NOTICE TO STUDENTS

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

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

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities. The Northwest Florida State College Equity Coordinator may be contacted at 850-729-5365 or in person at Building “A”, Niceville Campus (100 College Blvd., Niceville, FL). The Equity Coordinator is designated to coordinate compliance with the Florida Educational Equity Act and information about the availability of the colleges’ grievance procedures. The Equity Coordinator is also coordinator of Title IX of the Education Amendments of 1972.
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100 College Boulevard • Niceville, Florida 32578-1295
www.nwfsc.edu

NORTHWEST FLORIDA STATE COLLEGE
100 College Boulevard • Niceville, Florida 32578-1295
www.nwfsc.edu

COLLEGE LOCATIONS

(Area Code 850) NUMBERS

Niceville Campus
100 College Blvd., Niceville, FL 32578
678-5111

Fort Walton Beach Campus
1170 Martin Luther King Jr. Blvd., Fort Walton Beach, FL 32547
863-6500

Chautauqua Center, DeFuniak Springs
908 U.S. Highway 90 West, DeFuniak Springs, FL 32433
200-4100 or 892-8100

Robert L. F. Sikes Education Center, Crestview
805 E. James Lee Blvd., (U.S. Hwy. 90), Crestview, FL 32539
200-4141 or 689-791

Eglin AFB Center
Education Services Building 251, Room 127, Eglin Air Force Base, FL 32542
200-4180 or 678-1717

Hurlburt Field Center
Education Services Building 90220, 221 Lukasik Avenue, Hurlburt Field, FL 32544
200-4190 or 884-6296

South Walton Center
109 Greenway Trail (off Hwy. 331 South), Santa Rosa Beach, FL 32459
200-4160 or 267-2888

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

TDD

Enrollment Services Information

711 or 1-800-955-8770
711 or 1-800-955-8771

729-6922

Northwest Florida State College Locations
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WHERE TO GO FOR ASSISTANCE

College Website: www.nwfsc.edu

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

Academic Advising
Web ................................................. www.nwfsc.edu or www.facts.org
Chautauqua Center, DeFuniak Springs/Advising .......... 892-8100
Eglin AFB Center/Advising .................................. 678-1717
Fort Walton Beach Campus/Advising
  Bldg. 4, Room 403A ........................................ 863-6508
Hurlburt Field Center/Advising ................................ 200-4190
Niceville Campus/Advising, Bldg. SSC ................. 729-6922
Sikes Education Center, Crestview/Advising .......... 689-7911
South Walton Center/Advising ................................ 200-4160

Academic Standing, Probation, Suspension, Reinstatement
Collegewide/Student Services,
Niceville Campus, Bldg. SSC .................................. 729-6922

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

Admissions
Collegewide/Registrar’s Office,
Niceville Campus, Bldg. SSC .................................. 729-6922

Accessibility
Student Complaints: Counselor for Students with Disabilities or Special Needs, Room E-149, Bldg. E
Niceville Campus .............................................. 729-6079
Employee Complaints: Director of Human Resources and Equity Coordinator, Room A-120, Administration Bldg. A
Niceville Campus .............................................. 729-5365
Other Public/Governmental Complaints:
Director of Human Resources and Equity Coordinator, Room A-120, Administration Bldg. A
Niceville Campus .............................................. 729-5365

Adding, Dropping, Changing or Withdrawing from a Course
Web ....................................................... www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration .... 892-8100
Eglin AFB Center/Registration ................................ 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 ........ 863-6504
Hurlburt Field Center/Registration ........................... 200-4190
Niceville Campus/Registration, Bldg. SSC ............ 729-6922
Sikes Education Center, Crestview/Registration .... 689-7911
South Walton Center/Registration ........................... 200-4160

Admissions, Registration, Academic Records
Web ....................................................... www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration .... 892-8100
Eglin AFB Center/Registration ................................ 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1........ 863-6504
Hurlburt Field Center/Registration ........................... 200-4190
Niceville Campus/Registration, Bldg. SSC ............ 729-6922
Sikes Education Center, Crestview/Registration .... 689-7911
South Walton Center/Registration ........................... 200-4160

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

AIDS Information
Collegewide Director of Advising & Counseling,
Niceville Campus, Bldg. SSC .................................. 729-6075

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

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

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

AmeriCorps/Service Learning
Ready to Intervene,
Niceville Campus, Bldg. C-1, Room 115 .................. 729-6037

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

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

Books & Classroom Supplies
Web .............................................................. http://nwfsc.bncollege.com
Fort Walton Beach Campus/Campus Store, Bldg. 2 .... 863-6511
Niceville Campus/Campus Store, Bldg. H ................ 729-5384

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

Career Information
Web ............................................................. www.nwfsc.edu/careercenter or www.facts.org
Collegewide/Career Resource Center, Niceville Campus,
Bldg. C-1 ....................................................... 729-5227
Chautauqua Center/DeFuniak Springs,
Bldg. 2, Room 204 .............................................. 892-8100

Catalogs
Web ............................................................. www.nwfsc.edu/catalog
Chautauqua Center, DeFuniak Springs/Registration .... 892-8100
Eglin AFB Center/Registration ................................ 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 .... 863-6504
Hurlburt Field Center/Registration ........................... 200-4190
Niceville Campus/Registration, Bldg. SSC ............ 729-6922
Sikes Education Center, Crestview/Registration .... 689-7911
South Walton Center/Registration ........................... 200-4160

Change of Contact Information (Address or Phone Number)
Web ............................................................. www.nwfsc.edu
Chautauqua Center, DeFuniak Springs/Registration .... 892-8100
Eglin AFB Center/Registration ................................ 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 .... 863-6504
Hurlburt Field Center/Registration ........................... 200-4190
Niceville Campus/Registration, Bldg. SSC ............ 729-6922
Sikes Education Center, Crestview/Registration .... 689-7911
South Walton Center/Registration ........................... 200-4160

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

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Change of Major/Schedule (continued)
Hurlburt Field Center/Advising ........................................ 200-4190
Niceville Campus/Advising, Bldg. SSC ................................. 729-6922
Sikes Education Center, Crestview/Advising .......................... 689-7911
South Walton Center/Registration ................................. 200-4160

Change of Name
Chautauqua Center, DeFuniak Springs/Registration ...... 892-8100
Eglin AFB Center/Registration ........................................ 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 .......................... 863-6504
Hurlburt Field Center/Registration ........................................ 200-4190
Niceville Campus/Registration, Bldg. SSC ................................. 729-6922
Sikes Education Center, Crestview/Registration .......................... 689-7911
South Walton Center/Registration ........................................ 200-4160

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

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

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

Computer/Learning Labs/Tutoring
E-mail Help Desk ............................................................ asctutor@nwfsc.edu
Web ........................................................................ www.nwfsc.edu/LearningSupport
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 .................................................. 200-4160

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

Costa Leadership Institute
Niceville Campus, Bldg. SSC .................................................. 729-6880

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

Disability Support Services
Web ........................................................................ www.nwfsc.edu/ossn
Collegewide/Niceville Campus, Counselor for Students with
Disabilities or Special Needs, Bldg. E, Room E-149 .......................... 729-6079

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

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

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

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

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

Enrollment Verification
Web ........................................................................ www.degreeverify.com
E-Mail ............................................................ degreeverify@studentclearinghouse.org
National Student Clearinghouse ........................................ (703) 742-4200
Collegewide/Niceville Campus, Office of
Registrar’s Office, Bldg. SSC ........................................... 729-4901

