective Courses College Credits
CET 1630C Network Cabling (Copper Cabling) ............. 3
CET 1632C Fiber Cabling ............................................. 3
CTS 1156C Desktop Support ............................................. 3
CET 2351 Novell Admin I ............................................. 3
CET 2354 Novell Admin II ............................................ 3
CTS 2162C 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

Other Approved College Credits ........................................... 3-12

Total Technical Electives Required ........................................... 28
Total Technical Credits Required ........................................... 34

Total Program Credits Required for the Comp TIA A+ Certification Option ........................................... 68
### TECHNICAL REQUIREMENTS

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2179C</td>
<td>PC Operating Systems A+</td>
<td>3</td>
</tr>
<tr>
<td>CET 2182C</td>
<td>PC Hardware A+</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134C</td>
<td>Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Introduction to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1106</td>
<td>Fundamentals of UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>UNIX Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required**: 68

**Total Technical Electives Required**: 3

**Technical Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2342C</td>
<td>Windows Server 2008 administrator</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>Desktop Support</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134C</td>
<td>Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1347C</td>
<td>Windows Network Infrastructure 2008</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2346C</td>
<td>Windows Server 2008 Administrator</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2343C</td>
<td>Windows Server 2008 Application Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2342C</td>
<td>Windows Server 2008 Enterprise Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Electives Required**: 16

**Total Program Credits Required**: 68

### TECHNICAL ELECTIVES

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2220</td>
<td>Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2222</td>
<td>Advanced Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2320</td>
<td>Designing Security for Windows Network</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1347C</td>
<td>Windows Network Infrastructure 2008</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2346C</td>
<td>Windows Server 2008 Administrator</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>Desktop Support</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2343C</td>
<td>Windows Server 2008 Application Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2342C</td>
<td>Windows Server 2008 Enterprise Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Electives Required**: 16

### 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 84.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education Credits Required**: 18

### Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1006</td>
<td>Intro to Programming Concepts and Logic</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core Credits Required**: 24

### TECHNICAL ELECTIVES

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1000</td>
<td>Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2334</td>
<td>Windows Server Environment</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship in Computer Studies</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>Desktop Support</td>
<td>3</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Web-Based Programming I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2360</td>
<td>Programming in C#</td>
<td>3</td>
</tr>
<tr>
<td>COP 2362</td>
<td>Advanced Programming In C#</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2222</td>
<td>Advanced Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2011</td>
<td>Advanced Applications Programming</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>COP 1006</td>
<td>Intro to Programming Concepts and Logic</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Electives Required**: 21

**Total Program Credits Required**: 63
A.S. & A.A.S. DEGREE PROGRAMS

GENERAL EDUCATION
Select one course from each category; see page 84.

Courses                  College Credits
ENC 1101    English Composition I................................. 3
             or higher English course
MAC 1105    College Algebra......................................... 3
             or higher/comparable course
COP 2220    Programming in C...................................... 3
COP 2800    Java...................................................... 3
COP 2224    C++....................................................... 3
COP 2010    Visual Basic.............................................. 2

Total Core Credits Required............................................ 27

CRIMINAL JUSTICE TECHNOLOGY A.A.S.

CRIMINAL JUSTICE OPTION Admission Program Objective Code A090A

GENERAL EDUCATION
Select one course from each category; see page 84.

Courses                  College Credits
LIN 1670    Writing and Grammar................................. 3
             or higher English course
MTB 1103    Business Math................................. 3
             or higher math course
CJL 1000    Criminal Law........................................... 3
CJJ 1002    Internship – Criminal Justice................. 3
CJI 2162    Introduction to Correction and Parole......... 3
CJE 2500    Police Operations................................. 3
CJL 1400    Criminal Procedures.............................. 3
CJL 2500    Courts and the Criminal Process................ 2

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

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

Technical Elective Courses                  College Credits
CET 1660    Intro to Network Security...................... 3
CIS 1000    Introduction to Computer Science............... 3
CIS 1940    Internship in Computer Studies................ 3
             (can be completed two times for credit)
CIS 1940    Internship in Computer Studies................ 6
             (can be completed two times for credit)
COP 2820    Web Authoring with HTML...................... 3
COP 2840    Web-Based Programming I......................... 3
COP 2360    Programming in C#................................. 3
COP 2362    Advanced Programming in C#................... 3
COP 2228    Advanced Programming In C++.................. 3
COP 2222    Advanced Programming in C..................... 3
COP 2805    Advanced Java Programming..................... 3
COP 2011    Advanced Applications Programming...
             in Virtual Basic........................................... 3
             Other Approved College Credits...................... 3

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:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJI 1002 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1941 Internship – Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2162 Introduction to Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2000 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2500 Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1801 Introduction to Emergency Management</td>
<td>2</td>
</tr>
<tr>
<td>FFP 2820 Emergency Preparedness</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2010 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1005 Legal Terminology</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1033 Introduction to Law and the Legal System</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1800 Introduction to Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012 Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Electives Required: 31

### TECHNICAL ELECTIVES FOR ACADEMY OPTIONS*

With the approval of a Public Safety Advisor, select 15 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1940 Internship – Business</td>
<td>3-6 (can be completed two times for credit)</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Electives Required: 15

### 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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670 Writing and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>or higher English course</td>
<td></td>
</tr>
<tr>
<td>MAT 1033A Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or higher math course</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>General Education Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

Total General Education Credits Required: 18

### CORE COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA 1161 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550 Introduction to the World Wide Web</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Credits Required: 27

### TECHNICAL ELECTIVES

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1940 Internship – Business</td>
<td>3-6 (can be completed two times for credit)</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Electives Required: 15

Total Program Credits Required: 60

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* Credit opportunities are available for individuals who have prior training as certified by passing the Florida State Officers Certification Exam (SOCE). Verification must be made by the NWFSC Public Safety Division. More information is available through the NWFSC Public Safety Division.
A.S. & A.A.S. DEGREE PROGRAMS

At catalog press time, specific course requirements for this program were under development; please contact the Office of Instructional Services and Professional Programs 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 84.

Courses       College Credits
Communications (one course).................................................. 3
   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.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 Instructional Services and Professional Programs at 729-5366 for final program requirements.

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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar .................................. 3</td>
</tr>
<tr>
<td>or higher English course</td>
<td></td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math ............................................. 3</td>
</tr>
<tr>
<td>or higher math course</td>
<td></td>
</tr>
<tr>
<td>GRA 1151C</td>
<td>Illustration I ............................................... 3</td>
</tr>
<tr>
<td>GRA 2140C</td>
<td>Multimedia I ............................................. 4</td>
</tr>
<tr>
<td>GRA 2190C</td>
<td>Graphic Design I ......................................... 3</td>
</tr>
<tr>
<td>GRA 2142C</td>
<td>Web Design I ............................................. 4</td>
</tr>
<tr>
<td>PGY 1801C</td>
<td>Digital Photography I ................................... 4</td>
</tr>
</tbody>
</table>

Total Core Credits Required........................................... 22

TECHNICAL ELECTIVES
With the approval of an advisor, select 24 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C Digital Imaging I ......</td>
<td>4</td>
</tr>
<tr>
<td>GRA 1115C Illustration I ........</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140C Multimedia I ...........</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2190C Graphic Design I .......</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2142C Web Design I ...........</td>
<td>4</td>
</tr>
<tr>
<td>PGY 1801C Digital Photography I ..</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2950C Advanced Graphics Projects</td>
<td>4</td>
</tr>
<tr>
<td>PGY 1220C Commercial Photography I</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2950C Other Approved College Credits</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1112</td>
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<tr>
<td>ETD 2731</td>
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<tr>
<td>ETD 2735</td>
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<td>ETD 1217</td>
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<tr>
<td>ETD 2218</td>
<td>4</td>
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<td>ETD 2219</td>
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</tr>
<tr>
<td>ETD 2250</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2251</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2357C</td>
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</tr>
<tr>
<td>ETD 2358C</td>
<td>3</td>
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<td>ETD 2364C</td>
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<td>ETD 1411</td>
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<td>ETD 2731</td>
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<td>ETD 1217</td>
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<td>ETD 1411</td>
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<tr>
<td>ETD 2731</td>
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<td>ETD 2735</td>
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<td>ETD 2734</td>
<td>3</td>
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<tr>
<td>ETD 1411</td>
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</tbody>
</table>

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

Total Program Credits Required for Mechanical Design Option .......................... 62
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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications (one course)</td>
<td>3</td>
</tr>
<tr>
<td>A.A.S.: LIN 1670 Writing and Grammar or higher English course</td>
<td></td>
</tr>
<tr>
<td>A.S.: ENC 1101 English Composition I or higher English course</td>
<td></td>
</tr>
<tr>
<td>Humanities (one course)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (one course)</td>
<td>3</td>
</tr>
<tr>
<td>A.A.S.: MTB 1103 Business Math or higher math course</td>
<td></td>
</tr>
<tr>
<td>A.S.: MAC 1105 College Algebra or higher/comparable course</td>
<td></td>
</tr>
<tr>
<td>Science (one course)</td>
<td>4</td>
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<tr>
<td>Social Science</td>
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<td>General Education Electives</td>
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Total General Education Credits Required ........................................... 18

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
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</thead>
<tbody>
<tr>
<td>DEP 2100 Child Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1430 Observing and Recording Child Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2810 Childhood Nutrition Health &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2322 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2432A Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1312 Infant and Toddler</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1800 Early Childhood Program Administration</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1223 Guidance for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1941 Internship-Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2332A Curriculum for Young Children II</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2334A Curriculum for Young Children III</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2337A Curriculum for Young Children IV</td>
<td>3</td>
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<tr>
<td>CHD 1531 Parenting Education</td>
<td>3</td>
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</tbody>
</table>

Total Core Credits Required ............................................................... 39

**TECHNICAL ELECTIVES**
With the approval of an advisor, select at least 6 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1400 First Aid</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1230 Child Growth and Development II</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010 Introduction to Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2433 Child Development Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1941 Internship – Child Development</td>
<td>3-6</td>
</tr>
<tr>
<td>(can be completed three times for credit)</td>
<td></td>
</tr>
<tr>
<td>EDF 1005 Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085 Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040 Introduction to Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2300 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td>_</td>
</tr>
</tbody>
</table>

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

Total Program Credits Required ......................................................... 63
## GENERAL EDUCATION
Select one course from each category; see page 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670 Writing and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or higher math course</td>
</tr>
<tr>
<td></td>
<td>or higher English course</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
</tr>
<tr>
<td></td>
<td>General Education Electives</td>
</tr>
</tbody>
</table>

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

## Core Courses

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

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

## FIRE SCIENCE OPTION*

* 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.

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1505 Fire Prevention Practices</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1540 Private Fire Protection Systems I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2120 Building Construction for the Fire Service</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1810 Fire Fighting Tactics and Strategy I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2811 Fire Fighting Tactics and Strategy II</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1740 Fire Service Course Delivery</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2521 Construction Documents and Plans Review</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)</td>
</tr>
</tbody>
</table>

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

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

## CRIMINAL JUSTICE OPTION

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC 1552 Critical Infrastructure Protection</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1400 Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1100 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)</td>
</tr>
</tbody>
</table>

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

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

## HOMELAND SECURITY OPTION

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC 1004 Introduction to the NRP and NIMS</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1002 Domestic and International Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1552 Critical Infrastructure Protection</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1751 Homeland Security Policy and Law</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1631 Planning Considerations for Terror Prevention</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1562 Homeland Security Threat Strategy</td>
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<tr>
<td>DSC 1222 Psychological Management of Disaster Victims</td>
<td>3</td>
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<tr>
<td></td>
<td>College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)</td>
</tr>
</tbody>
</table>

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

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

## EMERGENCY ADMINISTRATION OPTION

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1881 Emergency Management Leadership</td>
<td>3</td>
</tr>
<tr>
<td>FES 1002 Intro to State and County Government</td>
<td>1</td>
</tr>
<tr>
<td>DSC 1552 Critical Infrastructure Protection</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1202 Basic Search and Rescue</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1826 Incident Management</td>
<td>2</td>
</tr>
<tr>
<td>FFP 1800 Disaster Education for Individuals and the Community</td>
<td>2</td>
</tr>
<tr>
<td>DSC 2056 Disaster Response Operations</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1890 Emergency Management for the Tourism/Hospitality Industry</td>
<td>2</td>
</tr>
<tr>
<td>FFP 1880 Political and Policy Basis of Emergency Response</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration, or Homeland Security courses recommended)</td>
</tr>
</tbody>
</table>

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

Total Program Credits Required ................................................. 60
**EMERGENCY MEDICAL SERVICES**  A.S.  

Admission Program Objective Code 2095

This curriculum forms the last stage of a career ladder program progression from EMT Certificate to Paramedic Certificate to EMS Degree. Students interested in pursuing this program must have a current and active Florida Bureau of Emergency Medical Services EMT/Paramedic licensure. Contact the Emergency Services/Paramedic program at (850) 729-4924 for more information.

GENERAL EDUCATION
Select one course from each category; see page 84.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1152C</td>
<td>Illustration II</td>
<td>3</td>
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</table>

* BSC 2020C (from Paramedic Core) may be used to meet GE Science.

Total General Education Credits Required: 18

EMT Certificate Courses  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
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<tbody>
<tr>
<td>EMS 1119C</td>
<td>Emergency Medical Technician (EMT)</td>
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</tr>
<tr>
<td>EMS 1335</td>
<td>Emergency Vehicle Operator (EVOC)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1401L</td>
<td>EMT Lab</td>
<td>4</td>
</tr>
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</table>

Total EMT Credits Required: 11

Paramedic Certificate Core Courses  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1337</td>
<td>Defensive Tactics</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2231C</td>
<td>Paramedic Processes I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2232C</td>
<td>Paramedic Processes II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2233</td>
<td>Paramedic Processes III</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2342</td>
<td>Advanced Extrication</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2435L</td>
<td>Paramedic Lab I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2436L</td>
<td>Paramedic Lab II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2425L</td>
<td>Paramedic Externship</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2526</td>
<td>Twelve-Lead EKG Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2553</td>
<td>Pediatric Advanced Life Support (PALS)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2555</td>
<td>Basic Trauma Life Support (BTLS)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2552</td>
<td>Advanced Cardiac Life Support (ACLS)</td>
<td>1</td>
</tr>
<tr>
<td>DSC 2055</td>
<td>Issues in Disaster Response</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2438C</td>
<td>Advanced Clinical Internship</td>
<td>2</td>
</tr>
<tr>
<td>BSC 2020C</td>
<td>Human Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Other Approved College Credits (CCJ, EMS, FFP preferred)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Credits Required: 44

Total Program Credits Required: 73

---

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

Admission Program Objective Code A440A

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

Students are encouraged 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 84.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1152C</td>
<td>Illustration II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1152C</td>
<td>Illustration II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2191C</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1801C</td>
<td>Digital Photography</td>
<td>4</td>
</tr>
</tbody>
</table>

Total General Education Credits Required: 18

GRAPHIC DESIGN OPTION  

Admission Program Objective Code A440A

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C</td>
<td>Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>ART 2603C</td>
<td>Digital Imaging II</td>
<td>4</td>
</tr>
<tr>
<td>GRA 1151C</td>
<td>Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1152C</td>
<td>Illustration II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2191C</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1801C</td>
<td>Digital Photography</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Core Credits Required: 24

TECHNICAL ELECTIVES  

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGY 1220C</td>
<td>Commercial Photography I</td>
<td>4</td>
</tr>
<tr>
<td>PGY 2221C</td>
<td>Commercial Photography II</td>
<td>4</td>
</tr>
<tr>
<td>PGY 2802C</td>
<td>Digital Photography II</td>
<td>4</td>
</tr>
<tr>
<td>PGY 2804C</td>
<td>Digital Photography III</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2142C</td>
<td>Web Design I</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2950C</td>
<td>Advanced Graphics Projects</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2905</td>
<td>Independent Study Graphic Design</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

Total Technical Credits Required: 22

Total Program Credits Required for the Commercial Design Option: 64

(continued on next page)
### VISUAL ARTIST OPTION

**Admission Program Objective Code A440C**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 2051</td>
<td>Art History Renaissance to 18th Century Neo-Classicism</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2402</td>
<td>Art History: Modern Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2500C</td>
<td>Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2602C</td>
<td>Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>GRA 1151C</td>
<td>Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C</td>
<td>Graphic Design I</td>
<td>2</td>
</tr>
</tbody>
</table>

**Technical Electives Required** ................................................................. 25

**Technical Electives**

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

<table>
<thead>
<tr>
<th>Technical Elective Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1301C Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1203C Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2701C Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2703C Sculpture II</td>
<td>3</td>
</tr>
<tr>
<td>ART 2501C Painting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 2540C Water Color I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2541C Water Color II</td>
<td>3</td>
</tr>
<tr>
<td>ART 2955 Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

**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 84.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>or higher English course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 1033A</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or higher math course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRA 2190C</td>
<td>Human Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
<td>2</td>
</tr>
</tbody>
</table>

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

**Technical Electives**

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

<table>
<thead>
<tr>
<th>Technical Elective Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1100 Intro to Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1400 First Aid</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1100 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1030 Computer Basics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2300 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1345 Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161 Customer Service</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Core Credits Required** ................................................................. 23

**Technical Electives**

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

<table>
<thead>
<tr>
<th>Technical Elective Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 1000 Intro to Health Information Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1346 Supervision II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

Up to 21 credits from Health Program Core Courses (includes certificate program PSAV credit from Dental Assisting, Surgical Technology, or Practical Nursing)*

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

**Total Program Credits Required** ............................................................. 62

---

* Students who have successfully completed an A.T.D., college credit or vocational/technical credit certificate program in the healthcare field (e.g. dental assisting, licensed practical nurse, medical coding, sonography technician, etc.) may articulate their A.T.D./certificate coursework to satisfy up to 21 credits of the technical electives required for this A.A.S. program.

** Anatomy & Physiology I with Anatomy & Physiology II may be substituted for BSC2020C.

Note: This degree does not assure that graduates meet the conditions for a healthcare certification examination that requires completion of an in-field associate degree program.
### A.S. & A.A.S. Degree Programs

**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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670 Writing and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>or higher English course</td>
<td></td>
</tr>
<tr>
<td>MTB 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>or higher math course</td>
<td></td>
</tr>
<tr>
<td>MNA 1345 Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core Credits Required** ........................................ 8

**TECHNICAL ELECTIVES**

With the approval of an advisor select at least 34 college credit electives or other articulated credits.

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2101 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2117 Introducing Total Quality</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2190 Implementing Total Quality</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship-Business</td>
<td>3</td>
</tr>
<tr>
<td>(can be completed three times for credit)</td>
<td></td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1016 ISO 9000 Industrial Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1345 Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2300 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

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

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

---

### IT Security

**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 Instructional Services and Professional Programs 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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.S.: LIN 1670 Writing and Grammar or higher English course</td>
<td></td>
</tr>
<tr>
<td>A.S.: ENC 1101 English Composition I or higher English course</td>
<td></td>
</tr>
<tr>
<td>or higher course</td>
<td></td>
</tr>
<tr>
<td>MNA 1345 Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship-Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core Credits Required** ........................................ 8

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.S.: MAC 1105 College Algebra or higher/ comparable course</td>
<td></td>
</tr>
<tr>
<td>A.S.: MAT 1033A Intermediate Algebra or higher math course</td>
<td></td>
</tr>
<tr>
<td>or higher course</td>
<td></td>
</tr>
<tr>
<td>GEB 1214 Business and Supervision Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MNA 1345 Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship-Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education Credits Required** ..................... 18
### Manufacturing Technology A.A.S.

**GENERAL EDUCATION**
Select one course from each category; see page 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar .................................................. 3</td>
</tr>
<tr>
<td>MAT 1033A</td>
<td>Intermediate Algebra .................................................. 3</td>
</tr>
<tr>
<td>ETD 2218</td>
<td>Geometric Dimensioning and Tolerancing ................................... 4</td>
</tr>
</tbody>
</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETI 2110</td>
<td>Quality Tools I .......................................................... 3</td>
</tr>
<tr>
<td>ETI 2111</td>
<td>Quality Control II ....................................................... 3</td>
</tr>
<tr>
<td>ETI 1710</td>
<td>Occupational Safety ..................................................... 3</td>
</tr>
<tr>
<td>ETI 1420</td>
<td>Properties of Materials and Cutting Tools ......................... 3</td>
</tr>
<tr>
<td>EGT 1110C</td>
<td>Engineering Graphics .................................................... 3</td>
</tr>
<tr>
<td>ETD 1217</td>
<td>Fundamentals of Dimensioning and Tolerancing ...................... 4</td>
</tr>
</tbody>
</table>

**Technical Elective Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 2150</td>
<td>Tolerance Stacks I ........................................................... 3</td>
</tr>
<tr>
<td>ETD 2251</td>
<td>Tolerance Stacks II ....................................................... 3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>AutoCAD I ............................................................. 3</td>
</tr>
<tr>
<td>ETD 2357C</td>
<td>Inventor I ............................................................. 3</td>
</tr>
<tr>
<td>ETD 2364C</td>
<td>SolidWorks I ............................................................. 3</td>
</tr>
<tr>
<td>PMT 2406</td>
<td>Production Technology .................................................... 3</td>
</tr>
<tr>
<td>PMT 2512</td>
<td>Production Technology II ............................................... 3</td>
</tr>
<tr>
<td></td>
<td>Other Approved College Credits ........................................ 3</td>
</tr>
</tbody>
</table>

**Total Technical Electives Required** ........................................ 20

**Total Core Credits Required** .................................................. 26

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

### Music Production Technology A.A.S.

**GENERAL EDUCATION**
Select one course from each category; see page 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar .................................................. 3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math ............................................................ 3</td>
</tr>
<tr>
<td></td>
<td>Science ................................................................. 4</td>
</tr>
<tr>
<td></td>
<td>Social Science ......................................................... 3</td>
</tr>
<tr>
<td></td>
<td>General Education Electives ......................................... 2</td>
</tr>
</tbody>
</table>

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

**Core Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUM 1620</td>
<td>Audio and Acoustic Fundamentals .................................. 3</td>
</tr>
<tr>
<td>MUM 2300</td>
<td>Introduction to the Music Industry .................................. 3</td>
</tr>
<tr>
<td>MUM 2600</td>
<td>Recording Techniques I .................................................. 3</td>
</tr>
<tr>
<td>MUM 2601</td>
<td>Recording Techniques II ................................................. 3</td>
</tr>
<tr>
<td>MUM 2604</td>
<td>Multi-Track Mixdown .................................................... 3</td>
</tr>
</tbody>
</table>

**Technical Elective Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1121</td>
<td>Music Theory I .......................................................... 3</td>
</tr>
<tr>
<td>MUT 1122</td>
<td>Music Theory II .......................................................... 3</td>
</tr>
<tr>
<td>MUT 2126</td>
<td>Music Theory III .......................................................... 3</td>
</tr>
<tr>
<td>MUT 2127</td>
<td>Music Theory IV .......................................................... 3</td>
</tr>
<tr>
<td></td>
<td>Other Approved College Credits (MUH, MVV, MVM, MUN, MUS, MUS, MVP &amp; MUT) ........................................ 3</td>
</tr>
</tbody>
</table>

**Total Technical Electives Required** ........................................ 22

**Total Program Credits Required** ............................................. 64
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033A</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2222</td>
<td>Advanced Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2360</td>
<td>Programming in C#</td>
<td>3</td>
</tr>
<tr>
<td>COP 2362</td>
<td>Advanced Programming in C#</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship-Computer Science</td>
<td>3-6</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Credits Required: 24

Total Program Credits Required: 63
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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar ........................................ 3</td>
</tr>
<tr>
<td>MAT 1033A</td>
<td>Humanities ....................................................... 3</td>
</tr>
<tr>
<td></td>
<td>or higher math course .........................................</td>
</tr>
<tr>
<td></td>
<td>Science .................................................................. 4</td>
</tr>
<tr>
<td></td>
<td>Social Science ..................................................... 3</td>
</tr>
<tr>
<td></td>
<td>General Education Electives .................................. 2</td>
</tr>
</tbody>
</table>

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

**Core Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications ....................................... 3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications for Business .................. 3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business ....................................... 3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications .................................... 3</td>
</tr>
<tr>
<td>OST 2401</td>
<td>General Office Management .................................. 3</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management ........................................ 3</td>
</tr>
<tr>
<td>OST 1107</td>
<td>Word Processing I .............................................. 3</td>
</tr>
<tr>
<td>OST 2117</td>
<td>Word Processing II ............................................... 2</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows ....................................... 3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web ....................... 3</td>
</tr>
<tr>
<td>MIB 1103</td>
<td>Business Math .................................................... 3</td>
</tr>
<tr>
<td>GEB 1940*</td>
<td>Internship-Business ........................................... 3-6</td>
</tr>
<tr>
<td>(can be completed two times for credit)</td>
<td></td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Accounting I ..................................................... 3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law ..................................................... 3</td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Supervision ....................................................... 3</td>
</tr>
<tr>
<td>GEB 2430</td>
<td>Business Ethics .................................................. 3</td>
</tr>
<tr>
<td>(can be completed three times for credit)</td>
<td></td>
</tr>
</tbody>
</table>

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

Total Program Credits Required for the General Office Systems Option .................. 63
**A.S. & A.A.S. DEGREE PROGRAMS**

**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 Radiography Program Director at (850) 729-6473.

**GENERAL EDUCATION**

Unless otherwise stated, select one course from each category; see page 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2020C* Human Structure or Function</td>
<td>4</td>
</tr>
<tr>
<td>DEP 2004 Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1000 Introduction to Radiologic Technology</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1111 Introduction to Radiographic Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1503C Radiographic Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>RTE 1418 Radiographic Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1804L Radiographic Clinical Education I</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1513C Radiographic Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>RTE 1457 Radiographic Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1613 Radiographic Physics</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1814L Radiography Clinical Education II</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2523C Radiographic Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1824L Radiography Clinical Education III</td>
<td>4</td>
</tr>
<tr>
<td>RTE 2844L Radiography Clinical Education IV</td>
<td>6</td>
</tr>
<tr>
<td>RTE 2385 Radiographic Protection/Biology</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2910 Radiographic Evidence Based Practice</td>
<td>1</td>
</tr>
<tr>
<td>RTE 2473C Radiographic Quality Assurance</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2782 Radiographic Pathology</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2854L Radiography Clinical Education V</td>
<td>6</td>
</tr>
<tr>
<td>RTE 2061 Radiographic Preparation for Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

**ADMISSION PROGRAM OBJECTIVE CODE 2480**

**GENERAL EDUCATION**

Select one course from each category; see page 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2004 Human Growth and Development</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET 1000 Introduction to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PET 2622 Care and Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1100 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>HLP 1081 Wellness</td>
<td>3</td>
</tr>
<tr>
<td>PEM 1131A Strength Training</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1400 First Aid</td>
<td>3</td>
</tr>
<tr>
<td>HUN 2201 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>THE 2100 Introduction to Theater History</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CLP 1001 Personal Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>CLP 2140 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2004 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EDF 1005 Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDP 2002 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010 Introduction to Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>LIN 1670 Writing &amp; Grammar</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033A Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MNA 2100 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PEM 2108 Fitness Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSY 2123 Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1101 College Success</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608 Speech</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2300 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000 Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2010 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>THE 2100 Introduction to Theater History</td>
<td>3</td>
</tr>
<tr>
<td>THE 2100 Selected Activity Courses</td>
<td>4</td>
</tr>
<tr>
<td>THE 2100 Other Approved College Credits</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Total Program Credits Required .................................................. 64
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 84.