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

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

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

GED
Niceville Campus, Bldg. SSC ........................................... 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, Bldg. SSC .......................... 200-4190
Niceville Campus/Advising ............................................. 729-6922
Sikes Education Center, Crestview/Advising ..................... 689-7911
South Walton Center/Advising ........................................ 200-4160

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

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

Note: See iv for optional NWFSC Center location contact phone numbers.
International Student Services
Collegewide, Student Services, Niceville Campus,
Bldg. SSC ................................................. 729-5319

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

Kids on Campus Summer Program (KOC)
Collegewide, Office of Continuing Education,
Niceville Campus, Bldg. SSC .......................... 729-6086

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

Lost & Found
Collegewide, Student Activities Office,
Niceville Campus, Bldg. SSC .......................... 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/Registration ................. 200-4190
Niceville Campus/Advising ......................... 729-6922
Sikes Education Center, Crestview/Advising .... 689-7911
South Walton Center/Advising ..................... 200-4160

Parking Permits
Collegewide, Student Activities Office,
Niceville Campus, Bldg. SSC .......................... 729-5348
Chautauqua Center, DeFuniak Springs/Registration ... 892-8100
Eglin AFB Center/Registration ....................... 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6508
Hurlburt Field Center/Registration ................. 200-4190
Sikes Education Center/Registration ............ 689-7911
South Walton Center/Registration .................. 200-4160

Payment for Classes/Obligations
Web .......................................................... www.nwfsc.edu
Business Office E-mail ................................. businessoffice@nwfsc.edu
Chautauqua Center, DeFuniak Springs/Cashier ........ 892-8100
Eglin AFB Center/Cashier ............................. 678-1717
Fort Walton Beach Campus/Business Office, Bldg. 1 863-6504
Hurlburt Field Center/Cashier ....................... 200-4190
Niceville Campus/Business Office, Bldg. SSC .... 729-5385
Sikes Education Center, Crestview/Cashier .... 689-7911
South Walton Center/Cashier ....................... 200-4160

PRIME Time Program
Collegewide, Office of Continuing Education,
Niceville Campus, Bldg. SSC .......................... 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

Registration
Office of Registration, Niceville Campus, Bldg. SSC ... 729-6467

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

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

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

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

Student Work
Collegewide/Career Resource Center, Niceville Campus,
Bldg. C-1 ................................................. 729-5227
Collegewide, Niceville Campus, Office of Financial Aid, Bldg. SSC ......................... 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. 1 863-6508
Hurlburt Field Center/Registration .................. 200-4190
Niceville Campus/Testing Center, Bldg. SSC .... 729-6016
Sikes Education Center, Crestview/Registration ...... 689-7911
South Walton Center/Registration .................. 200-4160

Tours
College Life & Campus Tours, Bldg. SSC .......... 729-6922

Transcripts
Web .......................................................... www.nwfsc.edu
E-Mail (between institution requests)
.......................................................... transcripts@nwfsc.edu
Official: Collegewide/Niceville Campus,
Office of Enrollment Services, Bldg. SSC ........ 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,
Registrar’s Office, Bldg. SSC ......................... 729-4901
Transient student forms may be obtained and submitted
at all college locations.

Vehicle Registration
Collegewide, Student Activities Office,
Niceville Campus, Bldg. SSC .......................... 729-5348
Chautauqua Center, DeFuniak Springs/Registration ... 892-8100
Eglin AFB Center/Registration ....................... 678-1717
Fort Walton Beach Campus/Registration, Bldg. 1 863-6504
Hurlburt Field Center/Registration .................. 200-4190
Sikes Education Center, Crestview/Registration .... 689-7911
South Walton Center/Registration .................. 200-4160

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

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

Women’s Resource Center
Collegewide, Niceville Campus, Bldg. SSC ........ 729-5291

Note: See iv for optional NWFSC Center location contact phone numbers.
GENERAL INFORMATION
Mission Statement
Northwest Florida State College improves lives. We deliver outstanding educational programs that are relevant, accessible, and engaging for students of all ages and provide exceptional cultural, athletic, and economic development activities for the communities served. We commit to excellence, creativity, integrity, and services.

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

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

Vision One: A Learning-Centered Community
Northwest Florida State College will be a college that places the teaching-learning process at the core of our existence and seeks to improve student success.
- We will assess student learning, hold ourselves accountable for learning outcomes, and invest in resources to improve student learning outcomes.
- We will use learning-focused methods that actively engage students and seek to help students understand that they are an integral part of the teaching-learning process.
- We will provide learning environments, both in and out of the classroom, that meet student learning needs and encourage student success.

Vision Two: Access to Opportunity
Northwest Florida State College will be the gateway to higher education opportunity for students in areas we serve.
- We will provide educational opportunities at multiple sites and varying times and through alternative delivery methods that maximize the opportunity to earn an education.
- We will seek efficiency and quality while maintaining an affordable tuition level.

Vision Three: Community Engagement
Northwest Florida State College will be recognized as a critical community resource and a valuable partner in advancing cultural, economic, and educational aspirations.
- We will develop partnerships with community organizations to promote educational opportunity.
- We will provide a rich inventory of cultural, athletic, life-long learning, and academic experiences that engage community members in the life of the college.
- We will lead our community by initiating and supporting outreach activities that enrich the lives of underserved populations.

Vision Four: Institutional Growth
Northwest Florida State College will seek to grow strategically in areas that increase our impact on the communities we serve.
- We will increase program offerings and enrollments in baccalaureate and career/technical programs.
- We will increase the proportion of students we enroll from the communities we serve.

Vision Five: Financial Stewardship
Northwest Florida State College will be financially secure and will practice wise financial stewardship.
- We will grow the College Foundation’s asset base and increase its annual impact on the college.
- We will maintain sufficient financial reserves to provide security, flexibility, and institutional innovation and development.

Vision Six: A Great Place to Work
Northwest Florida State College will be recognized as the leading employer in our service area by offering competitive compensation packages, investing in personal and professional development programs, and placing an emphasis on job security.
- We will offer a combination of salary and benefits that allows us to recruit and retain the best possible employees.
- We will invest in the personal and professional development of our workforce and provide employees with the tools they need to do their jobs well and prepare them for future career opportunities.

Background and State College Status
Northwest Florida State College (NWFSC) is part of the Florida College System, a network of 28 public state and community colleges. NWFSC offers postsecondary education opportunities to more than 17,000 students annually. Located in the coastal heart of Northwest Florida, the college has earned a reputation for educational excellence and community involvement in its 49-year history. The college operates seven area campuses and centers in Niceville, Fort Walton Beach, Crestview, DeFuniak Springs,
South Walton County, and at Eglin Air Force Base and Hurlburt Field.

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

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

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

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

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

When its doors first opened in August of 1964 in a temporary campus of vacant buildings in Valparaiso, OWJC had a faculty of ten instructors, three support personnel and five administrators for the 309 full-time and 458 part-time students on hand. Now, approximately 102 full-time and 293 part-time instructors, as well as 455 support staff and 16 administrators serve 17,000 students annually. Since its inception, more than 302,000 persons have been served by OWJC, OWC, OWCC and NWFSC.

Located between State Roads 85 and 285 off of College Boulevard, the Niceville Campus 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 academic affairs, administrative and financial services, marketing/community relations, the NWFSC Foundation and the Alumni Association.

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

**Building (C-1/C-2):** at catalog press time, this building is under renovation and temporarily houses the Career Resource Center and the AmeriCorps Offices in C-1.

**Collegiate High School (D):** houses the Collegiate High School Offices, classrooms and labs.
• Facilities (continued)

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

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

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

(F-1): Storage facility

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

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

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

College Bookstore, Gymnasium and Public Safety (H): a multipurpose facility used to house indoor physical education activities and classrooms and specialized laboratories for the Public Safety Division.

NOTE: this building is temporarily housing the College Book Store through the Fall 2012 semester. The College Book Store will move, upon completion of renovations, to the College Mall, Bldg. K.

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

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

College Mall (K): at catalog press time this building was under renovation with an anticipated completion date of January 2013. This building will house Student Activities Offices including Student Government, the College Book Store, and the Academic Success Center.

Student Services Center (SSC): The Student Services Center is located directly to the west of the existing College Mall. This includes student services such as registration, advising, financial aid, business office (cashier), testing, recruitment and the Women’s Resource Center on one floor. The courtyard level houses food services and several multipurpose meeting spaces. Conference and meeting facilities and the Costa Leadership Institute at NWFSC and the Charles K and Eileen H. Arpke Conference Room are located on the third floor.

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

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

Business and Computer Technology (P): provides facilities for instructional programs in business education, business administration, computer science, mid-management and the Bachelor of Applied Science in Project Management. The building contains the offices of the college’s Business and Computer Technology Division and offices for the Bachelor of Applied Science degree in Project Management, including faculty offices. The building also contains the
Facilities (continued)

William T. Neshem, Mickey and Dottie Gilmore, and Blanche and Allyn Donaldson classrooms.

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

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

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

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 Jr. Science Building (S): is comprised of classrooms and laboratory facilities for programs in the biological and chemical sciences. The two-story main building contains science classrooms numbered S100 and S200 and provides space for the college’s Mattie Kelly Environmental Institute. An adjacent one-story general classroom building is connected by a covered breezeway. This building contains classrooms numbered S300 and the Carroll Richard Stegall Classroom.

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

Community Service Complex (Arena, ROTC, Emergency Operations Center) (T): multi-purpose facility which houses the college’s Division of Athletics, Health and Fitness, a 2,200 seat basketball Arena, Wellness classrooms, a Fitness Center, the Raider room, and the Col. George E. ‘Bud’ Day Wing of the complex, which houses the college’s ROTC program. Okaloosa County’s Emergency Operations Center (EOC) and 911 Call Center is also located in the complex. The entire facility is hardened to withstand 190-mph winds and the Arena may serve as a public emergency shelter.

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

The college operates instructional sites throughout the two county area, making the programs and services of 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 and the Quality Institute. The campus is located on a 156-acre wooded site owned by NWFSC 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, coffee shop and student government offices.

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

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

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

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

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

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

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

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

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

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

Foundation

The Northwest Florida State College Foundation, Inc. is a non-profit organization which seeks tax deductible contributions to help the college promote academic excellence through scholarships, instructional improvements, and educational equipment acquisition. The Foundation was established in 1988 to give individuals, organizations and businesses the opportunity to directly invest in the educational mission of the college. As an IRS 501 (c)(3) organization, donations to the Foundation are tax deductible and may be eligible for matching funds. The Foundation has a Board of Directors comprised of business and community leaders in Okaloosa and Walton counties.

The Foundation is vitally important to the quality and diversity of higher education in our community. The foundation operates under the philosophy of building principal and using the interest to support various NWFSC endeavors. To further the mission of NWFSC, no donations to the Foundation are used for the foundation’s operating expenses. Annual pledges of $50 to the Foundation President’s Club help underwrite these operational expenses. For information, contact the Foundation Office at (850) 729-5357 or visit www.nwfcfoundation.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.

Matti 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 call (850) 729-5357 or visit www.nwfs.edu/MattiKellyInstitute.

Choctawhatchee Basin Alliance (CBA)

The Choctawhatchee Basin Alliance (CBA) program 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, follow them on Facebook and Twitter or call (850) 200-4171.

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 Southern Association of Colleges and Schools Commission on Colleges 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, ethnicity, disability, marital status, national origin, race, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities. The Northwest Florida State College Equity Coordinator may be contacted at (850) 729-5365 or in person at Building “A” Niceville Campus (100 College Blvd.; Niceville, Fl.). The Equity Coordinator is designated to coordinate compliance with the Florida Educational Equity Act and information about the availability of the colleges’ grievance procedures. The Equity
Equal Rights (continued)

Coordinator is also coordinator of Title IX of the Education Amendments of 1972.

Student Records and Transcripts

Student Records

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

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

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 Registrar’s Office. Transcripts that are being sent directly to another educational institution may be requested by submitting written request to the Registrar’s Office, an e-mail to transcripts@nwfsc.edu or at www.nwfsc.edu.

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

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

Release of Student Information

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

Directory Information: name, city of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, enrollment status, degrees and awards received, and the most previous education agency or institution attended; student addresses for use by the College’s Foundation and Alumni Association, students who have applied for graduation, may be provided to Florida public universities and independent college and universities of Florida, and student addresses upon the request of a local, State or Federal law enforcement agency.

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

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

Access & Review of Records

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

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

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

A student has the right to request the amendment of their educational record that they believe is inaccurate or misleading. The student should submit a Request to Amend or Remove Education Record form written 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 Student Services. 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 Student Services or the College Registrar with any concerns about confidentiality of records and release of information. The custodian of student records may
● Student Records and Transcripts (continued)

release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction except as required by the college 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.nwfs.edu.

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

Change of Contact Information (Address, Telephone Number)
It is the student’s responsibility to keep information current by officially notifying the college. Students may make changes electronically by using the college’s RaiderNet system. Forms to change residence, mailing address, telephone number, etc. are available from the Registrar’s Office, (850) 729-5374.

● College Website

The website for Northwest Florida State College (www.nwfs.edu) supports the mission of the college by providing worldwide access to NWSC information, registration, financial aid, student services, eCampus/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 NWSC 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.nwfs.edu. Questions regarding RaiderNet should be referred to (850) 729-6922.

● Student E-Mail Accounts

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

● NWSC 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 NWSC Alert phone and text messages by automatic notification to their personally selected contact list, must sign up for this free service through the NWSC 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 NWSC Alert can be obtained on the college website.

● FACTS

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

● Solicitation/Promotions

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

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

College Name Usage

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

Notification of Social Security Number Collection and Use

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

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

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

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

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

Copyright Statement for College Publications

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

Employees and students who willfully disregard this policy or the specific provisions set forth in the college copyright manual (available in the learning resources center) are subject to state and federal penalties, including civil and criminal liability, as well as college disciplinary action. The college will refuse to grant requests if fulfillment of the request might lead to a violation of the copyright law. Further information is available from the office of the director of learning resources, (850) 729-5392.
ADMISSIONS

• General Information

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

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

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


2. Request official transcripts, as applicable, which include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, DANTES, AICE, AP, or IB.

3. Either submit placement test scores (ACT, SAT) or take the Postsecondary Education Readiness Test (PERT) at NWFSC. (NOTE: Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, or mathematics courses are NOT required to take the placement test.)

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

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

6. Register for classes.

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

Transfer Students
A student who has attended any college or university prior to enrolling at NWFSC is considered a transfer student. Transfer students must request that an official transcript(s) of all previous college work be sent directly to the Registrar’s Office. All re-enrollment forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration. In certain instances, applicants may be conditionally admitted as provided below. (This does not apply to Dual Enrollment/Early College, international student applicants, or any program with special admission criteria.)