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIN 1670</td>
<td>Writing and Grammar ........................................ 3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math .................................................. 3</td>
</tr>
<tr>
<td>HUM 2920</td>
<td>Humanities Colloquium ....................................... 1</td>
</tr>
<tr>
<td>MVV 1211</td>
<td>Voice ................................................................... 2-4</td>
</tr>
<tr>
<td>or higher English course</td>
<td>or higher math course</td>
</tr>
<tr>
<td>or higher math course</td>
<td>Science ............................................................. 4</td>
</tr>
<tr>
<td>Social Science .................................................................. 3</td>
<td></td>
</tr>
</tbody>
</table>

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

**ACTING SPECIALIZATION OPTION**
Admission Program Objective Code A585A

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 2100</td>
<td>Introduction to Theater History ................................... 3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature .................................................... 3</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>Stagecraft ................................................................. 3</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>Technical Theater Lab I (Scenic) ..................................... 3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Technical Theater Lab II (Lighting) ................................ 3</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>Acting I .................................................................. 3</td>
</tr>
<tr>
<td>HUM 2920</td>
<td>Humanities Colloquium ............................................... 1</td>
</tr>
<tr>
<td>MVV 1211</td>
<td>Voice ................................................................... 2-4</td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Core Credits Required................................................................. 22**

**TECHNICAL ELECTIVES**
With the approval of an advisor, select 24 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2232</td>
<td>Introduction to Costuming Technology .......................... 3</td>
</tr>
<tr>
<td>THE 2100</td>
<td>Introduction to Theater History ................................. 3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature .................................................... 3</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>Stagecraft ................................................................. 3</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>Technical Theater I (Scenic) ....................................... 3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Technical Theater II (Lighting) .................................... 3</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>Acting I .................................................................. 3</td>
</tr>
<tr>
<td>TPP 1190</td>
<td>Rehearsal and Performance I ...................................... 3</td>
</tr>
<tr>
<td>THE 2930</td>
<td>Theater - Special Topics ............................................ 3</td>
</tr>
<tr>
<td>TPA 2930</td>
<td>Theater Performance - Special Topics ............................ 3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required............................................... 16**

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

(continued on next page)

Note: A proficiency exam may be required in major emphasis area(s).
### DANCE SPECIALIZATION OPTION

**Admission Program Objective Code A585B**

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

**Total Core Credits Required** .................................................. 24

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 1681 Dance Ensemble ........................................ 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>DAA 1500A Beginning Jazz Dance ....................................... 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>DAA 1501 Intermediate Jazz Dance ..................................... 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>DAA 1580 Musical Theater Dance I ...................................... 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>DAA 2581 Musical Theater Dance II ..................................... 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>DAA 2220 Pointe .......................................................... 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>DAA 1520 Beginning Tap .................................................. 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>DAN 1750 Dance Conditioning ............................................ 1-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>TPA 1210 Stagecraft ..................................................... 3</td>
<td></td>
</tr>
<tr>
<td>TPA 2232 Introduction to Costuming Technology .................... 3</td>
<td></td>
</tr>
<tr>
<td>TPA 2220 Technical Theater II ......................................... 3</td>
<td></td>
</tr>
<tr>
<td>Other Approved College Credits .........................................</td>
<td></td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required**

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

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

---

### MUSICAL THEATER OPTION

**Admission Program Objective Code A585C**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1121 Music Theory I .................................................. 3</td>
<td></td>
</tr>
<tr>
<td>MUT 1122 Music Theory II ............................................... 3</td>
<td></td>
</tr>
<tr>
<td>MUT 2126 Music Theory III ............................................. 3</td>
<td></td>
</tr>
<tr>
<td>MUT 2127 Music Theory IV ............................................... 3</td>
<td></td>
</tr>
<tr>
<td>MVE 1211 Applied Piano I ................................................. 2-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>MVE 2221 Applied Piano II ................................................. 2-4</td>
<td></td>
</tr>
<tr>
<td>(can be completed four times for credit)</td>
<td></td>
</tr>
<tr>
<td>HUM 2920 Humanities Colloquium ......................................... 1</td>
<td></td>
</tr>
<tr>
<td>MVE 1000 Summer Ensemble II ......................................... 4-12</td>
<td></td>
</tr>
<tr>
<td>MVE 1001 Summer Ensemble III ........................................ 4-12</td>
<td></td>
</tr>
<tr>
<td>MVE 1002 Summer Ensemble IV ......................................... 4-12</td>
<td></td>
</tr>
<tr>
<td>MVE 1003 Summer Ensemble V ........................................ 4-12</td>
<td></td>
</tr>
</tbody>
</table>

**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).

(continued on next page)
### TECHNICAL THEATER OPTION
Admission Program Objective Code A585D

#### Core Courses
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 2100</td>
<td>Introduction to Theater History</td>
<td>3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>Technical Theater I (Scenic)</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Technical Theater II (Lighting)</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2600</td>
<td>Stage Management</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2920</td>
<td>Humanities Colloquium</td>
<td>1</td>
</tr>
<tr>
<td>MUM 1620</td>
<td>Audio and Acoustic Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

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

#### TECHNICAL ELECTIVES
With the approval of an advisor, select 21 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 2071</td>
<td>Humanities Cinema Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THE 2080</td>
<td>Amateur Theater</td>
<td>3</td>
</tr>
<tr>
<td>THE 2820</td>
<td>Introduction to Creative Dramatics</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2232</td>
<td>Introduction to Costuming</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2276C</td>
<td>Entertainment Technology - Crafts</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2111</td>
<td>Acting II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1203C</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1190</td>
<td>Rehearsal and Performance I</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1191</td>
<td>Rehearsal and Performance II</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1192</td>
<td>Rehearsal and Performance III</td>
<td>3</td>
</tr>
<tr>
<td>_ _ _</td>
<td>Other Approved College Credits</td>
<td>_</td>
</tr>
</tbody>
</table>

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 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 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 Coding & Billing (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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011  Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100  Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001  Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011  Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071  Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570  Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2450  Computer Applications in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACO 1806  Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>____     ____ Other Approved College Credits</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Credits Required ....................................................27

AUDIO TECHNOLOGY (RECORDING ARTS)

Admission Program of Study Code 6560

College Credit Certificate

Students who successfully complete this program may apply these credits to the Music Production Technology A.A.S.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUM 2300  Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2600  Recording Tech I</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2601  Recording Tech II</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2604  Multi-Track Mixdown</td>
<td>3</td>
</tr>
<tr>
<td>MUM 2600L Recording Lab</td>
<td>2</td>
</tr>
<tr>
<td>____     ____ Other Approved College Credits</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Program Credits Required .............................................15

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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1102  Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C AutoCAD I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C AutoCAD II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2350C AutoCAD III</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1355C AutoCAD 3D Modeling I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits Required .............................................15

AUXILIARY LAW ENFORCEMENT OFFICER BASIC

Admission Program of Study Code 5094

Core Courses

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Vocational Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0240  Auxiliary Law Enforcement Introduction</td>
<td>9</td>
</tr>
<tr>
<td>CJK 0241  Auxiliary Law Enforcement Patrol and Traffic</td>
<td>7</td>
</tr>
<tr>
<td>CJK 0242  Auxiliary Law Enforcement Investigations</td>
<td>6</td>
</tr>
<tr>
<td>CJK 0422  Dart-Firing Stun Gun</td>
<td>3</td>
</tr>
<tr>
<td>CJK 0031  CMS First Aid for Criminal Justice Officers</td>
<td>1.6</td>
</tr>
<tr>
<td>CJK 0040  CMS Criminal Justice Firearms</td>
<td>2.7</td>
</tr>
<tr>
<td>CJK 0051  CMS Criminal Justice Defensive Tactics</td>
<td>2.7</td>
</tr>
<tr>
<td>CJK 0020  CMS Criminal Justice Vehicle Operations</td>
<td>1.6</td>
</tr>
</tbody>
</table>

Total Program Credits Required .............................................11.1

NOTE: Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at NWFSC.
**BUSINESS MANAGEMENT**

Admission Program of Study Code 6381

**College Credit Certificate**

Students who successfully complete this certificate will have completed 24 credits applicable to the Accounting Technology A.S. degree or to the Business Administration A.A.S. degree programs.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 9 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300 Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required ..............12

Total Program Credits Required .........................24

**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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 1223 Guidance for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2100 Child Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1430 Observe and Recording Child Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2432A Curriculum for Young Children I</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2810 Childhood Nutrition, Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2322 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1531 Parenting Education</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1941 Child Development Internship</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010 Introduction to Exceptional Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Credits Required ................................27

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 9 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 2332A Curriculum for Young Children II</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2334A Curriculum for Young Children III</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2337A Curriculum for Young Children IV</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1941 Internship - Child Development</td>
<td>3-9</td>
</tr>
<tr>
<td>CHD 1312 Infant &amp; Toddler</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Total Program Credits Required .........................36

**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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 2322 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2432A Curriculum for Young Children I</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2100 Child Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1800 Early Childhood Program Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits Required .........................12

**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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CET 1610C Router Theory</td>
<td>3</td>
</tr>
<tr>
<td>CET 2615C Advanced Router Theory</td>
<td>3</td>
</tr>
<tr>
<td>CET 2620C Project Based Routing Design and Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits Required .........................12

### 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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1006</td>
<td>Introduction to Programming Concepts and Logic 3</td>
</tr>
<tr>
<td>CIS 1550</td>
<td>Introduction to the World Wide Web 3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows 3</td>
</tr>
<tr>
<td>Total Core Credits Required</td>
<td>9</td>
</tr>
</tbody>
</table>

#### TECHNICAL ELECTIVES

With the approval of an advisor, select 9 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1000</td>
<td>Introduction to Computer Science 3</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship in Computer Studies 3</td>
</tr>
<tr>
<td>CGS 2134</td>
<td>Introduction to Networking 3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Programming in C 3</td>
</tr>
<tr>
<td>COP 2222</td>
<td>Advanced Programming in C 3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++ 3</td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced Programming in C++ 3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Java 3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming 3</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Visual Basic Programming 3</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship in Computer Studies 3-6</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business 3-6</td>
</tr>
<tr>
<td>Total Technical Elective Credits Required</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** 18

---

### 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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1006</td>
<td>Introduction to Programming Concepts and Logic 3</td>
</tr>
<tr>
<td>CIS 1000</td>
<td>Introduction to Computer Science 3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows 3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web 3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Introduction to Networking 3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Programming in C 3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Java 3</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Visual Basic 3</td>
</tr>
<tr>
<td>Total Core Credits Required</td>
<td>21</td>
</tr>
</tbody>
</table>

#### TECHNICAL ELECTIVES

Select 9 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2820</td>
<td>Web Authoring with HTML 3</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Web-Based Programming I 3</td>
</tr>
<tr>
<td>COP 2360</td>
<td>Programming in C# 3</td>
</tr>
<tr>
<td>COP 2362</td>
<td>Advanced Programming in C# 3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++ 3</td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced Programming in C++ 3</td>
</tr>
<tr>
<td>COP 2222</td>
<td>Advanced Programming in C 3</td>
</tr>
<tr>
<td>COP 2011</td>
<td>Advanced Applications Programming in Visual Basic 3</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship in Computer Studies 3-6</td>
</tr>
<tr>
<td>(can be completed two times for credit)</td>
<td></td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business 3-6</td>
</tr>
<tr>
<td>(can be completed two times for credit)</td>
<td></td>
</tr>
<tr>
<td>Total Technical Elective Credits Required</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** 33
**COMPUTER SPECIALIST (MCITP SA/EA)**

Admission Program of Study Code 6141

**College Credit Certificate**

Students who successfully complete this program may apply these credits to the Computer Engineering Technology, Microsoft IT Academy (MCITP SA/EA) Option, A.A.S.

**MCITP:SA**

**Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2162C</td>
<td>Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CET 1347C</td>
<td>Windows Network Infrastructure 2008</td>
<td>3</td>
</tr>
<tr>
<td>CET 2182C</td>
<td>PC Hardware A+</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>PC Operating Systems A+</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Introduction to Network Security*</td>
<td>3</td>
</tr>
<tr>
<td>CTS2346C</td>
<td>Windows Server 2008 Administrator</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**MCITP:EA**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2343C</td>
<td>Windows Server 2008 Applications Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2342C</td>
<td>Windows Server 2008 Enterprise Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*Corequisite Course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2134</td>
<td>Network Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Vocational Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0270</td>
<td>Legal I</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0285</td>
<td>Legal II</td>
<td>0.80</td>
</tr>
<tr>
<td>CJK 0286</td>
<td>Communications</td>
<td>1.50</td>
</tr>
<tr>
<td>CJK 0100</td>
<td>Interpersonal Skills I</td>
<td>2.30</td>
</tr>
<tr>
<td>CJK 0101</td>
<td>Interpersonal Skills II</td>
<td>1.80</td>
</tr>
<tr>
<td>CJK 0102</td>
<td>Correctional Operations</td>
<td>2.20</td>
</tr>
<tr>
<td>CJK 0480</td>
<td>Emergency Preparedness</td>
<td>1.00</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>Firearms</td>
<td>2.70</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>First Aid for CJ Officers</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0096A</td>
<td>CJ Physical Fitness I</td>
<td>0.70</td>
</tr>
<tr>
<td>CJK 0096B</td>
<td>CJ Physical Fitness II</td>
<td>0.70</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** ................................ 19.60

**NOTE:** Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at NWFSC.

**CUSTOMER SERVICE TECHNOLOGY**

Admission Program of Study Code B575

**Applied Technology Diploma**

Students who successfully complete this ATD program may apply the credits to the Customer Relationship Management, Business Administration, or Office Administration A.A.S. degree programs.

**Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**

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

**Technical Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2011</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business</td>
<td>3-9</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required** .................................... 18
## DENTAL ASSISTING

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA 0020</td>
<td>Pre Clinical Procedures Theory</td>
<td>2</td>
</tr>
<tr>
<td>DEA 0020L</td>
<td>Pre Clinical Practice Lab</td>
<td>3</td>
</tr>
<tr>
<td>DEA 0130</td>
<td>Allied Dental Theory</td>
<td>1</td>
</tr>
<tr>
<td>DES 0830</td>
<td>Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>DES 0830L</td>
<td>Expanded Function Theory</td>
<td>1</td>
</tr>
<tr>
<td>DES 0831</td>
<td>Skills Seminar</td>
<td>2</td>
</tr>
<tr>
<td>DES 0852L</td>
<td>Clinical Practice II</td>
<td>5</td>
</tr>
<tr>
<td>DES 0853L</td>
<td>Clinical Practice III</td>
<td>2</td>
</tr>
<tr>
<td>DES 0103</td>
<td>Dental Materials Theory</td>
<td>1</td>
</tr>
<tr>
<td>DES 0103L</td>
<td>Dental Materials Lab</td>
<td>2</td>
</tr>
<tr>
<td>DES 0205</td>
<td>Dental Radiology Lecture</td>
<td>1</td>
</tr>
<tr>
<td>DES 0205L</td>
<td>Dental Radiology Lab</td>
<td>3</td>
</tr>
<tr>
<td>DES 0206L</td>
<td>Dental Radiology Lab II</td>
<td>3</td>
</tr>
<tr>
<td>DES 0324</td>
<td>Interpersonal Communication Skills</td>
<td>1</td>
</tr>
<tr>
<td>DES 0400B</td>
<td>Dental Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DES 0501</td>
<td>Dental Practice Management</td>
<td>1</td>
</tr>
<tr>
<td>DES 0844</td>
<td>Dental Science</td>
<td>1</td>
</tr>
<tr>
<td>DEA 0936</td>
<td>Dental Assisting Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

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

## DIGITAL MEDIA/MULTIMEDIA AUTHORING

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C</td>
<td>Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2142C</td>
<td>Web Design/Graphics</td>
<td>4</td>
</tr>
<tr>
<td>PGY 1801C</td>
<td>Digital Photography I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Credits Required** ............................................. 12

## DRAFTING

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1102</td>
<td>Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1110C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>AutoCAD I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C</td>
<td>AutoCAD II</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1230</td>
<td>Building Materials</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1272</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>ARC 2303A</td>
<td>Design 2.1</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** ............................................. 24

## EMERGENCY ADMINISTRATOR AND MANAGER

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1881</td>
<td>Emergency Management Leadership</td>
<td>3</td>
</tr>
<tr>
<td>FES 1002</td>
<td>Intro to State and County Government</td>
<td>1</td>
</tr>
<tr>
<td>DSC 1352</td>
<td>Critical Infrastructure Protection</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1202</td>
<td>Basic Search and Rescue</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1826</td>
<td>Incident Management</td>
<td>2</td>
</tr>
<tr>
<td>FFP 1800</td>
<td>Disaster Education for Individuals and the Community</td>
<td>2</td>
</tr>
<tr>
<td>DSC 2056</td>
<td>Disaster Response Operation</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1890</td>
<td>Emergency Management for the Tourism/Hospitality Industry</td>
<td>2</td>
</tr>
<tr>
<td>FFP 1880</td>
<td>Political and Policy Basis of Emergency Response</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>College Credit Electives (Fire Science, Criminal Justice, Industrial Safety, Emergency Administration or Homeland Security courses recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** ............................................. 3
**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119C Emergency Medical Technician</td>
<td>6</td>
</tr>
<tr>
<td>EMS 1335 Emergency Vehicle Operator</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1401L EMT Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Program Credits Required: 15

**CODE AND APPLIED TECHNOLOGY PROGRAMS**

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC 1004 Introduction to the NRP and NIMS</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1002 Domestic and International Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1552 Critical Infrastructure Protection</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1751 Homeland Security Policy and Law</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1222 Psychological Management of Disaster/Terror Victims</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1631 Planning Considerations for Terror Prevention</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1562 Homeland Security Threat Strategy</td>
<td>3</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>GRA 1151C Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2142C Web Design/Graphics</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2190C Graphic Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits Required: 15

**HOMELAND SECURITY**
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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 2322 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2432A Curriculum for Young Children I</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2100 Child Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1312 Infant and Toddler</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Program Credits Required: 12

**FIREFIGHTING BASIC**
Admission Program of Study Code 5095

College Credit Certificate

Students who successfully complete this program may receive twenty-four (24) credits toward the requirements of the Graphic Arts Technology A.A.S. degree program.

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Vocational Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 0010 Firefighting I</td>
<td>7.5</td>
</tr>
<tr>
<td>FFP 0020 Firefighting II</td>
<td>7.5</td>
</tr>
</tbody>
</table>

Total Program Credits Required: 15

**INFANT/TODDLER**
Admission Program of Study Code 6022
INFORMATION TECHNOLOGY MANAGEMENT  
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**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570</td>
<td>Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**  
With the approval of an advisor, select 15 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1006</td>
<td></td>
</tr>
<tr>
<td>CGS 1100</td>
<td></td>
</tr>
<tr>
<td>CGS 1843</td>
<td></td>
</tr>
<tr>
<td>CIS 1940</td>
<td></td>
</tr>
<tr>
<td>CIS 1000</td>
<td></td>
</tr>
<tr>
<td>CTS 1106</td>
<td></td>
</tr>
<tr>
<td>CTS 2321</td>
<td></td>
</tr>
<tr>
<td>CTS 2162C</td>
<td></td>
</tr>
<tr>
<td>CTS 2334</td>
<td></td>
</tr>
<tr>
<td>CTS 1156C</td>
<td></td>
</tr>
</tbody>
</table>

**Total Technical Electives Required** ............................................ 15

**Total Program Credits Required** .............................................. 30

INFORMATION TECHNOLOGY TECHNICIAN  
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**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**  
With the approval of an advisor, select 9 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2104</td>
<td></td>
</tr>
<tr>
<td>CGS 1570</td>
<td></td>
</tr>
<tr>
<td>CGS 1843</td>
<td></td>
</tr>
<tr>
<td>CIS 1940</td>
<td></td>
</tr>
<tr>
<td>CIS 1000</td>
<td></td>
</tr>
<tr>
<td>CTS 1106</td>
<td></td>
</tr>
<tr>
<td>CTS 2321</td>
<td></td>
</tr>
<tr>
<td>CTS 2334</td>
<td></td>
</tr>
<tr>
<td>CTS 1156C</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Vocational Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0007 Intro to Law Enforcement</td>
<td>0.40</td>
</tr>
<tr>
<td>CJK 0008 Legal</td>
<td>2.40</td>
</tr>
<tr>
<td>CJK 0017 Communications</td>
<td>2.60</td>
</tr>
<tr>
<td>CJK 0011 Human Issues</td>
<td>1.40</td>
</tr>
<tr>
<td>CJK 0061 Patrol I</td>
<td>2.00</td>
</tr>
<tr>
<td>CJK 0062 Patrol II</td>
<td>1.40</td>
</tr>
<tr>
<td>CJK 0076 Crime Scene Investigations</td>
<td>0.80</td>
</tr>
<tr>
<td>CJK 0071 Criminal Investigations</td>
<td>1.90</td>
</tr>
<tr>
<td>CJK 0082 Traffic Stops</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0086 Traffic Crash Inv.</td>
<td>1.10</td>
</tr>
<tr>
<td>CJK 0020 CMS Vehicle Ops</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0031 First Aid for CJ Officers</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0040 CMS Firearms</td>
<td>2.70</td>
</tr>
<tr>
<td>CJK 0051 CMS Defensive Tactics</td>
<td>2.70</td>
</tr>
<tr>
<td>CJK 0422 Dart-Firing Stun Gun</td>
<td>0.30</td>
</tr>
<tr>
<td>CJK 0096A CJ Physical Fitness I</td>
<td>0.70</td>
</tr>
<tr>
<td>CJK 0096B CJ Physical Fitness II</td>
<td>0.70</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** .............................................. **26.6**

**NOTE:** Entry into Criminal Justice Certificate Programs requires meeting the standards as established by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement for employment. A copy of these requirements will be furnished by the Public Safety Division at NWFSC.