Conditional Admissions
An applicant who has completed admission forms, but not attended an Orientation/Advising Session or has not been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a “Conditional Admission” status for one (1) term to allow for these requirements to be met. During this time, any course credit “earned” will not be released until all outstanding requirements have been met and the applicant is fully admitted to the college. Neither official transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college and eligible to enroll in a subsequent term. 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 Registrar’s Office or appropriate department or division office for more information.

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

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

Applicants may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 32). Falsification or failure to furnish correct information on admissions papers will subject applicants to denial of admission or immediate dismissal.

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

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

• Associate in Arts and Associate in Science Degree Programs

Beginning with the 2011-2012 academic year, the USDOE requires colleges that participate in federal financial aid programs to develop a policy for validating a student’s high school diploma. Students should check with the Registrar’s Office to receive updated information.

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

A. High School Diploma
Florida public high school graduates must have earned a standard high school diploma. Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma should contact the Registrar’s Office to discuss alternative admission options.

Non-Florida public high school graduates must have earned the equivalency of a standard Florida public high school diploma.

All other diplomas must be validated. Students are expected to participate in the collection of the required documentation so that the College can make an informed decision on the validity of the student’s diploma and the diploma-granting institution. Institutions that are not registered with a department of education from a U.S. state or U.S. territory are automatically denied. Institutions that only offer an exam for diploma are also automatically denied.

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 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 Registrar’s Office.

D. Foreign Educated Students
Foreign students who have earned an education equivalent to a U.S. secondary school education 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 page 17).

Students must use one of the agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (NACES) to determine if the student is eligible for admissions. The final determination is made by the College Registrar. For more information please refer to the NACES website at www.naces.org.

• Certificate and Applied Technology Diploma Programs

An applicant for admission to Applied Technology Diploma (ATD), college credit, or career and technical or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. However, the College will not be able to award federal financial aid unless the student meets the requirements as set forth under the AA and AS admission criteria above. As with all programs at NWFSC, certificate and ATD students must submit official copies of high school transcripts or GED diploma and, if a transfer student, a copy of transcripts from all previously attended postsecondary institutions.

• Baccalaureate Degree Programs

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

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

NWFSC offers a Bachelor of Applied Science degree in Project Management, a Bachelor of Science degree in Nursing, a Bachelor of Science degree in Elementary Education, a Bachelor of Science degree in Middle Grades Mathematics Education and a Bachelor of Science degree in Middle Grades General Science Education. As part of the
Baccalaureate Degree Programs (continued)

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

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

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

• Completion of NWFSC admission and residency materials and the B.S.N. Supplemental Admission Application.
• Completion of an associate degree nursing program or nursing diploma prior to enrollment.
• Documentation of current Florida RN Licensure. Recent graduates of associate degree nursing programs or Registered Nurses who have recently moved to Florida and have not yet obtained a Florida RN License may apply and may be accepted on a provisional basis for one term. Provisional status may be removed once the student obtains a current Florida RN License.
• Documentation of a grade point average (GPA) of 2.75 or higher in all college credit coursework and a grade of “C” or higher in all Florida Common Course Prerequisites applicable to the RN to BSN 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 15 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.

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

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

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

• Completion of NWFSC admission and residency materials and the B.S.E. Supplemental Admission Application.
• Completion of an Associate in Arts (A.A.) degree from a regionally accredited college or university, or at least 60 semester hours of postsecondary education from a regionally accredited college or university.
• Completion of all general education requirements and lower-division state-mandated common prerequisites with a minimum grade of “C” in each of the prerequisite courses.
• A minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale for the general education component of the undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale from any approved college or university.
• Passing scores on the General Knowledge Test of the Florida Teacher Certification Examination (FTCE).
• Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 15 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
• Agreement to submit to background checks by both the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
Baccalaureate Degree Programs (continued)

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

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

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

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

“Excess hours” are defined as hours that go beyond 115% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (120 X 115%).

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

Programs with Additional or Other Admission Requirements

Criminal Justice Training Programs
The Law Enforcement Basic and Correctional Officer Basic Career and Technical or Vocational Certificate Programs are certified through the Florida Department of Law Enforcement (FDLE). The college is designated as Florida Criminal Justice Training Center Number 21 and students enrolling in these certificate programs must meet FDLE requirements (including fingerprinting and background check), possess a high school diploma or its equivalent, successfully complete the Florida Basic Abilities Test (FBAT), as well as satisfy all other NWFSC admission standards. Students should contact the Criminal Justice Program 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. Students admitted to this program must satisfy specific program admission criteria including CPR certification, affidavit of background disclosure, and criminal background check, in addition to other admission requirements. 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. Program graduates are eligible to sit for the Dental Assisting National Board examination to receive the Certified Dental Assistant (CDA) credential. For more information students should contact the Dental Assisting Director at (850) 729-6444.

Emergency Medical Technician (EMT)
Emergency Medical Technicians are part of the Emergency Medical Services team. EMTs are trained to provide basic life support and transportation of the sick and injured. The EMT program prepares students to apply for the examination to become a Florida licensed and National Registry Emergency Medical Technician Basic. The program offers students the opportunity to enter the exciting world of Emergency Services through education in the college’s state-of-the-art health program facilities. The program blends classroom instruction with hands-on skills training and real world clinical education to prepare students as entry level Emergency Medical Technicians.

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

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

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

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

**AS/RN Nursing Program**
The Nursing (RN) program is fully approved by the Florida Board of Nursing.

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

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

**Paramedic**
Paramedics are the highest trained and educated pre-hospital provider of emergency medicine. In the Paramedic program, students are provided the highest quality education to prepare to become competent leaders in the high pace work of Emergency Medical Services. The Paramedic program is three full semesters beyond the Emergency Medical Technician Basic level and prepares students to apply for the Florida or National Registry Paramedic board examination. The Paramedic Certificate program is a Limited Admission College Credit Certificate. Students admitted to this program must have a high school diploma or GED and meet other applicable admission criteria (including documentation of current Florida Emergency Medical Technician (EMT) Certification, fingerprinting, a background check and a drug screen).

If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. The curriculum for this program forms the core of the Emergency Medical Services Associate in Science degree program. Students should contact the EMS Office for more information at (850) 729-4924.

**Radiography**
The Radiography Program is a Limited Access, Associate in Science degree program. New students are accepted annually for enrollment in the Fall Term. Students admitted to this program must meet specific admission criteria (including a minimum score of 70 in each section of the HESI exam, a background check and drug screen). Applicants must complete a program application in addition to the college application. Graduates of the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam. Students should contact the Division of Allied Health for additional application requirements and information at (850) 729-6444 or visit our website at www.nwfsc.edu/Radiography.

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

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

**Transient Students**
Currently enrolled degree-seeking students who have met the minimum residency requirement for their program through enrollment in coursework at Northwest Florida State College may request approval from the Vice President of Academic Affairs to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an Application for Transient Study form prior to enrolling at the other institution. Forms may be obtained from any NWFSC Center/Campus or from the Registrar’s Office 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 College Registrar and the Vice President of Academic Affairs according to established guidelines. Guidelines are available from the Office of Academic Affairs or Registrar’s Office.

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

school/college transcripts, as appropriate, will be required.

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

Adult General Education

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

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

International Students

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

1. Application for Admission and Residency form.
2. Transcripts: Official evaluations of secondary school records must be evaluated by an outside source a the student’s expense. Student must use one of the agencies sanctioned by the National Association of Credential Evaluation Services, Inc. (NACES). For more information please refer to the NACES website at www.naces.org. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside NACES sanctioned evaluation service at the student’s expense. Recommendations from the evaluation service will be considered in determining what courses may transfer, however, the final determination will be made by the College Registrar in consultation with the Academic Department Chairs/Deans.