### 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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021 Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104 Intro to Windows</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Core Credits Required** ............................................ **18**

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2100 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MBT 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041 Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550 Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship-Business</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required** ................................ **24**

### MEDICAL CODING & BILLING

**Admission Program of Study Code B580**

#### Applied Technology Diploma

Students who successfully complete this program may apply these credits to the Health Services Management degree, A.A.S.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000 Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1080 Essentials of Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1273C Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>HIM 1282 Basic Coding for Medical Records</td>
<td>4</td>
</tr>
<tr>
<td>HIM 2283C Advanced Coding for Medical Records</td>
<td>5</td>
</tr>
<tr>
<td>HIM 1432 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>HIM 1442 Pharmacology for HIM Professionals</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** ..................................... **26**

**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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1107 Word Processing &amp; Typewriting I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2117 Word Processing &amp; Typewriting II</td>
<td>3</td>
</tr>
<tr>
<td>OST 2401 General Office Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000 Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 13 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1355 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001 Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Economics I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550 Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1080 Essentials of Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1282 Basic Coding for Medical Records</td>
<td>4</td>
</tr>
<tr>
<td>HIM 1273C Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>HIM 2283C Advanced Coding for Medical Records</td>
<td>5</td>
</tr>
<tr>
<td>HIM 1432 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>HSA 1100 Introduction to Health Care</td>
<td>2</td>
</tr>
</tbody>
</table>

Other Approved College Credits ........................................ 3

Total Technical Elective Credits Required ......................... 13

Total Program Credits Required...................................34

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**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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2172C Microcomputer Servicing</td>
<td>4</td>
</tr>
<tr>
<td>CET 2182C PC Hardware A+</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C PC Operating Systems A+</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C Desktop Support</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Program Credits Required ...........................................13

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 2 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2162C Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134 Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2334 Windows Server Environment</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>ETG 1941 Internship</td>
<td>3</td>
</tr>
<tr>
<td>CET 1941 Any course with CET prefix</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required ......................... 2

Total Program Credits Required...................................15

---

**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 Instructional Services and Professional Programs 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.
CERTIFICATE & ATD PROGRAMS

College Credit Certificate

Students who successfully complete this certificate may receive twenty-seven (27) credits toward the requirements of the Office Administration A.A.S. degree program.

Core Courses       College Credits
OST 1107          Word Processing I................................. 3
OST 2117          Word Processing II................................. 3
OST 2401          General Office Management...................... 3
OST 2335          Business Communications........................ 3
CGS 1100          Microcomputer Applications..................... 3

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

TECHNICAL ELECTIVES
With the approval of an advisor, select 12 credits from the following:

Technical Elective Courses College Credits
CTS 2104          Introduction to Windows .......................... 3
GEB 1940          Internship - Business............................. 3-6
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

College Credit Certificate

Students who successfully complete this certificate will have 18 credits applicable to the Office Administration A.A.S. degree program.

Core Courses       College Credits
OST 1107          Word Processing & Typewriting I.................. 3
OST 1355          Records Management............................. 3
OST 2335          Business Communications......................... 3
CGS 1100          Microcomputer Applications..................... 3

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

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

Technical Elective Courses College Credits
OST 2117          Word Processing & Typewriting II.................. 3
ACG 2001          Accounting I........................................... 3
ACG 2011          Accounting II.......................................... 3
ACG 2071          Managerial Accounting............................ 3
MTB 1103          Business Math........................................... 3
CGS 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
____ ____          Other Approved College Credits............... 3-9

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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1337</td>
<td>Defensive Tactics 1</td>
</tr>
<tr>
<td>BSC 2020C</td>
<td>Human Structure and Function 4</td>
</tr>
<tr>
<td>EMS 2231C</td>
<td>Paramedic Processes I 5</td>
</tr>
<tr>
<td>EMS 2232C</td>
<td>Paramedic Processes II 5</td>
</tr>
<tr>
<td>EMS 2233</td>
<td>Paramedic Processes III 2</td>
</tr>
<tr>
<td>EMS 2342</td>
<td>Advanced Extrication 1</td>
</tr>
<tr>
<td>EMS 2425L</td>
<td>Paramedic Externship 4</td>
</tr>
<tr>
<td>EMS 2435L</td>
<td>Paramedic Lab I 5</td>
</tr>
<tr>
<td>EMS 2436L</td>
<td>Paramedic Lab II 5</td>
</tr>
<tr>
<td>EMS 2438C</td>
<td>Advanced Clinical Internship 2</td>
</tr>
<tr>
<td>EMS 2526</td>
<td>Twelve-Lead Electrocardiogram (EKG) Interpretation 1</td>
</tr>
<tr>
<td>EMS 2553</td>
<td>Pediatric Advanced Life Support 1</td>
</tr>
<tr>
<td>EMS 2555</td>
<td>Basic Trauma Life Support 1</td>
</tr>
<tr>
<td>EMS 2552</td>
<td>Adv Cardiac Life Support 1</td>
</tr>
<tr>
<td>DSC 2055</td>
<td>Issues In Disaster Response 1</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology 3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** 42

**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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1210</td>
<td>Stagecraft 3</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>Tech Theater Lab I (Scenic) 3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Tech Theater Lab II (Lighting) 3</td>
</tr>
<tr>
<td>TPA 2600</td>
<td>Stage Management 3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** 12

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 5 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 2071 Humanities - Cinema Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THE 2080 Amateur Theater</td>
<td>3</td>
</tr>
<tr>
<td>THE 2820 Introduction to Creative Dramatics</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2232 Introduction to Costuming Technology</td>
<td>3</td>
</tr>
<tr>
<td>TPF 2111 Acting I</td>
<td>3</td>
</tr>
<tr>
<td>TPF 2118 Acting III</td>
<td>3</td>
</tr>
<tr>
<td>TPF 2119 Acting IV</td>
<td>3</td>
</tr>
<tr>
<td>TPF 1190 Rehearsal &amp; Performance I</td>
<td>3</td>
</tr>
<tr>
<td>TPF 1191 Rehearsal &amp; Performance II</td>
<td>3</td>
</tr>
<tr>
<td>TPF 1192 Rehearsal &amp; Performance III</td>
<td>3</td>
</tr>
<tr>
<td>TPF 2301 Directing I</td>
<td>3</td>
</tr>
<tr>
<td>TPF 2302 Directing II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required** 5

**Total Program Credits Required** 17

**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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD 2322</td>
<td>Programs for Young Children 3</td>
</tr>
<tr>
<td>CHD 2432A</td>
<td>Curriculum for Young Children I 3</td>
</tr>
<tr>
<td>DEP 2100</td>
<td>Child Growth and Development I 3</td>
</tr>
<tr>
<td>CHD 1430</td>
<td>Observing and Recording Child Behavior 3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** 12

**UNIX System Administrator**

**Admission Program of Study Code 6143**

**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.

<table>
<thead>
<tr>
<th>Technical Requirements</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2179C PC Operating Systems A+</td>
<td>3</td>
</tr>
<tr>
<td>CET 2182C PC Hardware A+</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134 Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660 Introduction to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1106 Fundamentals of UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321 UNIX Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** 18
ADULT GENERAL EDUCATION
Northwest Florida State College offers a comprehensive adult general education program, with course work in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development (GED), to include a GED testing program and Transition Services to Postsecondary Education for Adult Education students. 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.

**Transition Services to Postsecondary Education**

College credit transition services are now available to adult education students preparing for the GED and GED graduates. College ready transition services are free of charge to the adult education student. College ready services include the development of a transition plan, career assessment, academic tutorial college ready instruction, peer mentoring by college credit students, as well as, scholarship, financial aid, and college credit admissions assistance.

See page 131 for Adult General Education courses.
CONTINUING EDUCATION
Northwest Florida State College offers a variety of non-credit instructional options for individuals and groups wishing to pursue their educational goals outside of the traditional credit programs that lead to degrees and certificates. Courses offered through these options range from personal enrichment, recreation, leisure, and crafts to professional development and customized business/industry training. Courses offered through these options are non-credit and may not be used toward any Northwest Florida State College degree or certificate program. Students enrolled in non-credit courses receive all of the benefits of the regular students, including use of the library, access to special events, and free parking.

**Leadership Institute**

The Northwest Florida State College Leadership Institute’s mission is to provide professional development for senior and middle management personnel through training opportunities for business, professional, government, military and not-for-profit organizations. The Leadership Institute provides a series of ongoing professional development programs and skill-building workshops as well as seminars held for college and high school student leaders. Professional development training is offered and can be tailored to fit the needs of business, professional, government, military and not-for-profit groups. The Leadership Institute includes Leadership Okaloosa, an esteemed leadership training and development program with a 20 year history of being a vital part of Okaloosa County’s growth and development of its leaders. Leadership Okaloosa is hosted by the Leadership Institute on behalf of the Crestview Area Chamber of Commerce, Destin Area Chamber of Commerce, the Greater Fort Walton Beach Chamber of Commerce, Niceville Valparaiso Chamber of Commerce.

The Allyn C. Donaldson Entrepreneurial Institute at the NWFSC South Walton Center is also under the umbrella of the Leadership Institute with a special focus on creating an entrepreneurial spirit that promotes innovation, creativity and change in leaders from the public and private sectors.

The college has always been a community steward and the Leadership Institute incorporates this part of the college mission by supporting community-based strategic partnerships such as emergency management, public safety, sustainability, and military transition and provides facilities to host meetings and special events for area organizations.

For more information on the NWFSC Leadership Institute, please visit www.nwfsc.edu/LI or call (850) 729-6880.

**Recreation and Leisure (Personal Enrichment)**

A variety of non-credit personal enrichment courses are available throughout the year. Topics range from computer skills, finance, consumer education and a variety of courses to meet the needs of the community. Fees vary with the length and type of course offered; most classes are held on the Niceville Campus.

**PRIME Time**

The PRIME Time program offers a wide selection of non-credit courses for adults of all ages who are interested in leisure learning. Courses range from art, politics, 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.

**Prometric (Information technology Certifications)** - Designed for software and technology professionals, exams offered at NWFSC include: Microsoft Certified Systems Engineer (MCSE) and a Microsoft Certified Systems Administrator (MCSA), UNIX, LINUX, A+, Network +, CISCO Certified Network Associate (CCNA), Certified Novell Administrator (CNA) and Certified Novell Engineer (CNE). For information contact the Professional Certification Testing Center at (850) 729-6499.

**Pearson VUE** - Delivers certification and licensure tests through NWFSC’s test center in the areas of Academic/Admissions, Construction Trades, UST & Inspectors, Driving Test, Employment/HR/Management Safety, Financial Services, Health/Medicine/Nursing/Pharmacy, Information Technology, Insurance, Legal Services, real estate/Appraisers/Mortgage and Loan, and State Regulated Certifications and Licensures. For information contact the Professional Certification Testing Center at (850) 729-6499.

**Certiport** - Northwest Florida State College offers the official Microsoft Office Specialist certification for desktop productivity in the following areas: Word, Excel, Outlook, PowerPoint, Access, and Project. The IC3 training and certification program covers a broad range of computing knowledge and skills that proves competency in: Computing Fundamentals, Key Applications, and Living Online. For information contact the Office of Workforce Education at (850) 729-5202.

**Florida Ready to Work** is an on-line assessment, training, and career database through which completers obtain a Ready to Work credential. For information contact the Office of Workforce Education at (850) 729-5202.
Student Career and Competency Assessments

The following are offered through the Northwest Florida State College Career Resource Center:

**CareerScope** offers a broad range of career assessment measures, including an interest and aptitude test to assist individuals develop a career plan.

**FBAT (Florida Basic Abilities Test)** is a required exam for all individuals planning to enroll in either the college’s Law Enforcement Academy or Corrections Academy.

**Hogan’s Personality Assessment** is administered only to the individuals in the college’s Dental Assisting program.

**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 26 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

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>LEVEL CODE (1ST DIGIT)</th>
<th>CENTURY DIGIT (2ND DIGIT)</th>
<th>DECADE DIGIT (3RD DIGIT)</th>
<th>UNIT DIGIT (4TH DIGIT)</th>
<th>LAB CODE</th>
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</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>No Laboratory Component in This Course</td>
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</tbody>
</table>

- **General Rule for Course Equivalencies**

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 58 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. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

**NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

- **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.
Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Theses and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, Practica, Clinical Experiences and Study Abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice 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 Vice President of Instruction, 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

<table>
<thead>
<tr>
<th>DEPARTMENT/PROGRAM AREA</th>
<th>PHONE NUMBER</th>
<th>COURSE PREFIXES</th>
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<tbody>
<tr>
<td>Advanced Technology and Design</td>
<td>729-5218</td>
<td>ARC, ART, BCN, BCT, CET, EGS, ETD, ETG, ETI, GRA, PMT, PGY, SUR, TAR</td>
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<td>Allied Health</td>
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<td>DEA, DES, EMS, NSP, NUR, RTE, STS</td>
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<td>Dental Assisting</td>
<td>729-6444</td>
<td>DAA, HLP, HSC, PEL, PEM, PET, PEO</td>
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<td>Nursing</td>
<td>729-6400</td>
<td>HBO, HSC, PEL, PEM, PET, PEO</td>
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<td>Paramedic</td>
<td>729-6400</td>
<td>HBO, HSC, PEL, PEM, PET, PEO</td>
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<tr>
<td>Radiography</td>
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<td>Athletics, Health, and Fitness</td>
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<td>HBO, HSC, PEL, PEM, PET, PEO</td>
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<td>Business</td>
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<td>Child Development</td>
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<td>Anthropology</td>
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<td>Library Science</td>
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<td>Art</td>
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<td>Management</td>
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<td>AST</td>
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<td>Medical Office Skills</td>
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<td>BUL</td>
<td>Meteorology</td>
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<td>CHM</td>
<td>Military Science (ROTC)</td>
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<td>Multimedia</td>
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<td>CHI</td>
<td>Music</td>
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<tr>
<td>Computer Science</td>
<td>CDA, CGS, CIS, COP, CET, CEN, CTS</td>
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<td>COM</td>
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<td>CCJ, CJB, CJC, CJD, CJE, CJJ, CJK, CJI, CJT</td>
<td>Oceanography</td>
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<td>DAA, PEM, DAN</td>
<td>Office Skills</td>
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<td>Dental Assisting</td>
<td>DEA, DES</td>
<td>Paramedics</td>
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<td>Domestic Security</td>
<td>DSC</td>
<td>Philosophy</td>
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<tr>
<td>Drafting</td>
<td>BCN, EET, EGS, ETG, TAR</td>
<td>Photography</td>
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<tr>
<td>Early Childhood/Family</td>
<td>CHD, FAD, HEV</td>
<td>Physical Education</td>
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<td>Earth Science</td>
<td>ESC</td>
<td>Physical Science</td>
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<td>ECO</td>
<td>Physics</td>
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<tr>
<td>Engineering Technology</td>
<td>ETD, ETG</td>
<td>Psychology</td>
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<td>English</td>
<td>COM, CRW, ENC, ENG, LIN, REA</td>
<td>Radiology</td>
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<tr>
<td>Environmental Sciences</td>
<td>EVS</td>
<td>Reading</td>
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<tr>
<td>Fire Science</td>
<td>FFP</td>
<td>Religion</td>
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<td>French</td>
<td>FRE</td>
<td>Theater</td>
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<td>Geography</td>
<td>GEA, GEO</td>
<td>Safety &amp; Quality Control</td>
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<tr>
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<td>GLY</td>
<td>Social Work</td>
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<tr>
<td>Graphic Design</td>
<td>ART, GRA, PGY</td>
<td>Sign Language</td>
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<tr>
<td>Health Education</td>
<td>HSC</td>
<td>Spanish</td>
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<td>Speech and Debate</td>
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<td>Hospitality Mgmt.</td>
<td>HFT</td>
<td>Sociology</td>
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<tr>
<td>Humanities</td>
<td>ARH, HUM, MUH, PGY, PHI, REL, THE</td>
<td>Surveying</td>
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<tr>
<td>Insurance</td>
<td>RMI</td>
<td>Wellness</td>
</tr>
</tbody>
</table>
COLLEGE PREPARATORY COURSES
ENC 0020 *
College Preparatory English A,
4 College Prep Credits,
(Fall, Spring, Summer)
This course is designed to develop
dwritten 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 0024 *
College Preparatory Algebra,
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, 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, 1.4 Vocational Credit, (Offered as needed)
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to introduce the student to law enforcement, the process for becoming a certified law enforcement officer, and the requirements of the academy program. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0008**
Legal, 2.4 Vocational Credits, (Offered as needed)
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to introduce the student to the criminal justice system, the chain-of-command system in law enforcement, Constitutional Law, Florida Statutes, and the Police Code of Ethics. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0011**
Human Issues, 1.4 Vocational Credits, (Offered as needed)
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to enhance student awareness and understanding of human diversity issues and to teach students skills to enable them to effectively interact with people of diverse backgrounds. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0017**
Communications, 2.6 Vocational Credits, (Offered as needed)
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to help the student learn vital communication skills including interviewing, note-taking, statement taking, and report writing. It also helps the student to develop survival skills, stress management skills, and problem solving skills utilizing the SECURE model. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0020**
Law Enforcement CMS Vehicle Operations, 1.6 Vocational Credits, (Offered as needed)
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

**CJK 0031**
CMS First Aid for Criminal Justice Officers, 1.6 Vocational Credits, (Offered as needed)
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply first responder knowledge and techniques to medical emergency situations. This course includes classroom instruction and hands-on practical demonstration. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

**CJK 0040**
CMS Firearms, 2.7 Vocational Credits, (Offered as needed)
This course is a component of the Law Enforcement/Corrections Florida CMS Basic Recruit Academy. This course is designed to give the student basic skills and knowledge needed to safely operate a firearm, and shoot a handgun, and shotgun and/or rifle with a prescribed degree of accuracy. This course includes classroom instruction and firing range practice qualification. This course is open only to students admitted to the Law Enforcement Florida CMS or Corrections Basic Recruit Academy.

**CJK 0051**
Defensive Tactics, 2.7 Vocational Credits, (Offered as needed)
This course is a component of the Law Enforcement Florida CMS and Correctional Officer Basic Recruit Academies. It is designed to prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with Florida State Statue, the United States Constitution, and case law. This course includes classroom instruction and practical physical exercises and demonstrations. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or Correctional Officer Basic Recruit Academy.

* Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.
VOCATIONAL CREDIT COURSES

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VOCATIONAL CREDIT COURSES

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 0070*
Criminal Investigations,
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 0074*
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 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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CJ K 0096*  
**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.

CJ K 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.

CJ K 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  
on supervision methods. Inmate  
adjustment and the various segments  
of the society are studied. This course  
also 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.

CJ K 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.

CJ K 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.

CJ K 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.

CJ K 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.

CJ K 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.

CJ K 0270*  
**Legal II**,  
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.

CJ K 0285*  
**Legal III**,  
.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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VOCATIONAL CREDIT COURSES

DEA 0803L*
Clinical Practice I,
3 Vocational Credits,
(Offered as needed)
This competency based clinical course provides a real world setting in which to integrate the laboratory and clinical skills learned in the classroom. The student receives closely supervised hands on training in chair side dental assisting through rotations at community dental offices. Progress is evaluated using predetermined competency guidelines. Students must provide their own transportation, current CPR training, and up-to-date immunization records. Specific procedure requirements and 90 clinical rotation hours (minimum) must be 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. Specific procedure requirements and 180 clinical rotation hours (minimum) must be fulfilled to successfully complete this course. Prerequisites: DEA 0803L, DEA 0852L, DEA 0205, DEA 0205L.

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DEA 0852L*
Clinical Practice II,
3 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, periodontists, orthodontists, and endodontists. Performance evaluations are utilized to measure competency and provide feedback from the local dental offices to the instructor regarding the students’ competency level. Skills are strengthened in Seminar Lab. Students must provide their own transportation, current CPR training, and up-to-date immunization records. Specific procedure requirements and 150 clinical rotation hours (minimum) must be completed to successfully complete this course. Prerequisites: 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. The course also serves as an opportunity for feedback from students’ Clinical Practice. Prerequisites: DEA 0852L, DEA 0803L, DES 0205, DES 0205L; Corequisites: DEA 0851L, DES 0206L.

DES 0103*
Dental Materials Theory,
1 Vocational Credit,
(Offered as needed)
This course is a comprehensive study of the theory of manipulation, physical and chemical properties of materials used in the diagnosis, prevention and treatment of oral disease. The competency based lab that accompanies this course includes exercises to illustrate application and use of selected materials. Students will study various materials including but not limited to impression materials, waxes, filled and unfilled resins, dental amalgams, gypsum, as well as acrylic plastics. Students will become familiar with various pieces of dental laboratory equipment and their uses. Corequisite: DES 0103L.

DES 0103L*
Dental Materials Lab,
2 Vocational Credits,
(Offered as needed)
This course is a comprehensive study of the manipulation, physical and chemical properties of materials used in the diagnosis, prevention and treatment of oral disease. Emphasis is on practical application as it relates to the role of the dental assistant in the contemporary dental practice. It is a competency based lab that accompanies the theory course and includes exercises to illustrate application and uses of selected materials. Students practice the use of various materials including but not limited to impression materials, waxes, filled and unfilled resins, dental amalgams, gypsum, and acrylic plastics. Corequisite: DES 0103.

DES 0205*
Dental Radiology Lecture,
1 Vocational Credit,
(Offered as needed)
This course is designed to introduce the theory, application and principles of radiographic exposure and processing techniques used in dentistry. Students will receive instruction including but not limited to historical data, radiation safety, exposure, processing, mounting and error prevention. Image interpretation of radiographic anatomical structures will be included. Prerequisites: DES 0400B, DEA 0020, DEA 0020L; Corequisite: DES 0205L.

DES 0205L*
Dental Radiology Lab II,
3 Vocational Credits,
(Offered as needed)
This laboratory course assists students in additional radiographic performance techniques to include surveys on patients with varied dentitions. Students practice more advanced radiographic exposure techniques, interpretation, additional darkroom procedures, identification of landmarks and distinguishing various radiographic pathology. Clinical radiographic skills necessary to produce diagnostic quality x-rays including but not limited to bitewings, periapical radiographs, and panoramic surveys on actual patients will be covered. Emphasis is placed on patient and operator safety guidelines and producing diagnostic quality radiographs during this course. Prerequisites: DES 0400B, DEA 0020, DEA 0020L, DES 0205L; Corequisites: DEA 0851L.

DES 0324*
Interpersonal Communications Skills,
1 Vocational Credit,
(Offered as needed)
This course is designed to implement interpersonal and effective communication skills in the practice of dentistry. It includes team building strategies, oral and written communications skills with the correct use of terminology commonly used in dentistry. Professionalism in verbal and nonverbal communications is emphasized. Students will be introduced to the legal and ethical scope of responsibilities for dental assistants and interpersonal relations in the dental office. Providing oral health instructions and post operative instructions for patients will be introduced. Scenario-based role playing is used to augment student learning of course content.

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DES 0400B*
Dental Anatomy,
2 Vocational Credits, 60 lec.
(Offered as needed)
This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head, neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included.

DES 0501*
Dental Practice Management,
1 Vocational Credit, 30 lec.
(Offered as needed)
This course includes theory and content relating to practical administrative duties performed in the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included.

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 pharmaceutics used in dentistry. Topics presented include nitrous oxide monitoring, emergency procedures and protocol. Lectures will include recognition of emergency conditions in the dental office, not limited to syncope, anaphylaxis, and cardiovascular incidents. Emphasis is placed on the role of the dental assistant in the prevention and management of dental office emergencies.

DES 0830*
Expanded Function Theory,
1 Vocational Credit,
(Offered as needed)
This course introduces the dental assisting student to the dental specialty practices and more advanced clinical skills. It also provides the theory of dental specialty practice administration as it relates to the role of the dental assistant including ethical and legal ramifications. Lectures relate topics including but not limited to dental specialty procedures, instruments used in the specialty practices and duties delegated to dental assistants according to the rules and regulations of the Florida Dental Practice Act. Role playing and problem solving activities using case studies relate to duties delegated to dental assistants. Prerequisites: DEA 0020, DEA 0020L, DES 0400B; Corequisite: DES0830L.

DES 0830L*
Skills Seminar,
2 Vocational Credits,
(Offered as needed)
This laboratory course accompanies the clinical practice lecture course DES 0830 and provides opportunity for students to practice application of the duties delegated to dental assistants according to the Florida Dental Practice Act. Students become more proficient in more advanced skills. Competencies containing information and behavioral objectives allow students to master each skill before advancing to the next. Prerequisites: DEA 0020, DEA 0020L, DES 0400B; Corequisite: DES0830L.

DES 0844*
Dental Science,
1 Vocational Credit,
(Offered as needed)
This course is a general study in biomedical sciences of preventive dentistry to familiarize the dental assisting student with basic principles of microbiology, basic body structures, and their functions and effects as manifested in the oral cavity. The course also covers the effects of nutrition and the role of microorganisms in dental health and blood borne pathogens.