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 173 for the computer-based TOEFL and 61 on the Internet-based TOEFL. Students, who have evidence of English proficiency in lieu of a passing TOEFL score, may petition the Admissions Committee for consideration.

NOTE: NWFSC does NOT give the TOEFL test.

5. Health Information: Health insurance with hospitalization coverage and a repatriation clause is required. This insurance should be obtained prior to the international student’s first registration and must be maintained while attending NWFSC.

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

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

Collegiate High School

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

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

Collegiate High School students enroll in honors high school classes and college courses and may earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an educational advisor. The program of study meets the Florida statutory requirements for both a high school diploma and an associate degree. A limited pre-collegiate track assists students who are not completely prepared to directly enter a full program of college-level classes. For more information, call the Collegiate School Office at (850) 729-4949 or visit www.nwfcollegiatehigh.org.

Simultaneous Enrollment for High School Students

Simultaneous enrollment programs provide a means for educational acceleration for academically superior high school students. These include the following admission categories:
Simultaneous Enrollment for High School Students (continued)

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

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

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

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 and social readiness. 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-college level courses (such as Tech Prep or High School Career Academy Courses and Certifications. Credit is awarded based upon the nature of the training, current skill levels, and relationship to NWFSC program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment, and departmental recommendations. Students receiving credit under this option must complete credits in residence at NWFSC, per established agreements, before the credits will appear on the student’s permanent record (transcript).

Additional minimum grade or course requirements, as well as demonstration of competency, 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 College Registrar.

Florida Residency Classification

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

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

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

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

Dependent/Independent

A dependent student is any person, whether or not living with his/her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code and who receives at least 51 percent of their cost-of-living expenses from his or her parent. Students classified as dependent must have a parent or legal guardian complete the Residency Classification form. A copy of the student’s or parent’s most recent tax return or other documentation may be required to establish dependent/independent status. Some students may be classified as “independent” if they meet certain criteria. Contact the Admissions Office for additional information.
Exceptions/Qualifications
Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statute S.1009.21(11)]. These exceptions are listed below.

Note: Documentation in support of these exceptions is required.

1. Active duty service members of the U.S. and active drilling members of the Florida National Guard stationed in Florida (spouse and dependent children included).

2. Active duty service members of the U.S. not stationed in Florida but whose legal state of residence is Florida (spouse and dependent children included).

3. Full-time instructional and administrative personnel employed by the State public schools system, college system, or university system (spouse and dependent children included).

4. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.

5. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.


7. U.S. citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included).

8. Full-time employees of state-agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training.

9. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.

10. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.

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

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

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

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

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

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

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

Effective Catalog Policy
Students who maintain continuous enrollment by completing at least one college pre-reparatory, 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 a written request through the College Registrar to the Vice President of Academic Affairs.

Evaluation of Transfer Credit
At catalog press time, a number of policies and procedures concerning the evaluation and posting of transfer credits were under consideration and possible revision. Students should contact the Dean of Students or College Registrar to receive updated information.
Acceptance of Transfer Credits from Non-Regionally Accredited Institutions
Acceptance of credits from non-regionally accredited institutions of higher education will be based upon recommendation from the NWFSC instructional department responsible for the course subject area(s). The recommendation will be submitted to the College Registrar for final review and recommendation.

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

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

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

1. Northwest Florida State College residency requirement;
2. Higher-level courses in the same or a related subject area;
3. Subsequent courses in the subject/course sequence;
4. Demonstration of specific lab/clinical skills or other applied competencies;
5. Additional independent/directed study in the subject area.

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

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.
Evaluation of Transfer Credit
(continued)

e) Completion of additional supplemental independent/directed study in the subject area which augments the skills/content of the technical course;

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

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

h) Verification of faculty credentials at the transferring institution.

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

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

• General Information
Full payment of fees is required when registering for classes at Northwest Florida State College. Payment due dates are available from the Registrar’s Office 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. Call (850) 729-5370 or visit www.nwfsc.edu/FinancialAid.

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

• Veterans Benefits and Assistance
Refer to the Financial Aid section of this catalog. VA deferments may be available on a limited basis for qualifying students. Students should consult Northwest Florida State College Veterans Affairs in the Financial Aid Office at (850) 729-5375 or see www.nwfsc.edu/FinancialAid/Veterans.cfm for further information.

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

Refunds will be disbursed in the same method as funds were originally received unless otherwise determined by the College Business Office. If payment was received by check, money order, or cash, the refund will be returned either by check or by EFT to the student Discover card account, if applicable. 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 Registrar’s Office. 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 College Registrar), and for the death of a student during the term of current enrollment. Refunds may be made until mid-term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

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

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

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

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

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

Dishonored Check Policy

Checks returned by the bank will be processed as follows:

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

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

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

4. The student's record at NWFSC will reflect the obligation as an outstanding debt which will result in the withholding of transcripts, diplomas, certificates, and other official documents. Students will also be prohibited from any future registrations until all debts are paid in full.

5. Students who have written two or more bad checks will be subject to disciplinary action even though their checks have been paid. The college will also suspend their check writing privileges and may report to other colleges and credit reporting agencies.

6. The college will forward unpaid dishonored checks, returned check charge, and related information about the student to a collection agency within 35 days.

Student Tuition Payment Plan

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

Fines, Penalties and Indebtedness

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

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

Inconsequential Checks and Debts

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

Access Cards (Identification Cards)

All enrolled college credit students will be issued a Student Access Card following payment of fees. There is a $15 per term charge for the Access Card that is non-refundable unless the student fails to enroll (page 32 for more information).

Parking Fines

Operating a private vehicle on Northwest Florida State College Campuses is a privilege and not a right. Individuals who show poor judgment or lack of consideration for the rights and safety of others may have this privilege revoked. Violating NWFSC’s parking regulations may result in parking fines being assessed or the vehicle being towed, or “booted” at the owner’s expense. For a listing of parking fines see page 32. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on page 32.

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

Fee Changes

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

Fee Schedule

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

Turn to page 26 for fees.
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.

<table>
<thead>
<tr>
<th>Non-Florida Residents</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>
<th>Border State Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baccalaureate (College Credit)</td>
<td>$97.79</td>
<td>$275.37</td>
<td>$18.36</td>
<td>$6.88</td>
<td>$36.97</td>
<td>$18.36</td>
<td>$447.73</td>
<td></td>
</tr>
<tr>
<td>Advanced &amp; Professional (College Credit)</td>
<td>$77.10</td>
<td>$231.30</td>
<td>$15.42</td>
<td>$5.78</td>
<td>$32.10</td>
<td>$15.42</td>
<td>$377.12</td>
<td></td>
</tr>
<tr>
<td>Postsecondary Vocational (College Credit)</td>
<td>$77.10</td>
<td>$231.30</td>
<td>$15.42</td>
<td>$5.78</td>
<td>$32.10</td>
<td>$15.42</td>
<td>$377.12</td>
<td></td>
</tr>
<tr>
<td>College Preparatory</td>
<td>$77.10</td>
<td>$231.30</td>
<td>$15.42</td>
<td>$5.78</td>
<td>$32.10</td>
<td>$15.42</td>
<td>$377.12</td>
<td></td>
</tr>
<tr>
<td>Postsecondary Adult Vocational (Voc. Credit)</td>
<td>$716.80</td>
<td>$215.04</td>
<td>$28.67</td>
<td>$3.86</td>
<td>$100.12</td>
<td>$1.00</td>
<td>$344.07</td>
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</tr>
<tr>
<td>Adult Basic &amp; Adult Secondary*</td>
<td>$30.00</td>
<td>$90.00</td>
<td>$25.00</td>
<td>$5.00</td>
<td>$75.00</td>
<td>$25.00</td>
<td>$120.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**Charge is required of all students enrolled in advanced and professional, postsecondary vocational, college preparatory, postsecondary adult vocational, and baccalaureate college credit (see page 32 for more information).

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**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 may pay the full cost of instruction (based on action by the Florida Legislature).

### Cost Summary

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

**Florida Resident**

Fees ................................................................. $3,003.60
Books and Supplies ........................................... $1,440.00

**Alabama Border-State Resident**

Fees ................................................................. $3,033.60
Books and Supplies ........................................... $1,440.00

**Non-Florida Resident**

Fees ................................................................. $11,313.60
Books and Supplies ........................................... $1,440.00

**Costs Subject to Change by Action of the Florida Legislature and the NWFSC Board of Trustees**

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**Testing Fees (continued)**

Health and Environmental Sciences Institute (HESI)

Required of Radiography and RN students ................. $40.00

GED Test

Complete Battery .................................................. $70.00
Individual Subtests .............................................. $14.00
Writing Subtests .................................................. $16.00

Proctoring (Other Schools) ..................................... $30.00

TABE (Non-NWFSC Students) ................................... $20.00

Microsoft Office Specialist Certifications (MOS)

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

Certiport Internet and Computing Core Certification (IC3)

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

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**Testing Fees**

**College Level Exam Program (CLEP)**

Exam Fee $80.00/Administration Fee $20.00 .......... $100.00

**Course Challenge Exam** .................................. $100.00

**DSST Exams (formerly DANTES)**

Exam Fee $80.00/Administration Fee $20.00 .......... $100.00

**FBAT Test** ..................................................... $35.00

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**Continuing Workforce Education**

At Full Cost of Instruction

Library Fines

Daily Rate .......................................................... $0.20
Lost Book Charge ................................................. $25.00
Paying $25.00 plus $5.00 processing fee

Paying $25.00

Parking Fines

No Decal Fee ....................................................... $25.00
Parking Ticket .................................................... $25.00

Tire Boot Removal Fee ......................................... $25.00

Towing and Storage ........................................... Actual charges/cost

Recreational & Leisure Courses

At Full Cost of Instruction

Reinstatement Fee* ............................................... $25.00
Returned Check Fee* .......................................... $25.00

Special Service Charges ..................................... At Cost

Student Access Fee**

Per semester fee ................................................ $15.00
Replacement fee ............................................... $15.00

Tech Prep Assessment Fee .................................... $10.00

Transcript Fee (per transcript) ............................. $5.00

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

**Charge is required of all students enrolled in advanced and professional, postsecondary vocational, college preparatory, postsecondary adult vocational and baccalaureate college credit (see page 32 for more information).
STUDENT SERVICES/HANDBOOK

Academic Assistance

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

For students who have not chosen a major, experienced college counselors and educational advisors are available to help make that choice. Educational advisors are located in the Student Services Building SSC 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 Academics, then Learning and Support Services.

Stay on Track

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

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

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

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

Excess Hours

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

“Excess hours” are defined as hours that go beyond 115% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (120 X 115%).

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

Career Planning Assistance

Students who are undecided about their future career plans are encouraged to make an appointment with their faculty advisor, an educational advisor, or a counselor, or to visit the Career Resource Center in Student Services, Building C-1 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,
Math Laboratories, are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses from Developmental Arithmetic to Differential Equations. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at http://faculty.nwfsc.edu/web/math/mathlab.

Women’s Resource Center

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

Academic Success Center (ASC)

Located in the North Mezzanine of Building E, Room 149, on the Niceville Campus, the ASC provides free learning support services for all NWFSC students. The ASC offers tutoring in many subjects, writing assistance, tutoring for learning disabled students and ESOL (English for Speakers of Other Languages) students, computer tutorials, a video library with audio media available in a variety of subjects, Internet access and computers for student use. Tutoring is on a one-on-one basis and is FREE for all registered students. Tutoring is available on a walk-in basis; however, students are encouraged to make appointments. Additional tutoring services available through the ASC include telephone tutoring at (850) 678-5111, ext. 6663, tutoring through e-mail at asctutor@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.

Testing Services

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

The Testing Center at Northwest Florida State College also provides test proctoring services at the Niceville Campus only for students enrolled in Distance Learning programs at institutions other than NWFSC. There is a $30 testing fee per test administration payable at the time of testing. Testing sessions are available at various times throughout the week. Seating is limited, therefore appointments are required. For more information or to schedule a testing time, contact the Testing Center at (850) 729-6016.

Employment Placement Services

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

The Career Resource Center, however, is the primary resource for student employment services. Located on the Niceville Campus, Building C-1, the Career Resource Center is open to all currently enrolled students. Services include a Job Seekers Registry, resume writing and interview skill workshops, job referrals to local employers, career fairs, on-line job search capabilities and information on local, state, and federal job opportunities. Students may access web-based job search resources including America’s Job Bank, JOBS Direct, and Florida’s Job Bank. Center staff are available to assist students in using the various career resources and will help students develop targeted job searches. Special career counseling is also available for eligible veterans on an appointment basis.

Governance

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

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

The Student Government Association (SGA) represents the student body of the college. Every student of Northwest Florida State College is a member of this association. The governing body of the SGA is the Student Senate. Senators are elected to serve one year terms. Projects in the past have included buying picnic tables, game room equipment, 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 SSC. The SGA president may be reached at telephone extension 6786 in his/her office.
Governance (continued)

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

The Student Traffic Court convenes, as needed, to adjudicate written appeals of parking violations for students. After deliberation, adjudication results are forwarded to the Dean of Students with the court’s recommendation that the citation be either upheld or overturned. Appeal forms are available from the Dean of Students Office in Building T or the Student Activities Office in Building SSC, 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) 729-6075 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) 729-6075. The physical and emotional risks associated with substance abuse can be very severe. This counselor maintains information on local treatment programs and their locations.

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

Textbooks and College Store Services

Northwest Florida State College maintains two college stores which are operated by contract with Barnes & Noble College. The store on the Niceville Campus is located in the College Mall, Building H. The Fort Walton Beach Campus Store is located in the Student Services Building. The Niceville Campus College Store is a full-service store offering textbooks, supplies, college clothing, gift items, hardware, and software. The Fort Walton Beach Store is a scaled-down version of the Niceville store offering textbooks for classes offered at the Fort Walton Beach Campus and Hurlburt Center, supplies, college clothing, and some software. The Niceville College Store can be reached at (850) 729-5384 and the Fort Walton Beach Store at (850) 863-6511. Regular store hours are: Monday, Wednesday, Thursday, 8:00 am - 5:00 pm; Tuesday, 8:00 am - 6:00 pm; and Friday, 8:00 am - 4:30 pm. The stores maintain special registration hours during in-person registration through the end of the schedule adjustment period. 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 bookstore website, http://nwfsc.bnncollege.com for exact dates. The College Stores are committed to purchasing as many textbooks at the best price as possible.