FFP 0010*
Firefighting I,
7.5 Vocational Credits,
(Offered as needed)
This course is the first part of the Basic Fire Recruit Academy and prepares students for a career as a volunteer firefighter. Classroom instruction includes a variety of fire related topics which are reinforced and enhanced through practical skills activities. Upon completion, the student is eligible to test for certification as a volunteer firefighter through the Florida State Fire College and may elect to continue training in Firefighter II to pursue state certification as a career firefighter. Permission of the Public Safety Division is required. Corequisite: FFP 1140.

FFP 0020*
Firefighting II,
7.5 Vocational Credits,
(Offered as needed)
This course is the second part of the Basic Fire Recruit Academy and prepares students for a career as a firefighter. The delivery of instruction includes a variety of training in practical skills necessary for the mastery of the basic competencies required in the program. Upon successful completion of this course, the student is eligible to take the Bureau of Fire Standards and Training written and practical examination. Permission of the Public Safety Division is required. Prerequisite: FFP 0010.

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ACG 3083  
**Accounting: Concepts and Practice, 3 Credit Hours,**  
*(Fall, Spring, Summer)*  
This course explores the preparation and use of accounting information. Topics include mathematical procedures related to business decisions; terms and processes associated with the accounting cycle; financial statements for the sole-proprietorship, partnership and corporation; and foundations of managerial accounting. Prerequisites: upper division standing and GEB 3031 or permission. ACG 2001 is strongly recommended. (With advance approval, students who have completed both ACG 2001 and ACG 2011 may substitute an upper division elective for this course.)

ACG 4901  
**Independent Study – Accounting, 1 Credit Hour,**  
*(Offered as needed)*  
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in-depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: upper division standing and permission.

BUL 4333  
**Contract Formation and Administration, 3 Credit Hours,**  
*(Fall, Spring, Summer)*  
Students will be exposed to the differences in the public and private sector contracting environments. Emphasis will be placed on the fundamentals of contract formation including sealed bidding, negotiations, and best value methods. Students will learn the fundamentals of contract administration including inspection and acceptance, quality control, contract changes, and disputes. Prerequisites: upper division standing and BUL 3320 or BUL 2241 and BUL 2242.

BUL 4931  
**Acquisition Law Seminar, 3 Credit Hours,**  
*(Fall, Spring, Summer)*  
This course addresses contract law as applicable to formation and administration of contracts with private and governmental agencies, with emphasis on the federal government. The following topics are also included: concepts of responsiveness and responsibility, bidding procedures, mistakes, negotiation procedures, changes, claims and dispute resolution. Students will explore the typical contracting problems that can lead to litigation. Prerequisites: upper division standing and BUL 4933.

EDE 4223  
**Integrating Art, Music, and Physical Education, 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”. Prerequisites: EDG 3410C and EDE 3301; 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, discussion of issues common to teacher interns, and review strategies for certification exams. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. This course requires a minimum grade of “C”. Prerequisite: upper division standing with permission of department chair.
EDE 4940
Internship: Elementary Education, 9 Credit Hours, (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: upper division standing with permission of department chair.

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”. Prerequisites: EDF 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisites: EDF 3410C, and EDE 3301 or EDG 3343.

EDF 3910A
Projects in Teacher Education, 1 Credit Hour, (Offered as needed)
Directed study and individual projects designed to meet the needs of Teacher Education students completing an artifact required in the B.S.E. program. This course requires a minimum grade of “C”. Prerequisite: upper division standing with permission of department chair.

EDF 3910P
Projects in Teacher Education – Field Placement, 1 Credit Hour, (Offered as needed)
Directed study and individual projects designed to meet the needs of Teacher Education students completing field experience in the B.S.E. program. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

EDF 3911
Independent Research in Teacher Education, 2 Credit Hours, (Offered as needed)
Directed study and individual projects designed to meet the needs of students completing field experience and artifact required in the B.S.E. program. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

EEF 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”. Prerequisites: EDF 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisites: EDF 3410C and EDE 3301 or EDG 3343.
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. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EME 3410C and EME 3343; upper division standing. Corequisite: EME 3410C, EME 3343.

FIN 4402
Financial and Economic Management,
3 Credit Hours,
(Fall, Spring)
This course addresses the application of contemporary theory and practice in business resource allocation. Topics include: capital budgeting, equity and capital financing, capital management, analysis of financial statements, pricing theory, management of working capital and other topics relevant to the acquisition, financing and management of business assets and business decision making. Both the economic and financial perspectives will be presented. Prerequisites: upper division standing and ACG 3083; or upper division standing and ACG 2001 and ACG 2011; or upper division standing and ECO 2013 or ECO 2023. ECO 2013 or ECO 2023 is strongly recommended. (With advance approval, students who have completed both ECO 2013 and ECO 2023 may substitute an upper division elective for this course.)

GEB 3213
Business and Administrative Communication,
3 Credit Hours,
(Fall, Spring, Summer)
A comprehensive course in effective and efficient communications in the business world; includes preparation of reports, proposals and presentations, technical writing skills, composition of standard business documents including persuasive messages, sales letters, customer service correspondence, instructional memoranda, and policy and procedure development. Prerequisites: upper division standing and ENC 1101 or permission.

GEB 3344
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 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 3930
Business Project and Acquisitions Terms and Concepts,
1 Credit Hour,
(Fall, Spring, Summer)
Students will apply specialized terminology of project and acquisitions management in various communication venues including short written documents and summary analyses. Emphasis will be placed upon the latest terms, abbreviations and jargon applicable to the field: students will research selected terms and concepts in various contemporary periodicals and publications. Prerequisite: upper division standing.

GEB 3933
Business Research,
1 Credit Hour,
(Fall, Spring, Summer)
This seminar-style course, offered in group or individual format, provides an introduction to various references, databases, periodicals, journals and other publications essential to the research of contemporary business issues; also included are methods of accessing resources via the internet, designing search strategies, citing internet resources and evaluating research materials. Prerequisite: upper division standing.

GEB 4454
Business in a High Technology Environment,
3 Credit Hours,
(Fall, Spring, Summer)
This course provides an in-depth examination of the special challenges and opportunities of managing a high technology firm or a traditional entity operating in the high technology environment; addresses software/information security, recruiting, technical personnel, outsourcing, equipment security, updating equipment, telecommuting and similar issues. Prerequisites: upper division standing and GEB 3031.

GEB 4901
Independent Study – Business Administration,
1 Credit Hour,
(Offered as needed)
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in-depth exploration of a special or advanced business administration topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.
GEB 4930
Special Topics: Project Management, 3 Credit Hours, (Offered as needed)
An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4931
Special Topics: Acquisitions, 3 Credit Hours, (Offered as needed)
An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4932
Special Topics: Quality Improvement, 3 Credit Hours, (Offered as needed)
An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4933
Special Topics: Management, 3 Credit Hours, (Offered as needed)
An individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4934
Special Topics: Business Administration, 3 Credit Hours, (Offered as needed)
An individual or group course designed to provide students with the opportunity to pursue a special topic(s) from the area of business administration in depth; may be repeated as topics change. Prerequisite: upper division standing and permission.

GEB 4941
Internship: Business, 3 Credit Hours, (Fall, Spring, Summer)
An individualized course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: upper division standing and permission of the instructor.

ISC 4145
Environmental Systems, 3 Credit Hours, (Offered as needed)
Environmental Systems will expose students to a broad overview of the structure and processes occurring on Earth. Students will gain a broad understanding of the interactions between the atmosphere, biosphere, lithosphere, and hydrosphere. Course topics will be related to current environmental issues and our local ecosystems. This course is focused on Earth System Science content with development of methods specific to teaching middle school science as a secondary objective. Prerequisite: BSC 1011C, GLY 2010C; CHM 1025 or PHY 1020. If used to meet NWFS Teacher Education requirements, this course requires a minimum grade of “C”.

ISM 3220
Network Technologies for Information Professionals, 3 Credit Hours, (Fall, Spring, Summer)
This course is designed to give the student an understanding of the various networking technologies and their practical application in the management of a business. The course also covers the technical issues involved in designing and implementing an efficient network for voice, data, and information networks. Prerequisites: upper division standing/admission to any B.A.S. program AND at least two information technology or computer science courses at a college or university level.

ISM 3232
Software Essentials, 3 Credit Hours, (Fall, Spring, Summer)
This course covers a broad range of software topics as they apply to software management and systems analysis and design. Topics include, but are not limited to programming, the systems development life cycle (SDLC), systems management, interface design and internet technology. Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 3323
Applications in Information Security, 3 Credit Hours, (Fall, Spring, Summer)
This course helps develop the important security concepts relative to software application development and access control that provide the knowledge and skills necessary for the successful management of information security in an organization. Students will understand the environment where software is designed and developed as well as the critical role software plays in providing security to an organization’s information systems. The course focuses on software development concepts that relate to security, and how access control methodologies fit into the entire enterprise architecture. Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 4480
Electronic Commerce Systems and Strategies, 3 Credit Hours, (Fall, Spring, Summer)
This course is designed to familiarize the student with the management approach to defining and implementing e-commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC such as internationalization, electronic payment methods, internet fraud, mobile e-commerce, and current implementation technologies. Architectures and inter-dependence (i.e. integration) of systems will be covered. Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 4930
Special Topics - Technology Management, 3 Credit Hours, (Fall, Spring, Summer)
This is an individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisites: upper division standing and permission of instructor. May be taken up to 2 times for credit.

ISM 4931
Internship - Technology Management, 3 Credit Hours, (Offered as needed)
This is an individual or group course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisites: upper division standing and permission of instructor.
LAE 4314C
Methods in Teaching Language Arts in Elementary School,
3 Credit Hours,
(Offered as needed)
The development and implementation of methods, materials, content, organization for teaching reading, writing, listening, and speaking in the elementary school are highlighted in this course. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and 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. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

MAE 4312C
How Children Learn Math,
3 Credit Hours,
(Offered as needed)
This course is designed to develop the skills and concepts necessary to deliver the mathematics curriculum effectively in the classroom. The content strongly reflects the curriculum emphases of the National Council of Teacher of Mathematics, and topics are presented using a process-oriented approach. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDG 3343; upper division standing with permission of department chair. Corequisites: EDG 3410C, EDG 3343.

MAE 4320C
Teaching Methods in Middle Grades Math,
3 Credit Hours,
(Offered as needed)
This course addresses instructional methods and materials for teaching mathematics in middle schools. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

MAE 4930C
Seminar in Math Education,
1 Credit Hour,
(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. This course requires a minimum grade of “C”. Prerequisite: upper division standing with permission of department chair.

MAE 4940C
Teaching Methods in Middle Grades Math Field Experience,
1 Credit Hour,
(Offered as needed)
In this course, students will apply knowledge of teaching strategies, methods and materials for teaching mathematics in a middle school classroom. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

MAE 4945
Internship:
Middle Grades Math Education,
9 Credit Hours,
(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. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

MAN 3052
Management Philosophy and Practice,
3 Credit Hours,
(Fall, Spring, Summer)
A comprehensive study of contrasting philosophies of management, current theories of leadership, management and supervision, as well as current trends and issues for business managers; focuses on applications and cases for development of competencies across all business functions and units; emphasis is placed on the cross-functional aspects of management, as well as the manager’s need for a general business perspective. Prerequisite: upper division standing; concurrent or prior enrollment in GEB 3031 is recommended.

MAN 3120
Leadership and Group Dynamics,
3 Credit Hours,
(Fall, Spring, Summer)
An applied leadership course with a focus on case studies, projects and group interaction; includes theoretical background on group dynamics, small group behavior and motivation, power, types of groups, verbal and non-verbal communication skills and team-building. Emphasis will be placed on sociological and psychological dimensions of inter-group relations, including analysis and problem-solving through simulations, cases and similar activities which reflect a general business perspective, as well as leadership and group dynamics across a variety of business units/ functions. Prerequisites: upper division standing; GEB 3031 and MAN 3052 recommended, but not required.
MAN 3310
Issues in Human Resource Management,
3 Credit Hours,
(Fall, Spring, Summer)
Introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. Approach will focus on current issues and applications. Prerequisite: upper division standing; MAN 3052 preferred.

MAN 3320
Employee Staffing and Benefits,
2 Credit Hours,
(Spring)
An intermediate level course in employment staffing issues focusing on staffing patterns, organizational structures, job analysis and design, staffing efficiencies, employee assistance programs, staff projection models, and employee services. Prerequisites: upper division standing and MAN 3310.

MAN 3350
Training and Development,
2 Credit Hours,
(Fall, Spring, Summer)
Covers various staff training and development models, effective workshop techniques, designing and implementing company-wide training and development programs. Assessment of training needs, training and development as a benefit and setting development goals; students will design and conduct at least one workshop/training session for fellow students. Prerequisites: upper division standing and GEB 3213.

MAN 3574
Acquisition Management,
3 Credit Hours,
(Spring, Summer)
Students will be exposed to the fundamentals of government acquisitions. This course provides conceptual material on government acquisitions, to include program planning, execution, and control. Students will be introduced to the elements of program risk and learn risk management techniques. The systems engineering process will be emphasized to include work breakdown structures, cost – benefit analysis, and scheduling. Prerequisites: upper division standing and GEB 3031 or MAN 3052.

MAN 3583
Project Management,
3 Credit Hours,
(Fall, Spring, Summer)
In this introductory Project Management course, students will be exposed to the fundamentals of general project management. This course provides conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution. Emphasis will be placed on project oversight issues across the various business units and functions. Prerequisites: upper division standing and GEB 3031 or MAN 3052.

MAN 4401
Labor Relations,
2 Credit Hours,
(Fall, Spring, Summer)
This course explores the impact of employee organizations on labor relations, current problems, conflicts and trends and includes the development of managerial approaches to achieve labor management cooperation. Prerequisites: upper division standing and MAN 3310.

MAN 4520
Quality Management,
3 Credit Hours,
(Fall, Spring, Summer)
This course examines the strategic role of quality within an organization, as well as strategic issues involved in managing quality. Topics include assessing customer requirements, developing customer focus and measuring quality performance. Prerequisite: upper division standing; GEB 3031 or MAN 3052 preferred.

MAN 4550
Quality Certification: ISO 9000,
3 Credit Hours,
(Offered as needed)
A comprehensive study of internationally uniform quality standards (ISO 9000) and the steps to individual and organizational certification; includes management responsibility, quality system documentation, contract review, design control, process control, inspection and testing, corrective actions and other certification topics. Prerequisite: upper division standing; GEB 3031 or MAN 3052 preferred.

MAN 4720
Strategic Planning and Management,
3 Credit Hours,
(Fall, Spring, Summer)
This course addresses the integration of organizational functions to achieve competitive advantage and organizational harmony through strategy formulation, implementation and evaluation. Activities include case studies and a strategic planning simulation. Topics include change theory, decision-making, planning models, and strategic planning processes as applied in a variety of business settings, units, and functions. Prerequisites: upper division standing and GEB 3031 and MAN 3052 or permission.

MAN 4901
Independent Study – Management,
1 Credit Hour,
(Offered as needed)
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

MAN 4930
Applications Seminar: Acquisitions,
3 Credit Hours,
(Fall)
In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3574 (Acquisitions Management). Emphasis will be on government acquisition management, students will create a work-breakdown structure, a project schedule, and perform a cost-benefit analysis of alternatives. Earned value management will be introduced as a method of program control. Students will also identify potential risk areas and suggest mitigation plans. Prerequisites: upper division standing and MAN 3574.
MAN 4931
Applications Seminar: Project Management, 3 Credit Hours, (Fall)
This seminar will build on the basic project management skills by introducing the basic tools used by project managers. The student will learn management techniques for project planning, budgeting, scheduling and control techniques, cost estimating and project management software applications. Students will be exposed to the relationship of purchasing and contracting with project management. Prerequisites: upper division standing and MAN 3583.

MAN 4932
Contract Negotiations Seminar, 3 Credit Hours, (Offered as needed)
This seminar will refine the negotiation skills of the student through the use of readings, class discussions, case analyses, and practical exercises. Students will be introduced to goals, objectives, and strategies, as well as using appropriate tactics and methods to achieve them. The course will also help students understand the role of communication, power, and personality in the negotiation process and facilitate them assessing their personal abilities and traits as they relate to negotiation. While the course will focus on negotiation of defense-related contracts, the principles covered will apply to the entire range of interpersonal relationships. Prerequisites: upper division standing and BUL 4333.

MAN 4933
Best-Value Source Selection Seminar, 3 Credit Hours, (Offered as needed)
Focus is on the best-value source selection process. Students will walk through the acquisition cycle. Topics will include acquisition strategy, pre-solicitation activity, preparation for evaluation, initial proposal evaluation, discussions or negotiations, final proposal revision and recommendations and decisions. Prerequisites: upper division standing and MAN 3574.

MAN 4934
Logistics Management Seminar, 3 Credit Hours, (Offered as needed)
A special topics course conducted in group or individual format; focus is on the terms, concepts and processes associated with logistics and distribution in the contemporary business environment. Prerequisites: upper division standing and MAN 3583 or MAN 3574.

MAN 4940
Internship: Management, 3 Credit Hours, (Fall, Spring, Summer)
An individualized course in supervised work experience; provides the student with supervised, management-related work experience and the opportunity to build upon existing management skills and experience. Prerequisites: upper division standing and permission of instructor.

MHF 3202
Set Theory and Logic, 3 Credit Hours, (Offered as needed)
This course covers the following topics: sets, operations on sets, set algebra, Venn diagrams, truth tables, tautologies, applications to mathematical arguments, and mathematical proof writing. Other topics may also be chosen from calculus, number theory, abstract algebra, and graph theory. If used to meet NWFS Teacher Education program requirements, this course requires a minimum grade of "C." Prerequisite: Grade of "C" or better in MAC 2311 or equivalent.

MHF 4404
History of Mathematics, 3 Credit Hours, (Offered as needed)
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. If used to meet NWFS Teacher Education program requirements, this course requires a minimum grade of "C." Prerequisite: Completion of MAC 2311 with a grade of "C" or better or concurrent enrollment in MAC 2311.

NSP 3175
Spanish for Health Care Providers, 3 Credit Hours, (Offered as needed)
This course is a multi-disciplinary language course designed for Nursing majors or individuals 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 collect a nursing history. Phrases used to complete a nursing assessment will be taught. Disease processes prevalent in persons of Latin-American and Mexican descent will be discussed by the Nursing faculty. This course will also cover cultural practices that affect health care, specifically nursing care of Spanish-speaking patients. This course will not meet the Foreign Language transfer requirement.

NSP 3295C
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.

NSP 4275
Introduction to Critical Care Nursing, 3 Credit Hours, (Summer)
This course examines the needs of the critically ill client. As part of the human experience, the integrity of the individual and family may be disrupted by a critical illness. During such time, the critical care nurse assists the individual and family to restore life processes to a state of dynamic equilibrium. This course emphasizes the involvement through use of scientific rationale and application of the nursing process in providing care to the individual client and family. Critical care concepts and skills for promoting client and family well-being are stressed.
NUR 3678
Nursing Care of Vulnerable Populations, 3 Credit Hours, (Summer)
Caring for the vulnerable members of society is a function nurses perform without regard for their own ambitions, personal safety, and financial security. This course is designed to pull together material from different cultures and at risk groups of individuals considered vulnerable populations. Key concepts will be discussed that will provide a basic structure for caring for the vulnerable, the relevance of nursing theories to vulnerable populations, nursing research showing the kinds of phenomena nurses study, and many ideas about learning to work with and advocate for vulnerable individuals.

NUR 3767
Nursing Care of Complex Clients, 3 Credit Hours, (Spring)
This course assists the RN to B.S.N. student in the assimilation of pathophysiology, assessment, and pharmacological nursing concepts with variety complex client issues. This course provides expanded concepts related to nursing care for individuals experiencing complex alterations in health problems as they progress through a variety of health care delivery systems and environments. Prerequisites: NUR 3067C, NUR 3080.

NUR 3826
Nursing Ethics, 3 Credit Hours, (Spring)
This course provides an in-depth exploration of ethical principles and moral reasoning as the foundation of nursing practice. The ANA Code of Ethics will be used as a framework for examining current issues in 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 3905C
Independent Study - Clinical: RN to BSN, 1 Credit Hour, (Offered as needed)
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in-depth exploration, development, and sharpening of clinical competencies in the Bachelor’s level nursing clinical areas. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: Permission of the Instructor/Department.

NUR 3955
Portfolio I, 1 Credit Hour, (Fall)
This course will provide RN to B.S.N. students an opportunity to develop an electronic professional portfolio to express one’s professional nursing expertise and proficiency.

NUR 4125
Clinical Pathophysiology, 3 Credit Hours, (Fall)
This course examines the underlying pathogenesis, evolution, clinical manifestations, and complications of common disease processes across the life span. Normal and abnormal cellular alterations as well as specific body system alterations are covered in depth. Evidenced-based therapeutic clinical treatment modalities and pharmacological interventions are examined in an effort to provide the participants with a comprehensive clinical overview of disease alterations and clinical treatment. Prerequisite: upper division status.
NUR 4165
Evidence-Based Practice: Incorporating Nursing Research, 3 Credit Hours, (Fall, Spring)
This course is designed to provide the RN to B.S.N. student with an introduction to the research process and evidence-based practice. The purpose of the course is to stimulate interest in nursing research; to enable students to understand and judge the usefulness of scientific findings; and to develop an understanding of how clinical proficiency is combined with experimental proof to produce nursing practices based upon evidence. An on-line teaching method is used with optional workshops available to students. Prerequisite: STA 2023.

NUR 4615C
Family and Community Health, 5 Credit Hours, (Fall, Spring)
The Family and Community Health Nursing course is designed to facilitate the conceptualizing of family, population groups, and community as units of care from diverse cultures, ethnic, and social backgrounds. The student is provided a fieldwork opportunity to assess the health needs of selected families and groups in the community setting with selected health promotion, risk reduction, and disease prevention. The nursing process is used to examine multiple influences impacting life-course experiences of families and communities to enhance functioning. Prerequisites: NUR 3067C, NUR 3080; admission to the RN to B.S.N. program.

NUR 4827C
Nursing Leadership and Management, 5 Credit Hours, (Spring, Summer)
This course provides students with an evidence-based study of leadership, collaboration, and coordination in health care settings. Students develop an evidence based paper to deal with key leadership and management issues related to professional goals. Nursing leadership and management fieldwork focuses on the roles and functions of the professional nurse in these roles. Issues associated with health care delivery are explored. Fieldwork provides an opportunity to plan, implement and evaluate a change in the practice of nursing. Prerequisites: NUR 3080, NUR 4165, NUR 3067C, NUR 4615C.

NUR 4956
Portfolio II, 1 Credit Hour, (Spring, Summer)
This course will provide students an opportunity to complete and evaluate their electronic professional portfolio to express their professional nursing expertise and proficiency. Prerequisites: NUR 3955, NUR 3080; Pre or Corequisite: NUR 4827C.

PAD 3003
Public Service Operations, 3 Credit Hours, (Fall)
An introduction to public administration and policy in America. This course is designed to provide undergraduate students a basic understanding and appreciation of the administration of the public sector. It is intended to provide an overview of public administration for students interested in public service and for those, who as good citizens, want an appreciation of the complexities of public management. Prerequisite: upper division standing.

PAD 3393
Advanced Emergency Management, 3 Credit Hours, (Spring)
This course examines functional components of emergency management principles, and programs. Students investigate how public policy choices impact emergency planning and the consequences of a disaster. It is designed to help the student develop an in-depth understanding of overall emergency management principles, practices, and standards in the local, national, and international environments. Prerequisite: upper division standing.

PAD 3882
Issues in Public Service Administration, 4 Credit Hours, (Fall)
This course focuses on current issues and trends in the field of public service administration. The course is structured to introduce management and administrative topics in public service, examine the implications to the field, and reformulate recommendations. This course will begin developing skills in project design and presentation. This course will enhance critical thinking skills. Prerequisite: upper division standing.

PAD 4933
Special Topics in Public Administration, 3 Credit Hours, (Spring)
This is an individual or group course designed to provide students with the opportunity to pursue a special topic(s) from the area of public administration in depth; may be repeated as topics change. Prerequisites: upper division standing and permission of the instructor. May be taken 3 times for credit.

PAD 4940
Internship: Public Service, 3 Credit Hours, (Offered as needed)
This is an individualized course in supervised work experience which provides the student with supervised, public-service related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: Upper division standing and permission of instructor.