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

Photocopies

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

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

Food Service/The Raider Café

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

Dress Code

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

Smoking/Tobacco Use

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

Cell Phone Usage

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

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

**Child Care**

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

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

**New Student Orientation**

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

**Student Disability Services**

Northwest Florida State College is committed to providing equal opportunities for education to all students. A counselor is available in the Student Services Office on the Niceville Campus to assist students with disabilities or special needs. In accordance with the Florida State Board of Education Rule 6A-1.041, students with disabilities or 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 disabilities or special needs may be eligible for support services such as note-takers, scribes, extended time for testing, course substitutions, test on tape, or interpreters.

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

All students are encouraged to make known any disability that may affect their presence at NWFSC. All information is kept confidential. Forms for disability identification are available at the Office for Students with Disabilities or Special Needs (OSSN) on the Niceville Campus, the Fort Walton Beach Campus, or the Eglin, Hurlburt, Crestview, South Walton or DeFuniak Springs Centers. Contact the Counselor for Students with Disabilities or Special Needs to complete the self-identification process. Office for Students with Disabilities or Special Needs information and forms may be printed from the college website at www.nwfsc.edu/ossn.

Students with disabilities or special needs should contact the designated counselor located on the Niceville campus in Building E, inside the Academic Success 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 Counselor of Students with Disabilities or Special Needs located in Building E on the Niceville Campus, or the center or campus administrator at other locations. Copies of the “Accessibility Grievance Procedure” are posted on bulletin boards at all centers and campuses.

NWFSC is dedicated to the concepts of equity and equal opportunity.

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

**Graduation Regalia**

Graduation regalia (caps, gowns, tassels) are available at the College Stores approximately four weeks prior to graduation. Graduates will receive information from Student Services about graduation and picking up their regalia. For additional information concerning graduation regalia, please call the Niceville College Store at (850) 729-5384.

**AmeriCorps**

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

Full-time members serve a minimum of 1700 hours per service year. They receive a taxable living allowance while serving and a $5,500 education award voucher at the end of the service commitment. Other benefits for full-time members include healthcare insurance and student loan deferment and childcare (if qualified).

Half-time members serve 900 hours and receive a reduced living allowance and a $2,775 education award. Half-time members are eligible for student loan deferment but are not eligible for healthcare or childcare. For more information, please call (850) 729-6037 or stop by C-1/115 on the Niceville Campus for information on the program.

**Athletics**

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

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

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

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

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

Access Cards (Identification Cards)

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

Parking and Traffic Regulations

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

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

B. Designated Parking Areas.
All parking areas are color coded to designated authorized use.

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

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

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

D. Parking Violation Penalties.
Listed below are the penalties for violating the college’s parking regulations.

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

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

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

Statement of Student Rights and Responsibilities

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

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

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

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

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

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

If a student has documentation of extraordinary or emergency circumstances which warrant recording a course withdrawal (“W”) after the usual deadline, he/she must submit a written request for such change to the Office of Academic Affairs. If an adjustment is warranted, the change will be made within approximately ten (10) days. The student is responsible for requesting such changes within thirty (30) days of the term in which the original grade was awarded.

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

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>2009 Total Stats</th>
<th>2009 Hate Crime Stats</th>
<th>2010 Total Stats</th>
<th>2010 Hate Crime Stats</th>
<th>2011 Total Stats</th>
<th>2011 Hate Crime Stats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide Offenses</td>
<td>1</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Sex Offenses, Nonforcible</td>
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<tr>
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<td>Larceny / Theft Offenses</td>
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<td>2</td>
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<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
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<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.
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 issue 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 Registrar’s Office as excessive absences. Excessive absences for Fast-Track, weekend, blended/hybrid 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, licensure, and program mandates.

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

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

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

1. Cheating in any form, including plagiarism (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed by the student);
2. Gambling;
3. Theft, vandalism or destruction of NWFSC property, or property of members of the college;
4. Falsification of personal or college records;
5. The use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any NWFSC sponsored event or activity;
6. Violence, including but not limited to sexual assault, robbery, murder or battery against any member or guest of the college;
7. Hazing and Harassment.

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

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

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

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

1. The accused student’s name, address, and the student’s college ID number.
2. A description of the alleged violation that includes dates, times, and places.
3. The names of any witnesses and a description of any physical or written evidence that was known at the time that formal charges were prepared.
At the time of notification of formal charges, the Dean of Students will offer the student his/her choice of hearing settings:

1. An administrative hearing which will be conducted by the Dean of Students who will decide guilt or innocence and the appropriate action or sanction: dismissal of the charges, placing the student on disciplinary probation, or recommending to the President suspension or dismissal.

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

In both hearing settings the following will apply:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disciplinary probation requires compliance with the following restrictions and obligations:

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

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

3. No participation in any student extracurricular organized activity.

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

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

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

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

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

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

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

Student Grievance Procedures
Northwest Florida State College student grievance procedures are designed to provide effective means for resolving legitimate issues that are subject to the grievance process. State Board Rules and College Policies are not grievable; only the application or interpretation of rules or policies may be grieved. (Also see “Grade Grievances” on “Grade Grievances” on page “Grade Grievances” on page 33.)

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

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

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

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

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

1. The aggrieved student shall first discuss his/her complaint with the instructor or faculty advisor concerned for resolution.

2. If the grievance remains unresolved, the student should refer it to the appropriate department or organizational unit head for resolution.

3. If the circumstances of the grievance preclude the use of steps 1 and 2, or if the department or organizational unit head does not resolve the grievance within ten (10) working days, the student should discuss the grievance with the Dean of Students, who will bring the matter to the attention of the President of the college.

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

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

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

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

1. The SGA Senator named in the original request for the hearing or a substitute satisfactory to the grievant.

2. A college employee nominated by the Dean of Students.

3. An additional NWFSC employee who shall be nominated by mutual agreement of the other two members, who is a regular, full-time employee, and who, with the approval of the President, shall be designated chairperson. If the two members cannot agree on a nominee for chairperson, the chairperson will be appointed by the President.

4. The Dean of Students or his/her designee will serve as recording secretary to the committee but shall have no vote. If the grievance involves an equity issue, the College Equity Coordinator shall appoint a representative to serve as an advisor to the committee.

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

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

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

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

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

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

• Student Organizations

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

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

The following groups are recognized student organizations:

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

The Asian Pop-Culture Club is a social organization dedicated to all who love anime, manga, video games, Asian fashion, food, and music. All students are welcome whether having a long time interest or just curiosity about the subject. Contact: (850) 729-5258 or adams5@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) 729-5258 or adams5@nwfsc.edu for more information.

Christian Campus Fellowship is designed to meet several needs on campus. First, we want to provide Christian fellowship to students on campus. Second, we encourage each individual in their personal growth as a Christian. Third, we provide ways for students to develop their God-given talents and abilities. Our meetings currently include two Bible studies, a songwriters group, and a small newspaper. Contact: (850) 729-5246 or bryanj@nwfsc.edu for more information.

Circle K International (CKI) is an international collegiate service organization that is a sponsored leadership program of Kiwanis International. CKI promotes service, leadership, and fellowship with over 13,250 members. CKI is the largest collegiate organization of its kind in the world. Contact: (850) 729-6417 or tardoa@nwfsc.edu for more information.

College Democrats seeks to promote the ideals of all democrats and unite constituent assembly. Contact (850) 729-5334 or frazierk@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 hills@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 in early childhood education, provides the opportunity for service projects, and provides the atmosphere for members to practice advocacy for children and their families. Contact: (850) 729-5386 or sandlinb@nwfsc.edu for more information.