RED 3309C
Early and Emergent Literacy K-2, 3 Credit Hours, (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. Prerequisites: EDG 3410C and EDE 3301; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDE 3301.
RED 3324C
Teaching in the Middle Grades Curriculum, 3 Credit Hours, (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. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDG 3343.

RED 3335C
Teaching Reading in the Content Areas, 3 Credit Hours, (Offered as needed)
This course addresses strategies, materials, and skills for teaching reading in content areas. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 3324C.

RED 3511C
Intermediate Literacy 3-6: Reading and Thinking, 3 Credit Hours, (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: RED 3309C.

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: RED 3511C.

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: RED 4312.

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. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 4519C.

SCE 3310C
Teaching Science in the Elementary School Methods, 3 Credit Hours, (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. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

SCE 4320C
Teaching Methods in Middle Grades Science, 3 Credit Hours, (Offered as needed)
This course provides techniques and materials of instruction for teaching science in the middle grades. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

SCE 4930C
Seminar in Science Education, 1 Credit Hour, (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. This course requires a minimum grade of “C”. Prerequisite: upper division standing with permission of department chair.

SCE 4940C
Teaching Methods in Middle Grades Science Field Experience, 1 Credit Hour, (Offered as needed)
In this course, students will apply knowledge of teaching strategies, methods and materials for teaching science in a middle school classroom. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.
SCE 4945
Internship:
Middle Grades Science Education, 9 Credit Hours, (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. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: upper division standing with permission of department chair.

SSE 4313C
Teaching Social Science in the Elementary School Methods, 3 Credit Hours, (Offered as needed)
This course concentrates on the methods of planning and strategies employed in teaching K-6 subjects related to the study of people and their relationships with other people and their environment. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisite: EDG 3410C and EDE 3301 or EDG 3343.

TSL 3081C
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. Prerequisites: EDG 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisite: EDG 3410C and EDE 3301 or EDG 3343.

TSL 4140C
ESOL Methods, Curriculum and Assessment, 3 Credit Hours, (Offered as needed)
This course is designed to build on the candidate’s knowledge of applied linguistics and cross cultural communication. Candidates will extend their understanding of the role of language and culture in the classroom. This course will prepare candidates for effective planning, instruction, and assessment of ELLs in the classroom. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Requires an 18 hour field experience working with ELLs in a classroom setting. Prerequisite: TSL3081C.
ACG 2001 △
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. Prerequisite: 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 △
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.
△ 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 the Colonial period to the 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 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,
(Spring)
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. Prerequisite: ETD 1102.

ARC 2201
Theory of Architecture,
3 Credit Hours,
(Spring)
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.

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.

This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
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.

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.

† 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 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.

ART 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.

ART 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 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 49 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 49 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 49 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 49 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 49 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 49 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 49 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 49 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 block printing, calligraphy, monotype, etching and serigraphy. Emphasis is on composition, exploration of printing methods and individual expression. Content varies according to instructor. Prerequisite: ART 2400C. See page 49 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 49 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 49 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 49 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 49 regarding audit enrollment.

ART 2602C
Digital Imaging I,
4 Credit Hours,
(Offered as needed)
A digital illustration production course with a strong emphasis on concept development and image making skills. Students will create complex imagery based on manipulations of photographs or traditional drawings and paintings with an industry-standard image editing/ manipulation software. Access to an appropriate high quality digital camera is required. It is recommended that students take PGY 1801C at the same time or prior to taking this course.

ART 2603C
Digital Imaging II,
4 Credit Hours,
(Offered as needed)
A continuing course which expands upon the technical and conceptual foundation laid in Digital Imaging I. Students will explore advanced software techniques and greater challenges of personal or commercial expression in digital media. Access to an appropriate high quality digital camera required. Prerequisites: ART 2602C, PGY1801C.

ART 2701C
Sculpture I,
3 Credit Hours,
(Spring)
An introductory course in the technical and aesthetic consideration of sculptural forms. Includes a wide range of materials and expressions, representing past and present sculptural methods. See page 49 regarding audit enrollment.

ART 2703C
Sculpture II,
3 Credit Hours,
(Spring)
Allows continued experience in more complex three-dimensional techniques; emphasis on individual projects and conceptual approach. Prerequisite: ART 2701C. See page 49 regarding audit enrollment.

ART 2834C
Gallery Practices,
3 Credit Hours,
(Offered as needed)
The principles of Art Gallery practices and operations. Both theoretical and practical experiences will be obtained through lectures, field trips and class projects.

ART 2930
Art – Special Topics,
3 Credit Hours,
(Fall, Spring Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

ART 2955
Portfolio Development,
3 Credit Hours,
(Spring)
Development of a working portfolio through studio project aimed at fulfilling the general requirements the average company, university, art school or advertising agency looks for in a portfolio presentation. Prerequisites: ART 1201C, ART 1203C, ART 1300C, ART 1301C.

ASL 1140
American Sign Language I,
4 Credit Hours,
(Fall)
To introduce the student to the basic vocabulary and finger spelling of American Sign Language. Emphasis will be on learning to express this language in a simple form and have a basic receptive language competency.

ASL 1150
American Sign Language II,
4 Credit Hours,
(Spring)
To increase the student’s American Sign Language vocabulary and use more complex expression of thoughts, ideas, and emotions. To increase the receptive and expressive proficiency of the student in both sign and finger spelling. Prerequisite: ASL 1140.

ASL 2160
American Sign Language III,
4 Credit Hours,
(Spring)
A conversational course in American Sign Language utilizing skills and vocabulary from American Sign Language I and II and building on these to form more complex expressions in American Sign Language. Impromptu and planned stories, dialogues and skits will be performed. Receptive and expressive finger spelling will be advanced. No voice will be used for the majority of classroom time. Prerequisite: ASL 1150 or instructor permission.

ASL 2700
American Sign Language IV,
4 Credit Hours,
(Spring)
A continuing course in American Sign Language, building on the skills and vocabulary from American Sign Language I, II, and III. It is designed for students who have a basic understanding and mastery of American Sign Language. Emphasis is on improving the student’s ability to express thoughts, ideas, and emotions in an American Sign Language context. Prerequisite: ASL 1140.

△ Technology-Across-the-Curriculum Course.
▶ 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, (Fall)
Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry.

BCN 1272 *
Blueprint Reading for Commercial Construction, 3 Credit Hours, (Spring, Fall)
A course to familiarize non-drafting students with techniques of blueprint reading and the fundamentals of construction methods that make blueprint reading meaningful.

BCN 1520 *
Electrical Systems in Construction, 3 Credit Hours, (Spring, Summer, Fall)
A course to familiarize students with electrical terminology, practices, methods, code requirements and safety and health in construction.

BCN 1567 *
Plumbing and Gas Construction Practices, 3 Credit Hours, (Spring, Summer, Fall)
A course to familiarize students with Plumbing and Gas code requirements, terminology, methods, practices, processes and safety and health used in building construction.

BCN 2231
Building Construction Materials and Processes II, 3 Credit Hours, (Spring)
Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry. The focus of the course will cover Divisions 9 through 16 of the construction industry.

BCN 2560 *
Mechanical Systems in Construction, 3 Credit Hours, (Spring, Summer, Fall)
A course to familiarize students with mechanical trades terminology, methods, practices, code requirements processes, and safety and health criteria in mechanical construction.

BCN 2721 *
Construction Management/Planning, 3 Credit Hours, (Spring, Summer, Fall)
The course covers project development and organization from pre-construction site investigation to final completion. The course will include the management of project estimates, plans, schedules, operations and safety. The student will become knowledgeable about documents used in the construction industry for bid, contracts, zoning, permits, bonds, loans specifications and drawings.

Cost engineering, procurement, value engineering and quality assurance will be covered. Cost management through job cost analysis and purchase order systems will also be covered.

BCN 1567 *
Structural Systems in Construction, 3 Credit Hours, (Spring, Summer, Fall)
A course to familiarize students with structural terminology, practices, methods, code requirements and safety, and health criteria in construction.

BCT 1770 *
Construction Estimating, 3 Credit Hours, (Spring, Fall)
A course in estimating as it relates to the construction industry covering references, estimating methods, take-off organization and presentation; material take-off, cost estimating in heavy construction, mathematical formulas for estimating, quantity take-off from plan review, and computer estimating overview. Prerequisites: BCN 1230, BCN 1272.

BOT 1010C
Botany, 4 Credit Hours, (Spring)
This course covers the structure and function of seed plants, basic information on plant metabolism, including photosynthesis and water relations, and a survey of lower plants, algae and fungi. It introduces basic concepts of ecology and plant geography and stresses the importance of plants to humans. Laboratory sessions illustrate concepts from the lecture using specimens, microscope slides and field trips.

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).

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.

* 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 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 classification. Required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisite: BSC 1010C.

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.

BSC 2947  
Directed Work Study – Biology,  
1 Credit Hour,  
(Offered as needed)  
A Technology-Across-the-Curriculum 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. This course may be taken up to four times for credit.

CCJ 1000  
Introduction to Criminology,  
3 Credit Hours,  
(Spring)  
A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific behavioral problems of addicts, compulsive and habitual offenders and juvenile offenders. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 1020  
Introduction to Criminal Justice,  
3 Credit Hours,  
(Fall, Spring, Summer)  
An introduction to the philosophical and historical background of law enforcement and the administration of criminal justice. Organization and jurisdiction of local, state, and federal law enforcement agencies, court and criminal procedures, career opportunities in the Criminal Justice field are also covered.

CCJ 1035  
Criminal Justice Seminar,  
3 Credit Hours,  
(Offered as needed)  
Exploration, development and discussion of contemporary problems in the Criminal Justice System.

CCJ 1041  
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.

* 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 1600C *△ Networking Fundamentals, 3 Credit Hours, (Spring, Fall)
This course introduces the student to the basics of internetworking technology. This is also the first of four courses designed to prepare a student to take the CISCO Certified Network Associate Exam. The student will study networks and layers, networking devices, IP addressing, ARP and RARP, media and design, topology, structured cabling, electricity, and electronics and network management.

CET 1610C *△ Router Theory, 3 Credit Hours, (Spring, Fall)
Basic Router terminology and configurations are studied in this course. The student will study router components, router configuration, IOS, TCP/IP, IP addressing, and router protocols. This is one of the four courses designed to prepare a student to take the CISCO Certified Network Associate Exam (CCNA). Prerequisite: CET 1600C.

CET 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 2172C *△ Microcomputer Servicing, 4 Credit Hours, (Spring, Fall)
This course introduces the PC system, how it works and how the operating system controls it. Also studied are the components which make up the PC system, how to use multimeters and logic probes to make measurements and troubleshoot the system with the aid of diagnostic software. Students will perform fault analysis of simulated PC defects. In addition, students will learn to disassemble, reassemble and modify the PC hardware components.

CET 2179C *△ PC Operating Systems A+, 3 Credit Hours, (Spring, Summer, Fall)
This course is designed to 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 2182C *△ PC Hardware A+, 3 Credit Hours, (Spring, Summer, Fall)
This course is designed to prepare the student to take the A+ Certification exam, by teaching the student basic technical skills needed to understand the function and operation of the major elements of personal computer systems, and how to localize and correct common hardware and software problems.

CET 2610C *△ 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. Prerequisites: 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 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.

* 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 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 2793C *△
Windows Network Infrastructure, 3 Credit Hours, (Offered as needed)
This course addresses the implementation, management and maintenance of server networking technologies. Tasks include implementing routing, managing DHCP, DNS, and WINS, securing IP traffic with IPSec and certificates, and implementing a network access infrastructure with connections for remote access clients. Prerequisite: CTS 2334 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

CET 2854C *△
Fundamentals of Wireless LANs, 3 Credit Hours, (Fall, Spring)
Develop, implement and troubleshoot wireless networks. This hands-on, skill-based course focuses on the design, planning and operation of wireless networks, with an overview of technologies, security, and design best practices. This course helps prepare the student for the CISCO Wireless 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 12 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.

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 worldwide 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.
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.

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 NWSC 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. NWSC 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.

* 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 2432A *
Curriculum for Young Children I,  
3 Credit Hours,  
(Fall, Summer, Spring)  
Study of the techniques of using  
language arts, science, art, social  
studies, music, mathematics, and  
physical activities with young children.  
Includes participation in NWFSC Child  
Development Education Center.

CHD 2433 *  
Child Development Seminar,  
3 Credit Hours,  
(Offered as needed)  
This course focuses on current  
trends and issues in the field of early  
childhood education. The topic will  
 vary based on current trends and  
 issues. This course may be taken up to  
three times for credit.

CHD 2810 *  
Child Nutrition, Health and Safety,  
3 Credit Hours,  
(Fall, Spring, Summer)  
Methods of meeting physical needs of  
young children through nutrition and  
good health practices. Recognition  
of childhood diseases and care of the  
handicapped child.

CHI 1120  
Mandarin Chinese I,  
4 Credit Hours,  
(Fall, Spring, Summer)  
This course focuses on pronunciation  
and grammatical structures of  
Mandarin Chinese, with emphasis  
upon balanced development of all  
four skills: listening, speaking, reading  
and writing. Covers all basic structures  
of the language and develops a  
foundation for further study of the  
language. Designed for students with  
no previous knowledge of Chinese.

CHI 1121  
Mandarin Chinese II,  
4 Credit Hours,  
(Fall, Spring, Summer)  
This course is a continuation  
of Mandarin Chinese I with  
additional vocabulary and grammar.  
Principles of pronunciation and  
grammatical structures of Mandarin Chinese, with  
emphasis upon balanced development of all  
four skills: listening, speaking, reading  
and writing. Covers all basic structures  
of the language and develops a  
foundation for further study of the  
language. Prerequisite: CHI 1120.

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 especially  
for 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  
of structure; kineticmolecular 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)  
A laboratory course designed for  
students needing laboratory credit only  
and not seeking college chemistry.  
Experiments performed  
by the student in CHM 1032C will  
complement and supplement the  
concepts presented in CHM 1045.  
University transfer credit. Prerequisite:  
CHM 1045.

CHM 1045C  
College Chemistry I,  
4 Credit Hours,  
(Fall, Spring, Summer)  
Continuation of CHM 1045C. Includes  
kinetics, chemical equilibriums,  
acids and bases, thermo-dynamics,  
nuclear chemistry, 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 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.

* This college credit course is not intended  
for transfer and may not be applied  
toward the A.A. degree.
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 carbocation 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.

CJB 2402 *  
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.

CJB 2404 *  
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 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 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 51 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.
data which can be manipulated into printed reports for daily and periodic usage.

CJE 2600 * 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.

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

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 2500 * Police Operations, 3 Credit Hours, (Fall, Spring)
Responsibilities, powers and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and note-taking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; crime scene procedures; elements of property protection; fundamentals of community relations; mob and riot control; dealing with domestic violence, gangs and drug crime; civil liability of officers and departments.

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.

CJL 2102 * 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.

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.

∗ This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.
COP 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 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 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.

COP 2840 △ Web-based Programming I, 3 Credit Hours, (Offered as needed) This course is designed to extend the student’s understanding of web-based programming techniques, and give them practical experience in the use of a range of technologies for creating E-Commerce applications. Prerequisite: CGS 2820.

CRW 2001 Creative Writing I, 3 Credit Hours, (Offered as needed) This course offers an introduction to the theory and practice of writing for television and film. Students will develop a body of original work with a goal toward publication.

CRW 2100 Introduction to Fiction Writing, 3 Credit Hours, (Offered as needed) This course offers extensive practice in the art of fiction writing. 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 in poetry writing. 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 works for publication. Prerequisites: CRW 2300.

CRW 2600 Writing Scripts for Film and Television, 2 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 △ Technology-Across-the-Curriculum Course. 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 1156C *\(\Delta\)
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, CTS 2162C and CGS 1100, CGS 1570 would be useful.

CTS 1206 *\(\Delta\)
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 1347C *
Windows Network Infrastructure 2008,
3 Credit Hours,
(Offered as needed)
This course addresses the configuration of Windows Server network infrastructure. Topics covered include: routing and remote access, network access protection, network authentication, IPv4 and IPv6 addressing, DHCP, DNS, WINS, DFS, IPSec, and security. Recommended level of knowledge: A+, Network +, Security +. This course prepares the student for the MCTS exam, a core requirement for Windows MCITP. Prerequisites: None, although CET 2182C, CET 2179C, CTS 2134, CTS 2162C and CET 1660 would be useful.

CTS 2104 *\(\Delta\)
Introduction to Windows,
3 Credit Hours,
(Fall, Spring, Summer)
An introduction to operating systems in general with emphasis on Windows.

CTS 2134 * \(\Delta\)
Network Technology,
3 Credit Hours,
(Fall, Spring, Summer)
This course is designed to introduce students to the terminology and concepts of the network industry, including data communications and network services, OSI Model, topology, network media, connectivity devices and security. This is preparation for the CompTIA Network+ certification and the first course in the MCSE/MCSA certification program.

CTS 2162C *\(\Delta\)
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.

CTS 2300 *\(\Delta\)
Designing Active Directory and Network Infrastructure,
3 Credit Hours,
(Offered as needed)
This course focuses on the design process of an active directory in infrastructure and a network infrastructure that supports active directory, including name resolution strategy, network connectivity design, Group Policy structure, and forest and domain infrastructure. Prerequisites: CTS 2134, CTS 2162C, CTS 2334, CET 2793C, and CTS 2302C or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2302C *\(\Delta\)
Windows Active Directory,
3 Credit Hours,
(Offered as needed)
This course focuses on the 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, CTS 2162C, CTS 2334, and CET 2793C or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2330C *\(\Delta\)
Designing Security for Windows Network,
3 Credit Hours,
(Offered as needed)
Build the design skills necessary to plan the security infrastructure for a Windows network. Learn to analyze business requirements, identify security risks, plan an authentication strategy, control access to resources, develop a data encryption scheme, and provide secure connections. This course prepares the student for MCP Exam, a core requirement for Windows MCSE. Prerequisites: CTS 2134, CTS 2162C, CTS 2334, CET 2793C, and CTS 2302C.

CTS 2334 *\(\Delta\)
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, CTS 2162C, CTS 2334, and CET 2793C or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2336 *\(\Delta\)
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 2337 *\(\Delta\)
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.

* 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.
CTS 2342C
Windows Server 2008 Enterprise Administration,
3 Credit Hours,
(Fall, Spring)
This course focuses on the skills necessary to design and plan a Windows Server 2008 Network and Active Directory Infrastructure in large environments. Topics include: designing for network access, planning for Terminal Services, designing Active Directory forests and domains, designing an enterprise-level group policy strategy, designing branch office deployment strategies, designing and implementing a Public Key Infrastructure, designing for software updates and compliance management, designing operating system virtualization strategies, and planning for business continuity and data availability. A strong background in Microsoft networking and Active Directory Services is required.

CTS 2343C
Window Server 2008 Application Infrastructure,
3 Credit Hours,
(Fall, Spring)
This course focuses on the skills necessary to deploy, configure, and manage the applications that come with Windows Server 2008. This includes: Windows Deployment services, Hyper-V and virtual machines, Terminal Services, Web Services, File Transfer Protocol (FTP) Services, Simple Mail Transfer Protocol (SMTP) services, Certificate Services and SharePoint Services. This course assumes a basic knowledge of Microsoft networking and Active Directory Services.

CTS 2346C *
Windows Server 2008 Administrator,
3 Credit Hours,
(Fall, Spring)
This course will provide students with the opportunity to develop the skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data. Recommended knowledge level: A+, Network +, Security + and Win client operating system. This course prepares the student for the MCITP exam. Prerequisites: None, although CET 2182C, CET 2179C, CTS 2134, CTS 2162C and CET 1660 would be useful.

CTS 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. Prerequisite: 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, CTS 2162C, CTS 2334.

This is preparation for the MCP exam, an elective requirement for Windows MCSA/MCSE. Prerequisites: CTS 2134, 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.

* 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 1521
Tap II,
1 Credit Hour,
(Offered as needed)
The Tap II dance class includes a more in-depth history of tap dance, instruction and practice utilizing tap and exploring its various styles. Prerequisite: DAA 1520. This course may be taken up to four times for credit.

DAA 1580
Musical Theater Dance I
1 Credit Hour,
(Offered as needed)
This beginning course covers the study of musical theater dance techniques and styles as related to a specific performance experience, usually Creative Dramatics. Students must participate in designated rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four times for credit.

DAA 1680
Dance Workshop,
1 Credit Hour,
(Offered as needed)
This course includes instruction and participation in dance as required by specific productions, i.e., Theater/Show Choir. This course may be taken up to four times for credit.

DAA 1681
Dance Ensemble,
1 Credit Hour,
(Offered as needed)
The student shall participate in the preparation and performance of original dance compositions to include Dance Line and Show Choir performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four times for credit.

DAA 1905
Directed Individual Study – Dance,
1 Credit Hour,
(Offered as needed)
This course is a defined independent study in dance pursued under the supervision of a faculty dance instructor and recorded through departmental procedures. It is designed to permit a student to pursue non-scheduled dance activity work which may be of a specialized nature and not available through classes or courses available in a college schedule. Prerequisite: Departmental approval is required. This course may be taken up to two times for credit.

DAA 2202
Advanced Ballet,
2 Credit Hours,
(Offered as needed)
Students enrolling in Advanced Ballet must have reached a high level of physical strength, mastery of skills, and technical knowledge in order to be eligible for placement in this section. Nuances of ballet performance and classical repertoire will be stressed. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four times for credit.

DAA 2220
Pointe,
1 Credit Hour,
(Offered as needed)
The student must already have mastered intermediate/advanced ballet terminology and movement vocabulary in order to be prepared for the physical demands of dancing on pointe. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four times for credit.

DAA 2581
Musical Theater Dance II,
1 Credit Hour,
(Offered as needed)
The continued study of Musical Theater dance techniques and styles as related to a specific performance experience, usually Summer Ensemble Workshop. Students must participate in rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four times for credit.

DAA 2610
Dance Composition,
2 Credit Hours,
(Offered as needed)
An introduction and practice in the application of compositional tools encourages the student to explore and compose dance. By studying the body’s movement in time and space the student will improve technical skills, develop improvisation and choreographic skills and enhance overall dance performance. Previous dance experience is helpful. This course may be taken up to four times for credit.

DAA 2682
Dance Workshop II,
1 Credit Hour,
(Offered as needed)
This course includes continued instruction and participation in dance as required by specific productions, i.e., Theater/Show Choir. Prerequisite: A demonstration of competency determined by audition. This course may be taken up to four times for credit.

DAA 2683
Performance Dance
(Repertory and/or Original Choreography),
1 Credit Hour,
(Offered as needed)
This course includes the continuation of study and participation in all rehearsals of selected works of dance repertory and/or original choreography culminating in public performance. Prerequisite: Demonstration of competency determined by audition. This course may be taken up to four times for credit.

DAA 2930
Dance – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)
This is a defined special topics course pursued under the supervision of a faculty member and recorded through usual departmental procedures. It is designed to permit a student to pursue non-scheduled academic and laboratory work that may be of a specialized nature and not available through the college schedule.

DAN 1750
Dance Conditioning,
1 Credit Hour,
(Offered as needed)
Dance Conditioning is an excellent course in which to begin your dance training. It is designed to improve fundamentals for the beginning/intermediate student through daily practice in floor work, yoga, and Pilates exercises. This movement class will get you ready to meet the challenges of other dance classes by toning, strengthening and preparing the body to move. This course may be taken up to four times for credit.
DEP 2004
Human Growth and Development,
3 Credit Hours,
(Fall, Spring, Summer)
A research oriented course in human development, covering the life span of the human being from conception to death. Special emphasis placed upon the interrelationships of the stages of development of the normal person.

DEP 2100
Child Growth and Development I,
3 Credit Hours,
(Fall, Spring, Summer)
This course covers the growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, and principles and theories of development.

DSC 1002 *
Domestic and International Terrorism,
3 Credit Hours,
(Offered as needed)
This course is designed to assist students in recognizing and understanding the elements and objectives of terrorism and 4th Generation Warfare and how they effect public safety planning and response operations.

DSC 1004 *
Introduction to 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 1030 *
Disaster Communications,
1 Credit Hour,
(Offered as needed)
This courses 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 2056 *
Disaster Response Operations,
3 Credit Hours,
(Offered as needed)
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an emergency response plan that will include concepts such as lookout; awareness; communications; escape; safety (laces); training; and various agency relationships.

ECO 2013
Economics I,
3 Credit Hours,
(Fall, or as needed)
This course covers macroeconomics, its basic concepts and principles, national income accounting; fiscal and monetary policy and application, and growth economics. Basic math skills are required.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
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. During a thirty-hour field experience, the student will observe and participate in the educational settings of local schools. An additional fingerprinting cost may be associated with this course. If used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program, this course requires a minimum grade of “C.”

EDF 2085 ▲
Introduction to Diversity for Educators,
3 Credit Hours,
(Fall, Spring)
This course will provide the student with the opportunity to explore personal values and attitudes toward cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. A thirty-hour field experience and examination of educational materials will enhance the student's understanding of multiculturalism. If used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program, this course requires a minimum grade of “C.” 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, and parents of exceptional children.

EGS 1110C
Engineering Graphics,
3 Credit Hours,
(Spring, Summer, Fall)
Covers the use of instruments, lettering practice; geometric construction; multiview projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, patterns and development, and methods of reproduction. Prerequisite: ETD 1102 or equivalent: prerequisite only applies to Architectural Drafting and Design students.

EGS 1130C
Descriptive Geometry,
3 Credit Hours,
(Spring, Summer, Fall)
Covers basic principles of orthographic projection, auxiliary views and rotation as they apply to points, lines and planes in space; addition of coplanar and non-coplanar vectors; intersections and developments; and selected abstract, exponometric 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. If used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program, this course requires a minimum grade of “C.”

EMS 1119C *
Emergency Medical Technician,
6 Credit Hours,
(Offered as needed)
Emergency Medical Technician is designed to prepare the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic. There is emphasis on assessment based learning and complies with National DOT EMT Basic curriculum. Prerequisites: Permission of the EMS Director and AHA CPR for the Healthcare provider; Corequisite: EMS 1401L.

EMS 1335 *
Emergency Vehicle Operators Course,
1 Credit Hour,
(Offered as needed)
Students receive basic education and information on the safe and effective operation of emergency vehicles. Prerequisite: Permission of the EMS Program Director.

EMS 1337 *
Defensive Tactics,
1 Credit Hour,
(Offered as needed)
Designed to provide EMS personnel with fundamental knowledge of the recognition of aggressive/violent behavior, and use of appropriate verbal and physical skills to control aggressive behavior in the course of providing emergency care. Prerequisite: Admission to the Paramedic program or permission of instructor.

EMS 1401L *
EMT Lab,
4 Credit Hours,
(Offered as needed)
An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in the laboratory environment, area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum. Prerequisites: Permission of the EMS Director and AHA CPR for the Healthcare provider; Corequisite: EMS 1119C.

* 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 2231C * Paramedic Processes I, 5 Credit Hours, (Fall)
First course in the sequence necessary for Paramedic program completion. Designed to integrate concepts and clinical skills learned at the EMT level with advanced life support concepts and skills. Emphasis on patient assessment, pulmonary anatomy and physiology, advanced airway management, pathophysiology and clinical management of shock, medical emergencies and traumatic injuries. Course is consistent with most current Department of Transportation (DOT) curriculum. Prerequisite: Admission to the Paramedic program.

EMS 2232C * Paramedic Processes II, 5 Credit Hours, (Spring)
Second course in the sequence necessary for Paramedic program completion. Integrates and reinforces concepts and clinical skills learned in Paramedic Processes I, with emphasis on pharmacology, cardiology and Advanced Cardiac Life Support (ACLS) skills. Other topics include assessment and management of OB/GYN emergencies, psychiatric emergencies, pediatric emergencies, musculoskeletal injuries and mass casualty situations. Consistent with the most current DOT curriculum. Corequisite: EMS 2436L.

EMS 2233 * Paramedic Processes III, 2 Credit Hours, (Spring)
The final course necessary for Paramedic program completion. Designed to prepare the student for both Florida State Board and National Registry examinations. Emphasizes the integration of paramedic knowledge, attitudes and behaviors. Course consistent with the most current DOT curriculum. Corequisite: EMS 2436L.

EMS 2234 * 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 2245L * 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 ratio 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-students 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
EM 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, hemotherax, compensated and uncompensated shock, fractures, uncontrolled bleeding, internal injuries of the abdomen and thorax. Emphasis is on rapid assessment, management and transport with discussion on mechanism of injury and kinematics of trauma. Prerequisite: EMT certification or permission from the instructor.

EMS 2905 *  
Independent Study:  
Emergency Medical Services,  
1 Credit Hour,  
(Offered as needed)  
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in-depth exploration of a special or advanced topic in the Emergency Medical Services field. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: Permission of the instructor/department. This course may be taken up to three times for credit.

EMS 2940 *  
Internship:  
Emergency Medical Services,  
3 Credit Hours,  
(Offered as needed)  
An individualized course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: Permission of the instructor.

ENC 1101 △  
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, drama, and poetry. The student will write analytic discourse and research papers as part of the essay process. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. 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.

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,
(Spring, Summer, Fall)
A course in the fundamental principles of the graphic language (the language of industry) and is developed for students without previous mechanical drawing experience. Topics include: use and care of instruments, lettering, geometric construction, multiview projection, sketching techniques, inking, and methods of reproduction.

ETD 1112 *
Mechanical Drafting I,
4 Credit Hours,
(Offered as needed)
The second of a sequence of courses in drafting which includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, sections and conventional revolutions, dimensioning, inking, mechanical lettering, methods of reproduction, and developing computer-aided drafting skills. Prerequisites: ETD 1102 and ETD 1320C or equivalent; Corequisite: Should be taken with ETD 1217.

ETD 1217 *
Fundamentals of Dimensioning and Tolerancing,
4 Credit Hours,
(Spring, Fall)
A course designed to help students develop the basic fundamentals of dimensioning and tolerancing. Topics include: dimensioning systems such as; metric, decimal, fractional-inch, foot and inch, tolerancing methods, limits and tolerances, tolerancing accumulation, dimensioning practices, and standards fits. Prerequisite: for Drafting and Design student course should be taken with ETD 1102.

ETD 1320C *
AutoCAD I,
3 Credit Hours,
(Spring, Summer, Fall)
A basic course on the use of AutoCAD Software to include; introduction to AutoCAD, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1102 or equivalent.

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, 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,
(Spring, Summer, Fall)
The second course in a series designed to develop skill and proficiency in the use of AutoCAD software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, advanced layering, block, attributes and X-Ref, paper space, UCS, data exchange and output files. Prerequisite: ETD 1320C or equivalent.

ETD 1355C *
AutoCAD 3-D Modeling I,
3 Credit Hours,
(Spring, Fall)
A basic course in mechanical design using basic computer geometry techniques. Topics will include: orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1340C or equivalent.

ETD 1801C *
Technical Illustration,
3 Credit Hours,
(Fall)
The purpose of this course is to help students develop the skills, knowledge, and attitudes necessary to be job entry-level qualified as technical illustrators. Prerequisites: ETD 1221 or EGS 1130C, and ETD 1340C.

ETD 2150 *
Industrial Print Reading,
3 Credit Hours,
(Spring, Summer, Fall)
The beginning level aspects of reading industrial prints such as drawing notes, title blocks, revision blocks, legends, schedules, multiviews, and parts list.

ETD 2218 *
Geometric Dimensioning and Tolerancing,
4 Credit Hours,
(Summer, Fall)
An introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing. Prerequisites: ETD 1217 or equivalent.

ETD 2219 *
Advanced Geometric Dimensioning and Tolerancing,
4 Credit Hours,
(Offered as needed)
An advanced course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definitions and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, math for positional tolerancing, quality assurance methods and techniques, and manufacturing methods and techniques. Prerequisite: ETD 2218 or equivalent.

ETD 2220 *
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.

* 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 2251 *
Tolerance Stacks II,
4 Credit Hours,
(Offered as needed)
A second course for engineers, designers, inspectors and other engineering personnel. The course continues the learning and adds more advanced concepts relative to performing tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2219 and ETD 2250 or equivalent.

ETD 2350C *
AutoCAD III,
3 Credit Hours,
(Spring, Summer, Fall)
An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, explanatory drawings, multi-view projections, exploded assemblies, pictorial drawings, auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1340C.

ETD 2357C *
Inventor I,
3 Credit Hours,
(Spring)
A basic course in Parametric Solid Design using AutoDesk Inventor Software. Topics include: basic concepts of parametric part sketching 3D part creation, Revolve, Sweep and Lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1102.

ETD 2358C *
Inventor II,
3 Credit Hours,
(Summer)
The second course in a series designed to develop skill and proficiency in Parametric Solid Design using 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 2367C *
3D Studio Max I,
3 Credit Hours,
(Offered as needed)
A course designed to use 3D Studio in rendering, and animation as a dynamic visualization tool for AutoCAD design images. Upon completion of this course, the user will be able to navigate through the modules of the program, model simple projects, set up scenes for rendering and animation, assign materials to objects, and define simple motion paths, input and output techniques. Prerequisite: ETD 1355C or equivalent.

ETD 2395C *
Architectural Desktop for Architecture,
3 Credit Hours,
(Offered as needed)
A basic course in 3D Architectural Modeling using AutoDesk Architectural Desktop Software. Topics include: introduction to Architectural Desktop, creating floor plans, modifying walls, advanced wall features, placing doors and windows, door and window assemblies, creating roofs and roof slabs, creating slabs for floors and ceilings, creating elevations, sections and details, and annotation and documentation. Prerequisite: ETD 1320C or equivalent.

ETD 2542 *
Structural Drafting,
3 Credit Hours,
(Fall)
A course in the fundamentals of structural drafting including: an overview of structural drafting, prestressed concrete drafting, structural steel drafting, and poured on-site concrete drafting. Prerequisite: TAR 2121C or equivalent.

ETD 2543C *
Structural Drafting II,
3 Credit Hours,
(Spring)
An advanced course in structural drafting covering prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting for large commercial and industrial buildings as well as bridges, parking decks, towers, and stadiums. Prerequisite: ETD 2542 or equivalent.

ETD 2571 *
Construction Drafting,
6 Credit Hours,
(Offered as needed)
A course to prepare students to develop shop drawings for large construction projects. Topics covered include: steel, precast concrete, poured-in-place concrete, and heavy timber construction projects. Prerequisites: EGS 1110C or ETD 1111 or equivalent.

ETD 2731 *
Mechanical Drafting II,
4 Credit Hours,
(Offered as needed)
A course that continues and completes the student’s study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, diametric, tracemic, oblique, and perspective projection, descriptive geometry, auxiliary views, related mathematics, precision dimensioning developing computer-aided drafting skills. Prerequisite: ETD 1112 or equivalent.

* 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.
ETD 2735 *
Mechanical Drafting III,
4 Credit Hours,
(Offered as needed)
A course that continues and completes the student’s study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, diametric, trimetric, oblique, and perspective projection, descriptive geometry, auxiliary views, related mathematics, precision dimensioning developing computer-aided drafting skills. Prerequisite: ETD 2218 or permission of instructor.

ETD 2802C *
Technical Illustration II,
3 Credit Hours,
(Spring)
The purpose of this course is to help students develop advanced skills, knowledge, and attitudes necessary as technical illustrators, to include oblique, and axiometric projections, perspective and exploded pictorial drawings, and related techniques. Prerequisites: ETD 1340C and ETD 1311C or equivalent.

ETD 2905 *
Independent Study – Drafting,
1 Credit Hour,
(Fall, Spring, Summer)
Practical treatment of special geometry, graphics, and design with emphasis on individual work projects utilizing such graphical techniques as orthographic projection, perspective drafting, 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.

ETI 1420 *
Properties of Materials and Cutting Tools,
3 Credit Hours,
(Offered as needed)
This course is designed to provide the student with an introduction to the basic properties of materials, principles and processes in the metal working and plastics field, and tools and machinery involved in manufacture of metals of plastics. This course covers non-chip producing and chip producing manufacturing processes.

ETI 1710 *
Occupational Safety,
3 Credit Hours,
(Spring, Summer, Fall)
A basic course in occupational safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA, ergonomics; product safety; workers’ compensation; and stress on the job.

ETI 1713 *
Implementing Total Safety,
3 Credit Hours,
(Spring, Summer, Fall)
A course on implementing the total Safety Management (TSM) approach to workplace safety and health. Major topics include the TSM Steering Committee, TSM Facilitator, and improvement project teams (IPTs).

ETI 1715 *
ISO 14000 - Environmental Management,
3 Credit Hours,
(Spring, Summer, Fall)
ISO 14000 is the international standard for Environmental Management Systems that promote environmental protection and prevention of pollution in balance with socioeconomic needs. This course prepares individuals to guide an organization through the steps necessary for ISO 14000 registration and subsequent audits and triennial re-registration, or to be effective participants (employees of any rank) in an organization already registered to ISO 14000.

ETI 2110 *
Total Quality Tools,
3 Credit Hours,
(Spring, Summer, Fall)
This course prepares students to effectively solve business/process/product problems, track process performance, find process and product improvement opportunities, and validate improvements made, using the necessary intellectual tools and procedures including: Five-S, flow charting, Pareto analysis, cause and effect diagrams, histograms, check sheets, scatter diagrams, stratification, statistical process control, and failure mode and effects analysis.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
ETI 2111 *
Quality Tools II,
3 Credit Hours,
(Spring, Summer, Fall)
This course is a continuation of Quality Tools I with an emphasis on inspection methods and layout techniques. Included also are quality costs, planning, probability, statistical control and other related topics.

ETI 2114 *
Benchmarking,
3 Credit Hours,
(Spring, Summer, Fall)
A course covering the fundamentals of benchmarking. Major topics include: rationale for benchmarking, management’s role in benchmarking, obstacles to benchmarking, selection of processes to benchmarking, and acting on benchmarking data.

ETI 2117 *
Introduction to Total Quality Management,
3 Credit Hours,
(Spring, Summer, Fall)
Total Quality Management (TQM) is the proven management system used by successful world-class private and public organizations of all kinds worldwide. Developed and propagated during the latter part of the 20th century and further evolving in the early 21st century, TQM continues to make organizations more effective and competitive in the global economy. This course provides students with a comprehensive understanding of the contemporary management philosophy, concepts, tools, and techniques of Total Quality and related quality management initiatives including ISO 9000, Six Sigma, and Lean. Individuals employed by organizations contemplating, or already using, TQM, ISO 9000, Six Sigma, or Lean should consider this course as a way to become a more effective employee regardless of rank.

ETI 2131 *
Statistical Process Control,
3 Credit Hours,
(Spring, Summer, Fall)
A course covering the fundamentals of SPC. Major topics include: rationale for SPC, inhibitors of SPC, management’s role in SPC, the quality tools, and control charts.

ETI 2190 *
Implementing Total Quality,
3 Credit Hours,
(Spring, Summer, Fall)
This course prepares individuals to guide a successful implementation of Total Quality Management in any kind of organization, or to be an effective participant (employee of any rank) in a Total Quality implementation. The course features a 20 step process for implementation, each fully detailed, developed, and sequenced, to apply to any organization. Emphasis is placed on the critical role of executive level leaders, and variation among organizations. Prerequisite: ETI 2117.

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.

EUV 2032 ♦
The Holocaust,
3 Credit Hours,
(Offered Spring)
A survey of European anti-Semitism, the rise of institutionalized and codified racism in Nazi Germany and the resulting Holocaust. Examines the role of the state and the citizenry in genocide. Also examines the nascent anti-Semitism of the modern world and the rise of Israel as an international power.

EVS 1001C
Environmental Sciences,
4 Credit Hours,
(Offered as needed)
A study of the physical and biological environment and man’s ecology with emphasis upon contemporary biological problems.

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.

FPP 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.

FPP 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.

FPP 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.

FPP 1302 *
Fire Apparatus Operations,
3 Credit Hours,
(Offered as needed)
The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as an introduction to fire service hydraulics. Fire ground evolutions and pumping operations make up the practical part of the course. The evolution portion of the course includes the calculation of friction loss in hose and appliances, calculation of gallons per minute needed in fire streams, use of pre-connected lines, tandem pumping, drafting, relays and master streams.
FFP 1505 *
Fire Prevention Practices,
3 Credit Hours,
(Offered as needed)
This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence.

FFP 1510 *
Fire Service Codes and Standards,
3 Credit Hours,
(Offered as needed)
This course is a study of building and life safety codes in relation to types of occupancies, building design, fire resistance of building materials, fire problems inherent in structures and life safety considerations. A problem solving emphasis is used to provide opportunities for application of building and life safety code enforcement methods to prevent and correct building design problems.

FFP 1540 *
Private Fire Protection Systems I,
3 Credit Hours,
(Offered as needed)
This is a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction, preventive maintenance and individual uses.

FFP 1550 *
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 the 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, firefighting fundamentals and principles of extinguishment; the proper role for a utilization of various fire companies and pre-planning fire problems.

FFP 1826 *
Incident Management,
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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
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.

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 *  
Firefighting 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
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.

GEB 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.

GEB 1214  
Business and Supervision Terminology  
2 Credit Hours,  
(Offered as needed)  
This course is designed for students to achieve mastery of the special vocabulary, jargon, and concept terminology associated with general business and supervision in the modern workplace. Students will apply the terms in common workplace scenarios and hypothetical situations, as well as in standard written documents and assignments.

GEB 1940 *  
Internship - Business,  
3 Credit Hours,  
(Fall, Spring, Summer)  
On-the-job training in the Associate 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.

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.

GEO 1200C  
Physical Geography,  
4 Credit Hours,  
(Fall, Spring, Summer)  
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.

Business Ethics,  
3 Credit Hours,  
(Offered as needed)  
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.

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.

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.  

* 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.
GRA 1152C *△ Illustration II, 3 Credit Hours  
(Offered as needed)  
An advanced graphic design course building upon the skills covered in Illustration I; the course includes increased challenges relating to conceptual skills and multi-software integration relating to typical print-based design problems. Access to an appropriate high quality digital camera is required. Prerequisite: GRA 1151C.

GRA 2140C *△ Multimedia I, 4 Credit Hours,  
(Fall, Spring, Summer)  
An advanced course covering the development of multimedia projects incorporating a variety of digital media elements. Students will learn an industry standard digital video editing application and the aesthetic and technical considerations involved in content acquisition. Access to a miniDV camcorder suggested. Prerequisites: ART 2602C, GRA 1151C and PGY 1801C.

GRA 2141C *△ Multimedia II, 4 Credit Hours,  
(Offered as needed)  
An advanced course covering principles of design and information architecture surrounding interactive multimedia presentations. Students will learn an industry standard interactive DVD media authoring software application. Students will produce a finished interactive DVD. Prerequisite: GRA 2140C.

GRA 2142C *△ Web Design I, 4 Credit Hours,  
(Offered as needed)  
An introductory course covering the development of websites using 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 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, PGY 1801C.

GRA 2900* Independent Study – Graphic Art, 1 Credit Hour,  
(Offered as needed)  
This course covers the practical treatment of Graphics/Printing Technology. Emphasis is on individual work projects.

GRA 2905 *△ Independent Study – Graphic Design, 1 Credit Hour,  
(Offered as needed)  
The student will initiate independent computer related work, utilizing various software and hardware. The course may be taken four times for credit.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
△ Technology-Across-the-Curriculum Course.
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. Prerequisites: 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, BSC 1080, HIM 1432.

HIM 1432 *
Pathophysiology,
4 Credit Hours,
(Of offered as needed)
Introduction to the nature, cause, and treatment of disease entities and the body’s defense mechanisms. Commonly used drugs will also be introduced.

HIM 1442 *
Pharmacology for HIM Professionals,
2 Credit Hours,
(Fall, Spring, Summer)
Pharmacology for HIM Professionals provides an overview of the pronunciation, spelling, actions and side effects of the most commonly prescribed medications. The course will examine pharmacological terms, abbreviations, and symbols used by healthcare providers to write prescriptions. Prerequisite: BSC 1080.

HIM 2283C *
Advanced Coding for Medical Records with Lab,
5 Credit Hours,
(Fall, 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,
(Of 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,
(Of offered as needed)
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.

HSC 1400
First Aid,
3 Credit Hours,
(Of 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,
(Of 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 assessing communication/verbal achievement or successful completion of ENC 0080.

HUM 1905
Independent Study – Arts and Humanities,
1 Credit Hour,
(Of 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.

* 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.
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 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.

ISC 1003
Natural Disasters – Causes, Consequences, Human Response,
4 Credit Hours,
(Offered as needed)
This interdisciplinary course investigates natural catastrophic events, such as earthquakes, volcanic eruptions, tsunamis, hurricanes and floods. This class will use an environmental studies approach to examine how modern society exacerbates the damage caused by these natural phenomena and methods to mitigate human suffering. The student will gain an appreciation of humankind’s relationship to the natural environment.

ISC 2210C
Integrated Science and Math,
3 Credit Hours,
(Offered as needed)
This course offers students the opportunity to see and apply fundamental ideas in science and mathematics relative to life on Earth from a qualitative perspective. Students will read about and research contemporary topics from the physical sciences, life sciences, mathematics and engineering and participate in problem solving activities which illustrate and apply the concepts in laboratory and field trip settings. Prerequisite: instructor permission required. This course may be taken up to two times for credit.

HUM 2920
Humanities Colloquium,
1 Credit Hour,
(Fall, Spring, Summer)
Humanities Colloquium is a lab designed to introduce students to critical visual and listening skills to become an intelligent arts consumer. Initial lecture sessions are devoted to discussions of the elements of analysis of art works, music pieces, theater performances, and dance presentations. Students will be required to attend selected NWFSC Visual and Performance Arts presentations and to write a short critical review of each. Topics may vary. Prerequisite: Placement test may be required.

HUM 2930
Humanities – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

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.

△ 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.
LIT 2090 ▷
Contemporary Literature,
3 Credit Hours,
(Offered as needed)
Studies in contemporary literature, focusing on comments on modern man. May be used as Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet A.A. Gordon Rule requirements for general education, a minimum grade of “C” is 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 the Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: ENC 1101.

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. Prerequisite: completion of MAT 1033A or equivalent with a “C” or better or appropriate placement score.

MAC 1114
Trigonometry,
3 Credit Hours,
(Fall, Spring, Summer)
This is the second course in a Pre-calculus sequence. 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 1110 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 Pre-calculus sequence which includes the following: equations and inequalities; linear, quadratic, logarithmic and exponential functions and relations; systems of equations; matrices and determinants, mathematical proof techniques, including mathematical induction; binomial theorem; sequences and series; and applications of algebraic techniques in the real world. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 1105 with a grade of “C” or better, or equivalent; or appropriate placement score.

MAC 1147
Pre-Calculus Algebra/Trigonometry,
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. Prerequisites: appropriate placement score and high school trigonometry with a “B” or better; or special permission of the Mathematics Department.

MAC 2233
Calculus for Business,
3 Credit Hours,
(Fall, Spring, Summer)
A calculus course covering limits, continuity, differentiation, and integration with emphasis on business applications. There is some mathematical theory; but, in general, topics are approached from an intuitive and applied point of view. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. Prerequisite: completion of MAC 1140 with a grade of “C” or better, or appropriate placement score. [Special permission may be granted by the Mathematics Department for students with a “C” or better in MAC 1105 and a “C” or better in another Gordon Rule Math course (STA 2023, MGF 1106, etc.).]

This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
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.

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.

MAT 2905
Independent Study – Mathematics,
1 Credit Hour,
(Offered as needed)
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 Rule requirements for B.A.S., A.A., or A.S. transfer students.

MAT 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 2303
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.
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. Prerequisites: 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 equivalent or appropriate placement score.

MGF 1107
Mathematics for Liberal Arts II,
3 Credit Hours,
(Fall, Spring, Summer)
This course is designed for those students requiring only general education mathematics courses. Topics include numeration and mathematical systems, number theory, linear and exponential growth, history of mathematics, voting techniques, graph theory, and consumer mathematics. Prerequisite: Completion of MAT 1033A or higher mathematics course with a grade of “C” or better, or equivalent or appropriate placement score.

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 CLAS Review,
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, organizational structure, employer 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
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.

MNL 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.

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 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 grade in 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.
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.
Designated 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.

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. Prerequisites:
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. Prerequisites:
MUM 1620, MUM 2600, MUM 2601;
Corequisite: MUM 2600L.

MUM 1000
Summer Ensemble Workshop,
3 Credit Hours,
(Summer)
An ensemble workshop open to
any student who desires to improve
to 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. Prerequisites:
MUM 1000, MUM 1001.

MUM 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.

MUM 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.
MUM 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 a cappella, 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 standard 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 2170A  
**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.

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.
LOWER DIVISION COURSE DESCRIPTIONS

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,
(Of 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,
(Of as needed)

A continuation of MUT 1121. Basic musicianship, writing and reading of music, ear training, dictation, sight singing will be studied, as well as major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods and progressions in all keys. Two, three and four part chords and polyphonic composition. Prerequisite: MUT 1121.

MUT 1641
Jazz Improvisation I,
2 Credit Hours,
(Fall, Spring)

A course designed to introduce the student to the concepts of Jazz Improvisation. Through active participation the student will develop the basic skills necessary to become a competent jazz soloist. This course may be taken two times for credit. Prerequisite: MUT 1121.

MUT 2126
Music Theory III –
Ear Training and Sight Singing,
3 Credit Hours,
(Of as needed)

A continuation of MUT 1121 and MUT 1122. The harmonization and modulation of melodies through the use of non-dominant 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,
(Of 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,
(Of 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,
(Of 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.

MVB 2202
Applied Music Secondary – Brass II,
1 Credit Hour,
(Of 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 1201
Applied Music Secondary – Percussion I,
1 Credit Hour,
(Of 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. Prerequisite: MVK 1201.

MVK 2202
Applied Music Secondary – Percussion II,
1 Credit Hour,
(Of 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. Prerequisite: MVK 1201.

△ Technology-Across-the-Curriculum Course.
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.

NSP 1721L
Strategies for Nursing Success,
1 Credit Hour,
(Offered as needed)
The purpose of this course is to provide nursing students with strategies to become more competent learners and test-takers. Topics will include critical thinking and problem-solving skills, nursing process, application of anatomy and physiology, test-taking strategies and techniques, study techniques, time management and support resources. Through content lecture review labs, test-taking skills practice and web-based instructional tools, students will gain additional assistance in preparation for the transition into Associate Degree Nursing courses. Prerequisites: admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, DEP 2004; Corequisite: NUR 1021L. Special Nursing Program policies may apply to this course.

MVS 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.

MVS 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: MVS 1211.

MVV 1211
Applied Music Secondary – Voice 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.

MVV 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.

MVV 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: MVV 1201.

MVV 2221
Applied Music – 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.

NSP 2049L
Nursing Practice Readiness,
1 Credit Hour,
(Fall, Spring)
This elective laboratory course assists the nursing student to prepare for the RN licensure examination (NCLEX-RN). Web-based instructional methodologies allow the student to complete the course within a self-paced time frame. Students practice test taking skills, self-evaluation and other strategies to gain confidence in sitting for the NCLEX-RN. Prerequisite: NUR 2241C or permission from Nursing Program Director. Special Nursing Program policies may apply to this course.

NUR 1021C
Nursing Process I,
6 Credit Hours,
(Fall)
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. Prerequisites: admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, DEP 2004; Corequisite: NUR 1021L. Special Nursing Program policies may apply to this course.
NUR 1021L 
Nursing Process I Clinical Experience, 
4 Credit Hours, 
(Fall) 
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. 
Prerequisites: admission to the Nursing 
Program, BSC 1085C, BSC 1086C, 
DEP 2004; Corequisite: NUR 1021C. 
Special Nursing Program policies may 
apply to this course.

NUR 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, 
BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, DEP 2004 and 
LPN license; Corequisite: NUR 1200L. 
Special Nursing Program policies may 
apply to this course.

NUR 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, NUR 1021L. 
Special Nursing Program policies may 
apply to this course.

NUR 1231C 
Nursing Process II, 
3 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 
intersessional 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 
perioperative 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; Corequisites: 
NUR 1750L, NUR 1141L. 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. 
Prerequisite: NUR 1021L; Corequisites: 
NUR 1231C, NUR 1141L. 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, NUR 1750L or NUR 1200L; 
NUR 1141L. Special Nursing Program 
policies may apply to this course.
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: admission to the Nursing Program or permission of the Director of Nursing, NUR 1231C or NUR 1200C, NUR 1141L; 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 1750L or NUR 1200L, NUR 1141L; 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: admission to the Nursing Program or permission of the Director of Nursing, NUR 2233C, MCB 2010; Corequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

NUR 2241L
Nursing Process IV – Clinical Experience, 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. Prerequisite: NUR 2233L; Corequisite: NUR 2241C. Special Nursing Program policies may apply to this course.

NUR 2811L
Nursing Practicum, 3 Credit Hours, (Fall, Spring)
This course provides a time during the 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 2931L
Special Topics in Associate Degree Nursing, 4 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, 3 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.
OCE 1013C  
Aquatic Environmental Science  
3 Credit Hours,  
(Offered as needed)  
This course will investigate living and non-living components of aquatic ecosystems. Students will learn how aquatic ecosystems function naturally as well as how human activity can alter these ecosystems. The course is built around field trip(s) and lab work during which students will obtain water quality data from a local aquatic environment. Through field trip(s) and lab work, students will gain appreciation for the local relevance of course material. For both majors and non-majors, a key outcome of such experiences will be gaining experience in using inquiry and reasoning through the scientific method and becoming comfortable with data, technology, and instrumentation. Problem-solving, interpretation of data, and class discussions will be key.

OST 1107  
Typing and Word Processing I,  
3 Credit Hours,  
(Fall, Spring)  
Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, and other word processing functions.

OST 1355  
Records Management,  
3 Credit Hours,  
(Fall, Spring, Summer)  
Methods and systems of filing used in business offices, filing equipment, and time-and-motion skills. Filing practice sets are used.

OST 2117  
Typing and Word Processing II,  
3 Credit Hours,  
(Spring)  
Continuation of Typing and Word Processing I – develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2127  
Typing and Word Processing III,  
3 Credit Hours,  
(Ofered 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.

PEL 1121  
Beginning Golf,  
1 Credit Hour,  
(Ofered as needed)  
Instruction in the fundamental technique and the development of personal skills through participation.

PEL 1212  
Advanced Softball,  
1 Credit Hour,  
(Ofered 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,  
(Ofered 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,  
(Ofered 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,  
(Ofered as needed)  
The history of tennis, the fundamental techniques and the development of personal skills through participation.

PEL 1441  
Beginning Racquetball,  
1 Credit Hour,  
(Ofered 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,  
(Ofered 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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.
PEL 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 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 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. Prerequisite: 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.

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. Prerequisite: PEM 1173.

PEM 1173
Step Aerobics,
1 Credit Hour,
(Offered as needed)
Instruction and participation in a 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.
PGY 1220C△
Commercial Photography II,
4 Credit Hours,
(Offered as needed)
As advanced a course that allows the student to expand their skill set in producing photographic illustrations for industrial and advertising use. Students may explore product, portrait, and on-location commercial photographic projects. Prerequisites: PGY 1220C and PGY 1801C.

PGY 2802C△
Digital Photography II,
4 Credit Hours,
(Offered as needed)
An intermediate-level photography course where creative idea generation and composition in photography are emphasized. Students research more deeply the history of photography and apply new skills to creative digital photographic work. Access to an appropriate high-quality camera required. Prerequisite: PGY 1801C.

PGY 2804C△
Digital Photography III,
4 Credit Hours,
(Offered as needed)
An advanced-level photography courses where creative idea generation and composition in photography are emphasized. Students research more deeply the history of photography and apply new skills to creative digital photographic work. Access to an appropriate high-quality camera required. Prerequisite: PGY 2802C.

PHI 2010
Introduction to Philosophy,
3 Credit Hours,
(Fall, Spring, Summer)
Central concepts of philosophy are developed, including a description of the main philosophical problems involved through ancient, medieval, and contemporary thought. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. 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 Laboratory,
1 Credit Hour,
(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,
(Fall, Spring, Summer)
A science laboratory course designed to supplement principles covered in Physical Science. Specifically experiments in motion, forces, light, electricity, thermodynamics, astronomy, earth science and meteorology. It is recommended that the student have previously taken PHY 1020 or be currently enrolled in PHY 1020.
PHY 1053C
Physics I,
4 Credit Hours,
(Offered as needed)
The first half of a two term sequence of noncalculus physics designed for the nonphysical science major. Physics I covers the areas of mechanics, mechanical energy, temperature and heat. The entering student is assumed to have a working knowledge of basic algebra and trigonometric functions. Prerequisite: MAC 1114.

PHY 1054C
Physics II,
4 Credit Hours,
(Offered as needed)
The second half of a two term sequence of noncalculus physics designed for the nonphysical science major. Physics II covers the areas of electricity, magnetism, light, quantum theory, atomic and nuclear structure, and elementary nuclear processes. Prerequisite: PHY 1053C or equivalent.

PHY 2048C
College Physics I,
4 Credit Hours,
(Offered as needed)
The first of a two course sequence in calculus-based college physics designed for engineering, physical science, and pre-professional studies majors. This course covers mechanics (statics and dynamics), rigid-body dynamics, fluids, and thermodynamics. Course prerequisite is MAC 2311; however MAC 2311 can be taken concurrently with instructor approval.

PHY 2049C
College Physics II,
4 Credit Hours,
(Spring, or offered as needed)
This course is the second in the physics sequence. Topics covered are wave theory, electrostatics, magnetostatics, EM fields and waves, DC circuits, and AC circuits. This is a preparatory class for students taking circuits and electronics classes in upper division science and engineering courses. Prerequisites: PHY 2048C, MAC 2311, MAC 2312. MAC 2312 can be taken concurrently with instructor approval. In special circumstances PHY 2048C and PHY 2049C can be taken out of sequence with instructor approval.

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 Schrödinger 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)
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 1013
Introduction to the Legal System,
3 Credit Hours,
(Offered as needed)
A practical introduction to the US legal system, types and sources of law, the courts, and related topics; a beginning course for students seeking careers in legal secretary technology or legal assisting.

PLA 1114
Case Analysis and Legal Writing,
3 Credit Hours,
(Offered as needed)
This course was designed to provide the student with necessary skills and knowledge required in case analysis and legal writing.

PLA 1600
Wills, Trusts, and Probate,
3 Credit Hours,
(Offered as needed)
An introduction to estate planning, wills, and probate administration.

PLA 1800
Introduction to Family Law,
3 Credit Hours,
(Offered as needed)
An introduction to practices as they relate to family law.

PLA 2273
TORTS: Personal Injury Litigation,
3 Credit Hours,
(Offered as needed)
This course is designed to provide the student with an introductory knowledge of TORT law with objectives centered on personal injury TORTS.

PMT 2406
Production Technology,
3 Credit Hours,
(Offered as needed)
Production Technology examines the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated assembly, CAD/CAM, numerical control, industrial robots, lasers, flexible manufacturing, computer integrated manufacturing, and other related technologies.

PMT 2512
Production Technology II,
3 Credit Hours,
(Offered as needed)
Production Technology II continues to examine the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated manufacturing, control solving processes, and other related technologies. Prerequisite: PMT 2406.

POS 1041
American Government,
3 Credit Hours,
(Fall, Spring, Summer)
Examines government, political ideals, and institutions. Strong emphasis is placed on political thought, the origin of the American federal system, and the distribution of powers between state and national governments. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. 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.

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 △
Reading CLAS Review
1 Credit Hour,
(Fall, Spring, Summer)
A short course specifically designed to prepare students to take or retake the FCPT Reading Skills subtest. Through pre-testing, weak areas 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 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 1418  
Radiographic Techniques I,  
4 Credit Hours,  
(Fall)  
This course is a continuation of RTE 1418 Radiographic Techniques I, and is designed to introduce the student to various specific radiographic methods and techniques, such as automatic exposure control, fluoroscopy and image intensification, macroradiography, subtraction radiography, conventional tomography, digital image receptors, and digital image acquisition and manipulation. 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 1418. 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, RTE 1804L; Corequisite: RTE 1814L.

RTE 1613  
Radiographic Physics,  
3 Credit Hours,  
(Spring)  
This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. Course content also includes the basics of magnetism, electricity, motors, generators, rectifying systems, x-ray tube and filament circuitry. Topics in electromagnetism such as self and mutual induction, high voltage transformation, and AC rectification will be emphasized. Prerequisites: RTE 1418, 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: RTE 1804L.

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.

* 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 1824L  
Radiography Clinical Education III,  
4 Credit Hours,  
(Summer)
This course is a continuation of Radiography Clinical Education II. The student is expected: to continue to refine those skills related to objectives listed in Clinical Practicum’s I and II. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, 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.

RTE 2061  
Radiographic Preparation for Practice,  
4 Credit Hours,  
(Fall)
This course is designed to 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 1418, RTE 1457, RTE 2523C; 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 leaded 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 1418, 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; Corequisite: RTE 1824L.

RTE 2782  
Radiographic Pathology,  
3 Credit Hours,  
(Spring)
This course is designed to introduce theories of disease causation and the pathophysiologic disorder that compromise healthy persons. Etiology, pathophysiologic responses, clinical manifestations, and radiographic appearance of alterations in body systems will be presented. Emphasis will be placed on pathological findings on diagnostic radiographic images, in both conventional and digital formats. Prerequisite: RTE 2523C; Corequisite: RTE 2854L.

RTE 2844L  
Radiography Clinical Education IV,  
6 Credit Hours,  
(Fall)
This course is a continuation of RTE 1824L. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum’s I, II and III. The student will gain experience and develop clinical competence in specialized imaging procedures, and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue. Prerequisite: RTE 1824L; Corequisite: RTE 2385.

RTE 2854L  
Radiography Clinical Education V,  
6 Credit Hours,  
(Spring)
This course is a continuation of RTE 2844L. The terminal objective for this course is to prepare the student for employment as an entry level technologist. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum’s I-V and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue. Prerequisite: RTE 2844L; Corequisite: RTE 2061.

RTE 2910  
Radiographic Evidence Based Practice,  
1 Credit Hour,  
(Fall)
This course is designed to develop the student’s research, writing and oral presentation skills; while completing assignments, both independently and collaboratively, with minimal direction and supervision. Methods of research, appropriate style of writing, citing work, and using APA format will be covered. Prerequisite: RTE 2523C; Corequisite: RTE 2844L.

This college credit course may not be applied toward the A.A. degree and normally is not intended for transfer unless the student transfers to a baccalaureate in radiologic sciences degree program that is specified under the Florida Statewide AS to BS Articulation Agreement.
SLS 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 NWFS, 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 lifestyle 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.

SPC 1006 †  
Essentials of Speech,  
1 Credit Hour,  
(Offered as needed)  
This course can be used to satisfy missing transfer requirements and/or oral components required in certain programs. Individuals participate in the preparation and presentation of speeches.

SPC 1608 †  
Speech,  
3 Credit Hours,  
(Fall, Spring, Summer)  
Emphasis is on assisting the individual to develop his/her potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.

SPC 2300 †  
Interpersonal Communication,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course studies the speech communication principles involved in one-to-one interaction, comprehensive listening, conflict resolution, family and group communication and intrapersonal thought. Learning techniques may include small group participation, role play, as well as formal and informal presentations.

SPC 2511  
Discussion and Debate,  
3 Credit Hours,  
(Offered as needed)  
This course is designed to provide learning experiences in rational decision making incorporating the techniques of persuasion through organized procedures for argumentation, debate and discussion. Prerequisite: membership on forensic team.

SPN 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.

* 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.
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 interviews, fill out medical forms, write letters, and read medical 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: completion of MAT 1033A or equivalent with a “C” or better, or appropriate placement score.

SUR 2100C ♦
Surveying,
3 Credit Hours,
(Fall, Spring)
This course covers advanced surveying concepts. Topics will include: measurement of distances, elevations and angles; analysis of errors; adjustments 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 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)

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.

THE 2820
Introduction to Creative Dramatics,
3 Credit Hours,
(Offered as needed)

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.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.
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 morge, 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 1190.

TPP 1193
Rehearsal and Performance IV,
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 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 2117
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 2111.

TPP 2118
Acting III,
3 Credit Hours,
(Offered as needed)
This course is a continuation of TPP 2117, Acting II, with specialization in characterization utilizing scripted materials and scene study. Prerequisite: TPP 2111.

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. Prerequisite: BSC 1005 (or equivalent) or permission of the instructor.

WOH 2232  
The History of Christianity to the Reformation,  
3 Credit Hours,  
(Offered as needed)  
This course traces the evolution of the Christian Church from its founding to the onset of the Protestant Reformation. Special emphasis shall be given to: the formation of theological dogma and doctrine as well as the establishment of the hierarchical system prior to the fall of the Roman Empire; the Fathers of the Church; medieval power and the relationship of the Church with the European monarchies; and, crises within the Church which culminated in the Reformation.

WOH 2224  
The History of Christianity from the Reformation,  
3 Credit Hours,  
(Offered as needed)  
This course traces the evolution of the Christian Church from the Protestant Reformation. Special emphasis shall be given to: the reformation of theological dogma and doctrine as well as the establishment of hierarchical systems in the numerous Protestant sects; the major theologians and leaders of the Protestant movement; the relationship of the European monarchies and the sectarian wars; and, special emphasis on the Protestant movement in the New World, and in the United States of America. Prerequisite: WOH 1012.

This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
BOARD OF TRUSTEES

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PRESIDENT’S OFFICE

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B.S. - Western Kentucky University
MBA - Drexel University
Ed.D. - University of Memphis
Carolyne Laux, Executive Assistant to the President
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

Marketing, Public Relations
Sylvia P. Bryan – Director of Marketing & Public Relations
B.S. – Florida State University
Theresa A. Comeau, Graphic Services Manager
Marketing Certificate - Northwest Florida State College
Sean Flynn, Web Page Designer
Rebecca Hollbrook, Staff Assistant II
A.A. - Northwest Florida State College
Gloria Paris, Staff Assistant I
Tara Sikes, Graphic Designer
A.A.S. – Hallmark Institute of Technology

Resource Development/College Foundation
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

INSTRUCTIONAL SERVICES

Joyce Goldstein, Interim Chief Academic Officer
B.A. – University of South Florida
M.A. – Our Lady of the Lake University
Ph.D. – St. Louis University
Penny Cox, Coordinator, Educational Services
B.A. – Coker College
Lucy Kisela, Curriculum and Instructional Specialist
A.A. – Broward College
B.A. – Florida Atlantic University
C.M.C. – International Institute of Municipal Clerks
Adriana Luna Bas, Instructional Support Specialist
B.S. – University Externado de Colombia
Graduate Diploma – University Jorge Tadeo Lozano
Patricia Mann, Senior Administrative Assistant
A.S., A.A. – Northwest Florida State College
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

Anne Hay Southard, Dean,
Teacher Education, Research and Learning Support
B.A., M.A., Ed.D. – University of West Florida
Melinda Stein, Dean,
Instructional Services and Professional Programs
A.A. – Northwest Florida State College
B.A. – University of West Florida
M.S. – Troy University
Ed.D. - University of West Florida

Leadership Institute
Julie Cotton, Director – Leadership Institute and Special Projects
B.A. – Spring Hill College
M.S. - Troy University

Research & Learning Technology Support
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
Regina Tucker, Staff Assistant II, Learning Technologies
B.S.W. - East Tennessee State University
Mike Van Dyke, Instructional Design & Learning Technologies Manager
A.A. – Northwest Florida State College
B.S., M.S. – Florida State University
Ron Walls, C.E.T., Instructional Technology Specialist

Workforce Education
Wanjiku Jackson, Coordinator, Workforce Education
B.S., M.S. – Troy University
Edna Washington, Career Advisor
A.A. – Northwest Florida State College
B.S., M.S. – Troy University

Women’s Resource Center
Pamela Walters, Coordinator
Women’s Resource Center
B.A. – University of West Florida
M.S. – Troy University

ADVANCED TECHNOLOGY AND DESIGN

Raymond L. Rickman, Department Chair/Professor,
Drafting/Design
A.A. – Northwest Florida State College
B.S., M.Ed. – University of West Florida
Benjamin Gillham, Professor, Graphic Design
B.A. – Albion College
M.F.A. – Michigan State University
A.V. “Ginger” Maddox, Professor, Computer Science/Computer Engineering Technology
A.A. – Indian River Community College
B.S. – University of West Florida
M.S. – Naval Postgraduate School
Ed.D. - University of West Florida
BACCALAUREATE PROGRAMS

Project Management
Caisson M. Vickery, Professor, Management and Business Administration
  B.A. – Harvard University
  M.S. – Air Force Institute of Technology
  Ph.D. – Florida State University
June R. Gibson, Educational Advisor/Baccalaureate Programs
  B.S. – Oklahoma State University
  M.S. – University of West Florida

Bachelor of Science in Nursing (BSN)
Beth Norton, Division Director, Allied Health and BSN Programs
  R.N. – Piedmont Hospital School of Nursing
  B.S.N. – Vanderbilt University
  M.S.N., D.N.P. – University of South Alabama
Teresa Ryan, Assistant Professor, Nursing
  B.S. – Troy State University
  B.S. – Texas Christian University
  M.S. – University of South Alabama
  DNSc – Louisiana State University
Holly Solaas, Staff Assistant II
  A.A.S. – Northwest Florida State College
  B.S. – University of West Florida
Marty Walker, Professor, Nursing
  L.P.N. – Atlantic Vocational School
  A.D.N. – Broward Community College
  B.S.N. – Florida International University
  M.S.N. – Barry University
  Post Master’s Certificate
  Family Nursing Practice - University of South Alabama

Teacher Education
Samantha Dawson, Department Chair/Professor, Teacher Education
  A.A. – Northwest Florida State College
  B.A. – University of West Florida
  M.Ed. – Memphis State University
  Ed.D. – University of Memphis
Lori Anderson, Staff Assistant Teacher Education
  Diane Hodges, 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, Professor
  A.A. – Broward College
  B.A. – University of Florida
  M.Ed., Ed.S., Ed.D. – University of West Florida

BUSINESS AND COMPUTER TECHNOLOGY

D. Keith Burns, Department Chair/Assistant Professor, Business Administration
  B.S. – University of Alabama
  M.S., M.B.A. – University of Texas
Jay Bhattacharya, Professor, Economics
  B.A. – Victoria College – India
  M.A. – University of North Bengal
  Ph.D. – University of Illinois
Heidi R. Gentry Kolen, Professor, Computer Science
  B.S. – University of Maryland
  M.S. – University of West Florida
Dixie C. Irwin, Instructional Support Specialist
  A.A. – Northwest Florida State College
  B.S. – University of West Florida

Adele Levesque, Assistant Professor, Economics
  B.A. – University of Washington
  M.A. – Florida Atlantic University
Margaret “Meg” Herrick McManus, Professor, Computer Science
  A.A., A.A.S. – Northwest Florida State College
  B.S., M.S., Ed.D. – University of West Florida
Deborah Murphy, Assistant Professor, Business Administration/Accounting
  B.S. – Florida State University
  M.A. – University of West Florida
Vy Nguyen, Assistant Professor, Information Technology/Computer Science
  B.S. – Louisiana State University
  M.S. - University of West Florida
Arthur T. Tomerlin, Assistant Professor, Economics
  B.S. – University of Florida
  M.S. – Clemson University
  Ph. D. – University of Florida
Donald R. Wilke, Assistant Professor, Accounting
  B.S. – University of Missouri
  M.B.A. – Monmouth College

COLLEGIATE HIGH SCHOOL

Charla W. Cotton, Director – Collegiate High School
  B.S., M.S. – Florida State University
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. – Northwestern Florida State College
  B.A.S., M.P.A. – Troy University
  Ed.S. – University of West Florida
Sandra Caudill, Records/Reports Specialist
  A.A. – Northwest Florida State College
Diane “De” Cook, Professor, Mathematics
  B.S. – University of Manitoba
  M.A.T. – University of Alaska Fairbanks
Margret Cripe – Bus Driver/Instructional Aid
  B.S. – University of West Florida
Alicia Franklin, Learning Lab Coordinator
  B.S. – Auburn University
  M.A. – University of Alabama
Ross E. Hamilton, Professor Emeritus, Science
  B.S. – William Carey College
  M.S. – Northeast Louisiana State College
Glendon Jones, Bus Driver/Instructional Aid
  B.A.S., M.S. – Troy University
Elizabeth Ritter, Coordinator, Instructional Services
  B.A. - University of Alabama
  M.A., Ph.D. - Southern Illinois University
Mary Jane Robertson, Staff Assistant II
  B.A. – Winthrop College
Christine Rogers, 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, 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
B.A. – University of South Florida
M.A. – Our Lady of the Lake University
Ph.D. – St. Louis University

Jon Brooks, Professor, Communications
B.A., M.A. – University of South Dakota
Ph.D. – University of Alabama

Deborah Fontaine, Professor, Developmental English
B.A. – Stetson University
M.Ed., M.A. – Eastern New Mexico University

Jack Gill, Professor, Communications
B.A. – Berea College
M.A. – Eastern Kentucky University

Beverly Holmes, Professor, Communications
B.S. – Bowling Green State University
M.S.E. – University of Central Arkansas
M.A. – University of Denver
Ph.D. – Florida State University

Vickie G. Hunt, Professor, Communications
B.A. – Georgia State University
M.A., Ph.D. – Florida State University

Amy Junger, Instructional Support Specialist

Dianne F. Kostelnich, 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

Donna Pierson, Assistant Professor, American Sign Language
B.S. – Auburn

Cheryl C. Powell, Professor, English
B.A. – Auburn University
M.A., Ph.D. – Florida State University

Deidre Price, Professor, English
B.A., M.A. – University of South Alabama
Ph.D. – Florida State University

Amy Riddell, Professor, English
B.A., M.F.A. – University of Alabama

Ronnie Stanley, Professor, Speech
A.A. – Copiah–Lincoln Community College
B.A., M.S. – University of Southern Mississippi

James Suderman, Professor, Communications
B.A. – Earlham College
M.A. – South Dakota State University

Patrice A. Williams, Professor, English
B.S. – University of South Alabama
M.A. – University of Mobile
Ed.S. – Florida State University

CONTINUING EDUCATION

Amanda Barker, Director, Continuing Education
A.A. – Indian River Community College
B.S., M.S. – Florida State University

DENTAL ASSISTING

Mary Thomas, Dental Assisting Coordinator
A.A. – Northwest Florida State College
National CDA Certification

Holly Solaa, Staff Assistant II
A.A.S. – Northwest Florida State College
B.S. – University of West Florida

Marnita Wilson, Assistant Professor, Dental Assisting
A.A. – Northwest Florida State College
Certified Dental Assistant – Gulf Coast
Community College

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

HUMANITIES, FINE AND PERFORMING ARTS

Clifford Herron, District Dean, Mattie Kelly Arts Center and Humanities, Fine & Performing Arts Division
A.A. – Lake Michigan College
B.S., M.A. – Western Michigan University
Ph.D. – Florida State University

Mary Lou Baker, Instructional Support Specialist

Anthony Borella, Sound Engineer

Jennifer Boudette, Costume Production Coordinator
B.M. – Ithaca College
G.P.D. – Longy School of Music
Certificate – Boston University

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

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

Charles Myers, Professor, Humanities
B.A. – Tulane University
M.A., Ph.D. – University of Texas at Austin
J.D. – University of California, Berkeley
HUMANITIES, FINE AND PERFORMING ARTS (cont.)

Sarah Paulk, Professor, Humanities
A.A. – Northwest Florida State College
B.A., M.A., Ph.D. – Florida State University
Stephanie Phillips, Assistant Professor, Art
B.A., M.F.A. – Florida State University
Lyndall Rackley, Professor, Art
B.A. – Central Washington State University
M.S. – Florida State University
Jeremy Ribano, Professor, Music
B.M. – Cornerstone University
M.M. – Western Michigan University
D.M.A. – Michigan State University
Jeffrey Rink, Mattie M. Kelly Distinguished Endowed Teaching Chair in Music and Conducting/Conductor, Northwest Florida Symphony Orchestra
B.M., M.M. – University of Maryland
Carolyn Schlater, Professor, Music Theory/Piano/Humanities
A.A. – Northwest Florida State College
B.A., M.A. – University of West Florida
Jeanette Shires, Associate Director, Mattie Kelly Fine and Performing Arts Center
B.S. – Gwynedd-Mercy College
M.S. – Troy University
David Simmons, Professor, Film & Humanities
B.A., M.A. – Brigham Young University
Ph.D. – Florida State University
Joseph Taylor, Professor, Dance
A.A. – Northwest Florida State College
B.F.A., M.F.A. – Florida State University
Lois Van Dam, Professor, Music
B.A., M.A. – Bob Jones University
D. Ann Waters, Professor, Art History
A.A. – Chipola Junior College
B.A. – University of West Florida
M.A. – University of South Alabama
E.D.S. – University of West Florida
Robert Whittaker, Theater Technical Supervisor
B.F.A. – North Carolina School of the Arts
Kristen Williams, Gallery Director
B.A. – Rhodes College
M.A. – Indiana University

LEARNING RESOURCES CENTER

Janice W. Henderson, Division Director, Research and Learning Resources Services
B.S. – Spring Hill College
M.S.L.S. – University of North Carolina
Owen Adams, Reference Librarian
A.A. – Gulf Coast Community College
B.A. – Our Lady of the Lake University
M.S.L.S. – Florida State University
M.B.A. – University of West Florida
Deborah Crabtree, Library Technician II
A.A. – Northwest Florida State College
Steve Fielding, Library Technician III
A.A. – Northwest Florida State College
Pamela R. Hynes, Library Technician III
B.A. – Central Michigan University
Overia “Denise” Jones, Library Technician I
A.S. – Northwest Florida State College
Edward M. Livingston, Jr., Media Services Manager
A.A. – Northwest Florida State College
Sandra MacDonald, Library Technician II
Shelton W. Mann, Jr., Technology Support Specialist
A.A. – Northwest Florida State College
A.S. – Vernon Regional Junior College
B.S. – Wayland Baptist University

Kathy Richardson, Library Technician III
B.A. – University of South Carolina
Paula Schrader, Educational Services Librarian
B.S. – University of Wyoming
M.S. – Western Kentucky University
Rhonda Trueman, Access Services Librarian
A.A. – Central Piedmont Community College
B.A., M.L.I.S. – University of North Carolina

LITERACY CENTER AND ADULT BASIC EDUCATION

Barbara M. Jones, Director
B.S. – Tennessee Technological University
M.A. – University of West Florida
Jean “Jeanie” Eidem, Staff Assistant, Family Literacy
A.A.S. – Central Texas College
A.A., B.A.S. – Northwest Florida State College
Marian Denise Irwin, Grants Staff Assistant, AmeriCorps
A.A. – Tallahassee Community College
Lana Kaltz, Program Specialist, Family Literacy
A.A., A.S. – Lansing Community College
B.A. – Michigan State University
Sharon McLane, Transition Specialist
B.S. – University of West Florida
Nancy Ordonia, Coordinator, Adult Education Program
A.A. – Valencia Community College
B.A. – University of Central Florida
Melissa Shadix, Senior Staff Assistant, Adult Education
A.A. – Northwest Florida State College
Laurie Von Kaenel, AmeriCorps Director
B.S. – State University of New York

MATHEMATICS

Sasha L. Jarrell, Department Chair/Professor, Mathematics
B.S., M.S., Ph.D. – Auburn University
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 Community College
B.A., M.A. – University of West Florida
Christopher R. Mizzell, 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
MATHEMATICS (cont.)

Rajalakshmi Sriram, Professor
B.Sc., M.Sc. – University of Mysore
M.A. – State University of New York
Ph.D. – University of Texas

Alicia Steinberg, Instructional Support Specialist
A.A. – Tallahassee Community College
B.S. – University of Florida

Amie Urban, Professor
B.A. – New College of Florida
M.A. – University of Texas

NURSING

Charlotte Kuss, Director of Nursing
B.S.N. – Ohio State University
M.S.N. – University of South Alabama

Candis Carrillo, Professor, Nursing
B.S.N. – St. Louis University School of Nursing
M.S.N. – University of Alabama in Birmingham

April Carter, Professor, Nursing
B.S.N. – Bishop Clarkson College of Nursing
M.S.N. – University of Texas Health Science Center

Toinette Higgins, 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

Kathleen McNair, Instructional Support Specialist,
Health Technology
A.S. – Northwest Florida State College

Henry Lee Moore, Assistant Professor, Nursing
A.S. – Northwest Florida State College

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

Sherry Ward, Assistant Professor, Nursing
A.A., A.S.N. – Darton College
M.S.N. – Troy University
B.S.N. – Georgia Southwestern University

PUBLIC SAFETY

Sean Lynch, Director, Criminal Justice Training Center
A.A. & Certificate - Northwest Florida State College
B.S. – Florida State University

Ron Bishop, Training Center Coordinator
B.S. – Troy State University

Phyllis Davis, Instructional Support Specialist
Certificate – Northwest Florida State College

Virginia Haddad, Professor
B.A. – University of Arkansas at Little Rock
J.D. – College of Law, University of Arkansas
at Little Rock
LL.M. – George Washington University

Renée 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

RADIOGRAPHY

Beth Norton, Division Director, Allied Health and
BSN Programs
R.N. – Piedmont Hospital School of Nursing
B.S.N. – Vanderbilt University
M.S.N., D.N.P. – University of South Alabama

Roslyn J. Johnson, Director, Radiography
Grady Health System School of Radiologic Technology –
Grady Hospital
B.A.S. – Mercer University

Grace Stewart, Professor, Radiography
A.A., A.S. – Pensacola Junior College
B.S. – Florida Hospital School
M.L.S. – Fort Hayes State University

SCIENCE

Darryl Ritter, Division Director,
Biological Sciences/Professor, Biology
B.S. – University of Illinois
M.S., Ph.D. – Southern Illinois University

Gail S. Baker, Professor, Biology
A.B. – Calvin College
M.A. – Vanderbilt University
Ph.D. – Mississippi State University

Allison Beauregard, Mattie M. Kelly Distinguished Endowed
Teaching Chair in Environmental Sciences
B.S. – University of Maine
Ph.D. – University of Delaware

Jonathan R. Bryan, Lead Faculty,
Physical Sciences/Professor, Earth Science/Geology
B.S. – Florida State University
M.S. – University of Florida
Ph.D. – University of Tennessee

Ralph Calhoun, Professor, Physics
A.A. – Chipola Junior College
B.S. – University of West Florida
M.S., Ph.D. – Florida State University

Susan Erickson, Science Lab Specialist
A.A. – Northwest Florida State College

Philip Heise, Professor, Biology
B.S. – University of New Mexico
M.S. – Penn State University
Ph.D. – University of Tennessee

Mark Horrell, Assistant Professor, Earth Science
B.S. – Troy University
M.S. – University of Kentucky
Ph.D. – University of Chicago

Patrick D. McArthur, Professor, Biology
B.A. – California State University Northridge
M.Ed. – Azusa Pacific University
Ph.D. – The University of Southern Mississippi

J. Jean Mitchell, Assistant Professor, Biology
A.A. - Ocean County College
B.S., Ph.D. - University of Florida

Anthony Russo, Professor, Physical Science, Physics
A.A. – Miami-Dade Community College
B.S., M.S. – Florida Atlantic University

Deanna Simpson, Instructional Support Specialist
Certificate, A.A. – Northwest Florida State College

Lisa Struck, Professor, Chemistry
A.A. – Pensacola Junior College
B.S. – Florida State University
M.A. – Rice University
Ph.D. – Rice University

Kurt A. Teets, Professor, Chemistry
B.S. – Purdue University
Ph.D. – University of Southern California
SCIENCES (cont.)

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  
B.A. – University of South Florida  
M.A. – Our Lady of the Lake University  
Ph.D. – St. Louis University  
Theodore (Ted) A. Barker, Professor, Social Science  
B.S., M.S., Ph.D. – Florida State University  
Wendell Griffith, Professor, Social Science  
B.A. – Louisiana Tech University  
M.A. – University of West Florida  
Amy Junger, Instructional Support Specialist  
Aven Lofquest, Professor, Social Science  
B.A., M.A.T. – College of Notre Dame  
Cecelia Rivers, Professor, Social Science  
B.S. – Alabama State University  
M.A. – University of South Alabama  
David Schjott, Professor, Social Science  
B.A., M.A. – University of South Alabama  
M.S. – Troy University  
Ed.D. – Nova Southeastern University  
Robyn Strickland–Gordon, Professor, Social Science  
B.S. – Troy University  
M.A. – University of West Florida

STUDENT SERVICES/ATHLETICS/HEALTH AND FITNESS

Michael “Mickey” Englett, District Dean of Students/  
Division Director of Athletics, Health & Fitness  
B.S., M.A. – University of South Alabama  
M.S. – University of West Florida  

Athletics/Health & Fitness

Jack Byerley, Women’s Head Softball Coach  
B.S. – University of South Alabama  
Nicholas Fletcher, Assistant Baseball Coach  
B.S. – Falkner University  
Kim Gibson, Instructional Support Specialist  
W. Doug Martin, Head Baseball Coach  
B.S., M.Ed. – Auburn University  
Johnny Matthews, Athletic/Health, Fitness Assistant  
Tamela McCorvey, Assistant Women’s Basketball Coach  
B.A. – Auburn University  
Patrick Harrington, Women’s Head Basketball Coach  
B.A. – Rollins College  
Jonathan “Joe” Richardson, Assistant Men’s Basketball Coach  
B.S., M.S. – Faulkner University  
Ramsey Ross – Student Athletics Coordinator  
B.S., M.S. – Florida 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

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

Enrollment Services

Christine C. Bishop, Dean – Enrollment Services/Registrar  
A.A. – Alpena Community College  
B.S. – Troy University  
M.S. – Central Michigan University  
Janice M. Buchanan, Coordinator of  
Enrollment Services & Testing  
A.A. – Ball State University  
B.A. – St. Leo College  
M.P.A. – Troy University  
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  
Elizabeth W. Kunz, Enrollment Services Technician  
B.A. – University of Cincinnati  
April Leake, Records and Reports Specialist  
A.A. – Northwest Florida State College  
B.A., M.Ed. – University of West Florida  
Carla Martin, Enrollment Services Specialist/Testing Specialist  
A.A. – Northwest Florida State College  
B.S. – University of West Florida  
Maddalena Friconi Ostrowski, Coordinator of Recruitment  
A.S. – Parkland College  
B.A. – 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  
M.Ed. - University of West Florida

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  
Cindy Bell, Enrollment Services Specialist  
A.A. & A.S. – Northwest Florida State College  
Sandra Bishop, Educational Advisor, Health Technology  
B.S. – Florida State University  
Traci Carely, Enrollment Services Specialist  
Nancy DiBattista, Educational Advisor,  
International Student Admissions  
B.A. – Wright State University  
M.S. – Troy University  
Elizabeth “Betsy” Hanson, Educational Advisor  
B.S. – Florida State University  
Josette Horne, Educational Advisor  
A.S. – Northwest Florida State College  
Barry Tidmore, Educational Advisor  
B.S. – University of Alabama  
M.S. – University of West Alabama
STUDENT SERVICES (cont.)

Financial Aid
Patricia Bennett, Director, Financial Aid/Veteran’s Affairs
  B.A. – Fairmont State College
  M.A. – Marshall University
Christa Henderson, Financial Aid Specialist – PellGrant
  A.A. – Northwest Florida State College
  B.S. – Florida State University
Suzanne Keithley, Financial Aid Technician
  A.A. – Cambridge School of Business
Kymberly Lang, Financial Aid Specialist
Kristen Last, Financial Aid Specialist – Scholarships
  A.A. – Valencia Community College
  B.S. – Old Dominion University
Anthony Pannelli III, Financial Aid Specialist – Veteran’s Affairs
  A.A. – Northwest Florida State College
  B.A. – University of West Florida

FORT WALTON BEACH CAMPUS

David L. Goetsch, Vice President,
  Community Relations and Workforce Development
  A.S. – Pensacola Junior College
  B.S., M.A. – University of West Florida
  M.S., M.A., M.S. (3) – Troy University
  Ed.D. – Nova Southeastern University
Kenneth Goodwin, Groundskeeper
Lee A. Gouthro, Staff Assistant II
  B.S. – University of North Carolina
Mary L. Henderson, Director,
  Fort Walton Beach Campus and Dual Enrollment
  B.A., M.A.T., Ed.D. – University of West Florida
Floripes Jettner, Library Technician I
  A.A. – Northwest Florida State College
  B.S.B.A. – University of West Florida
Suzanne Johnson, Counselor
  B.S. – University of Rochester
  M.S. – Troy University
David Lewis, Skilled Craftsman I
Mary Joan Lindsey, Educational Advisor,
  Student Support Specialist
  B.A. – University of Kentucky
Margaret “Meg” Herrick McManus, Professor,
  Computer Science
  A.A., A.A.S. – Northwest Florida State College
  B.S., M.S., Ed.D. – University of West Florida
Dory O’Brien, Professor, English/Foreign Languages
  B.A., M.A., Ph.D. – University of Iowa
Robin Charles Olmstead, Professor, Mathematics
  B.S., M.S.T. – Georgia Southern College
Christopher Page, College Stores Specialist III
  A.A. – Northwest Florida State College
  B.A. – University of West Florida
Cheryl C. Powell, Professor, English
  B.A. – Auburn University
  M.A., Ph.D. – Florida State University
Nancy Pyle, Campus Specialist
  B.S. – Kansas State University
Maxine Randolph, Student Services Specialist
  A.A., B.A. – St. Leo College
Larry Sassano, Economic Development Council
  B.B.A. – Ohio State University
George J. Tillis, Jr., Computer Lab Specialist
  A.S. – Northwest Florida State College
Frank Wilderman, Jr., Assistant Professor, Biology
  B.S. – Allentown College
  Ed.M. – Temple University
  D.P.M. – Pennsylvania College of Podiatric Medicine
Richard Yocke, Groundskeeper

COLLEGE CENTERS

Chautauqua Center
Barbara M. Jones, Director
  B.S. – Tennessee Technological University
  M.A. – University of West Florida
Janet Faubel, Educational Advisor
  B.A., M.A. (2) – University of West Florida
 Glenn Hutchinson, Facilities Maintenance Specialist
  Tammy D. Lawrence, Staff Assistant III

Eglin Center
Kathy Martin, Campus Specialist
  A.A. – Northwest Florida State College
  B.S. – University of West Florida
Wanda Morgan, Staff Assistant II

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

South Walton Center & Choctawhatchee Basin Alliance
Julia Terrell, Director, Choctawhatchee Basin Alliance
  B.S., M.S. – University of Florida
Sarah Kalinski, Grant Coordinator
  B.F.A., M.A. – New York University
Holley Langille, Campus Specialist
  B.S., M.S. – Auburn University
Alison McDowell, Senior Grant Manager
  B.A. M.S. – University of West Florida

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 Perillo, 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
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
  Pamela Kaby, Controller
  B.B.A. – Pittsburg State University
## Personnel Listing

### Administrative Services (cont.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Lipscomb</td>
<td>Payroll Technician B.S. – Southern University</td>
</tr>
<tr>
<td>Dedria Lunderman</td>
<td>Purchasing Coordinator M.S. – Troy University</td>
</tr>
<tr>
<td>Sharon Marsh</td>
<td>Cashier Supervisor, Business Office A.A. – University of Alaska Anchorage</td>
</tr>
<tr>
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<td>Robin Stewart, Amy Fike</td>
<td>Staff Assistant I, Business Office A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>Nancy Murphy, Nancy Fike</td>
<td>Director of Human Resources A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>Anne Puette, Mary Fike</td>
<td>Fiscal Assistant/Accounts Payable A.A. – University of Alaska Anchorage</td>
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<td>Robin Stewart, Amy Fike</td>
<td>Staff Assistant I, Business Office A.A. – Northwest Florida State College</td>
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<tr>
<td>Robert Coache, Randy Fike</td>
<td>Systems Programmer A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>John Rickard, Randy Fike</td>
<td>Director, Physical Plant B.S. – Troy University</td>
</tr>
<tr>
<td>James Barfield, John Fike</td>
<td>Physical Plant Attendant/Grounds A.A. – Northwest Florida State College</td>
</tr>
</tbody>
</table>

### Human Resources

<table>
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<tr>
<td>Nancy Murphy</td>
<td>Director of Human Resources A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>Anne Puette, Mary Fike</td>
<td>Fiscal Assistant/Accounts Payable A.A. – University of Alaska Anchorage</td>
</tr>
<tr>
<td>Robin Stewart, Amy Fike</td>
<td>Staff Assistant I, Business Office A.A. – Northwest Florida State College</td>
</tr>
</tbody>
</table>

### Information Technology

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Eller, Greg Fike</td>
<td>Director, Information Technology A.A. – Gulf Coast Community College</td>
</tr>
<tr>
<td>Mike Atwood, Mike Fike</td>
<td>Web Application Support Programmer A.A. – Florida State University</td>
</tr>
<tr>
<td>Donna Bouchard, Don Fike</td>
<td>Senior Programmer/Analyst B.S. – University of Rhode Island</td>
</tr>
<tr>
<td>Thuyen Buendia, Thuyet Fike</td>
<td>Network Specialist I A.S. – Northwest Florida State College</td>
</tr>
<tr>
<td>Robert Coache, Randy Fike</td>
<td>Systems Programmer A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>Shari Forfa, Shari Fike</td>
<td>Human Resources Specialist A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>Jessie Graves, Jessie Fike</td>
<td>Senior Network Specialist A.S., A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>Jesse Hall, Jesse Fike</td>
<td>Network Specialist II A.S. – Northwest Florida State College</td>
</tr>
<tr>
<td>John C. Hutson, John Fike</td>
<td>Data Base Administrator B.S. – Florida State University</td>
</tr>
<tr>
<td>Leanne Jordan, Leanne Fike</td>
<td>Information Technology Specialist A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>E. Gregg Laird, E. Fike</td>
<td>Network Administrator A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>Raquel McKay, Raquel Fike</td>
<td>Database Specialist B.S. – AMA Computer College</td>
</tr>
<tr>
<td>Lisa Spikes, Lisa Fike</td>
<td>SQL Analyst A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>George Stroh, George Fike</td>
<td>Mainframe Technical Support Specialist A.A.S. – Northwest Florida State College</td>
</tr>
<tr>
<td>Gregory Tulenko, Gregory Fike</td>
<td>SQL Analyst B.A. – Indiana University of Pennsylvania</td>
</tr>
</tbody>
</table>

### Physical Plant

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Rickard, John Fike</td>
<td>Director, Physical Plant B.S. – Troy University</td>
</tr>
<tr>
<td>Jennifer Agerton, Jennifer Fike</td>
<td>Custodial Worker A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>James Barfield, James Fike</td>
<td>Physical Plant Attendant/Grounds A.A. – Northwest Florida State College</td>
</tr>
</tbody>
</table>

### Facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Jones, Sam Fike</td>
<td>Facilities Director</td>
</tr>
<tr>
<td>Maria Checkley, Maria Fike</td>
<td>Facilities Coordinator/ Administrative Assistant</td>
</tr>
<tr>
<td>Heinz Falk, Heinz Fike</td>
<td>Assistant Facilities Director</td>
</tr>
<tr>
<td>John Feris, John Fike</td>
<td>Skilled Craftsman II (HVAC Technician) A.A. – ITT Technical Institute</td>
</tr>
<tr>
<td>John Rickard, John Fike</td>
<td>Director, Physical Plant B.S. – Troy University</td>
</tr>
<tr>
<td>Jennifer Agerton, Jennifer Fike</td>
<td>Custodial Worker A.A. – Northwest Florida State College</td>
</tr>
<tr>
<td>James Barfield, James Fike</td>
<td>Physical Plant Attendant/Grounds A.A. – Northwest Florida State College</td>
</tr>
</tbody>
</table>
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
PERSONNEL LISTING

* James Edward McCracken, Ph.D., 1964–1988, President Emeritus
* Roger Adams, B.S., M.S., Ph.D., 1989–2004
* Vera Craiger Auerbach, M.A., 1968–1987
* Harold Boone, 1972–1987
* Gaius Bruce, B.S., M.S., 1966–2004
* Roy Bundy, Ph.D., 1968–1989
* Marilee C. Caldwell, B.S., M.S., Ed.D., 1972-2010
* George Castle, M.A., 1969–1997
* Grady Clark, 1973–1983
* Jack Culwell, M.S., 1967–1987
* Carl Davy, 1974–1992
* Fanny–Fern Davis, Ph.D., 1965–1968
* Diane V. Edgington, B.M.S., 1995–2005
* John Glasgow, M.S., 1964–1987
* Earl Gulledge, Ph.D., 1971–1984
* Dorothy P. Harris, M.A., 1970–1991
* Tom Hester, B.S., 1967–1985
* Dorothy Jackson, M.B.E., 1969–1991
* Annabelle James, B.A., M.A., 1984–2000
* Chilton Jensen, M.S., 1968–1976
* Cecil Johnson, M.S., 1965–1985
* 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

Victoria Martinez, B.S., M.S., 1993–2006
Juda McAdoo, B.G.S., M.S., 1989–2005
* Maurice Mettee, 1968–1982
* Alfred S. Pells, B.S., 1977–1987
Riley Perdue, 1973–1996
* James Rhoades, M.S., 1967–1990
* William T. Sadler, Ph.D., 1972–1985
* Jeff Schembera, B.S., M.S., 1988–2004
* Olivia Simmons, A.A., B.S., M.S., 1965–1993
* John W. Stair, B.S., M.S., 1965–1994
Mary L. Stegall, B.S., M.S., Ph.D., 1967–1995
* Merril A. Symonds, Ph.D., 1967–1984
* David Vaughn, B.S., M.S., 1990–1998
* Eugene Weathers, 1975–1994
* Robert D. Wilson, Ph.D., 1970–1991

Honorary Chairs
* Capp, Al
American Arts Chair – Artist-in-Residence, 1966
* Carter, Hodding
American Arts Chair – Artist-in-Residence, 1966
* Holzhauser, 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.
Honorary Chair in Government
* deceased

* deceased
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