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

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

Influencing Art is a club for students who enjoy creating any kind of art to meet periodically and share their artwork that has been influenced by anything read that month. Contact: (850) 729-5211 or belotep@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.
Student Organizations (continued)

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

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

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

Pre-Professional Educators’ Club was established in the fall of 2009 to enhance the Teacher Education Program on our campus. Meetings provide the opportunity to hear guest speakers from various fields in the education community, for networking in the profession, and for fellowship that will last a lifetime. Contact: (850) 729-4921 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) 729-5348 or woods@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.

Schools-4-Schools is a volunteer club focused on fund raising. All proceeds go directly to the Invisible Children program. This program is directly involved in improving the education and living conditions in Northern Uganda and surrounding countries. Contact: (850) 729-4945 or wattsaa@nwfsc.edu.

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 Ambassador is a position of high esteem and an opportunity for students to have pride and ownership of their higher learning institution while building leadership skills and qualities. Contact: (850) 729-6467 or ostrowsm@nwfsc.edu.

Student Government Association (SGA) is elected by the students as their representative voice at the college. SGA sponsors picnics and entertainment, organizes food drives for the needy, and sponsors blood drives in the fall and spring. SGA is also involved on a state level with other SGA’s, attending state conferences and lobbying a state legislator for changes beneficial to all students. SGA meetings are open to all NWFSC students. Contact: (850) 729-5348 or wattsaa@nwfsc.edu for more information.

Student Nurse Association is a chapter of The National Student Nurses Association. The chapter members are involved in the process of developing leadership within the students in the nursing program. The chapter is involved in many different fund raising activities to support charitable organizations. Local nursing scholarships, the American Heart Association, and The Cystic Fibrosis foundation are a few of the organization we support. The chapter is dedicated to increasing the educational opportunities available to the student nurse. The chapter holds monthly meetings that promote mentorship of the freshman student nurse. The meetings have many interesting speakers to talk about other aspects of the health care available in the community. Membership is open. Contact: (850) 729-5348 or email mooreh@nwfsc.edu for more information.

The Young Americans for Liberty is an organization dedicated to informing people about the libertarian view when it comes to politics. We believe that many people are libertarian-leaning, but are not aware of the libertarian viewpoint. It will maintain contact with the Libertarian party of Okaloosa County in order for the two groups to benefit from each other. Contact: (850) 729-5369 or levesqua@nwfsc.edu for more information.
Student Organizations

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
- International Club
- Jefferson Democratic Association
- Mu Alpha Theta Math Club
- National Student Nurses Association
- Outing Club
- Phi Beta Lambda Business Education Fraternity
- Phi Lambda Alpha
- Philosophy Club
- Pre-Law Society
- Reader’s Theatre
- Sigma Delta Phi
- Student Legal Association
- Students Against Drunk Driving
- Student Legal Association
- Student Organizations Rules

- Student Organization Rules

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- Phi Lambda Alpha
- Philosophy Club
- Pre-Law Society
- Reader’s Theatre
- Sigma Delta Phi
- Student Legal Association
- Students Against Drunk Driving
- Students for Global Awareness
- Surgical Technology Society
- Utopian Society of United Comedians
- Veterans Club

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

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

Student Organization Rules

1. The purposes, principles, and policies of the organization are consistent with the general philosophies and principles of the college;

2. Membership in the organization is open to all currently enrolled college students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion, or sex except for those particular groups which are selective on the basis of scholarship;

3. The purpose, criteria for membership, rules or procedures, and a current list of officers are filed with the Coordinator of Student Activities;

4. The policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization;

5. A faculty sponsor has been appointed by proper authority;

6. The Student Senate has recommended, and the Dean of Students of the college has approved recognition of the organization, and

7. The organization is in compliance with the general and specific policies enumerated in the Handbook for Student Organizations.

Hazing

Florida Statute 240.326 prohibits hazing at colleges. “Hazing” means “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a college,” which organization is hereafter referred to as a “college organization.” Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual. For the purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a “forced activity,” the willingness of any individual to participate in such activity not withstanding.

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

Harassment

Harassment of Northwest Florida State College students is prohibited.

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

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

Unwelcome or 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, with final approval by the Dean of Students or his designee.

Posting, Circulating, Exhibiting Printed Matter and Filmed Material

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

Notices

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

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

Student Publications

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

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

Student publications shall contain a statement to the effect that the opinions expressed therein are not necessarily those of the faculty, staff or student body of the college.
Religious Observance by Students

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

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

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

Student Fundraising

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

Policy Formulation

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

Student Financial Aid

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

Purpose of the Financial Aid Program

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

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

College Costs

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

Steps in Applying for Financial Aid

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

1. Complete the NWFSC Application for Admission and Residency forms available at www.nwfsc.edu/admissions.

2. Request appropriate supporting documents for admission (i.e. high school transcript, GED, college transcripts) as specified by admissions personnel. If you attended any other postsecondary institutions, notify the Financial Aid Office. The college will request award information from the USDOE, and this must be received by the college before your eligibility for aid can be determined.

3. Complete the Free Application for Federal Student Aid (FAFSA). Students complete the FAFSA via the Internet at www.fafsa.ed.gov.

4. After submitting the FAFSA, the student will receive a Student Aid Report (SAR) via e-mail 24 hours after completing the FAFSA on the web. The SAR must be reviewed by the student for accuracy.

5. Students should monitor their RaiderNet account beginning five days after completion of a FAFSA for red flags (Federal Verification Form, Institutional Application for Aid, signed federal income tax transcript, W-2 forms, SAP, etc.).

6. If a student’s financial aid file has been considered to be “complete”, then an award letter will be e-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 2012-2013 year for each term are:

- Fall Term: May 15, 2012
- Spring Term: October 1, 2012
- Summer Term: February 1, 2013

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.) Students must be enrolled in all classes at this time even late starting classes.
• Deadlines for Applying for Financial Aid (continued)

All FAFSA applications for the Florida Student Assistance Grant (FSAG) dated May 15, 2012 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, 2012 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. Students who are reported with absence warnings my be subject to FA later disbursement of their money. For initial award letters sent after the Schedule Adjustment Period, the enrollment status will be determined by the number of credit hours in which a student was enrolled on the date a student’s eligibility is verified.

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

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

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

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

• Additional Information and Requirements

Satisfactory Academic Progress Requirements
To be eligible for financial aid, all students, including student transferring to NWFSC from another institution, must meet NWFSC’s standards of satisfactory academic progress for financial aid. Students’ academic progress is reviewed at the end of each term. A transferring student’s satisfactory progress will initially be determined from the student’s academic history at all previously attended institutions. Students who attended NWFSC in the past will be reviewed based on all previously attempted courses, regardless of how long ago they attended NWFSC.

Failure to meet one or more of the established standards of satisfactory progress will make a student ineligible for financial aid. Students who become ineligible for financial aid due to the failure to meet the standards of satisfactory progress for financial aid will remain ineligible for financial aid until they meet the standards.
Satisfactory progress included all previous academic history, even if the student did not receive financial aid.

It is the student’s responsibility to monitor his or her progress. Although the Financial Aid office attempts to notify students who fail to meet the satisfactory progress standards through a letter informing them of their status, students who do not receive the notice will still be ineligible for financial aid.

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

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

- **0-11.99 attempted hours:** N/A for both Cumulative GPA and successful completion rate.
- **12-24.99 attempted hours:** must maintain a cumulative GPA of at least 1.5 and a 50% successful completion rate.
- **25 & Over attempted hours:** must maintain a cumulative GPA of at least 2.0 and a 67% successful completion rate.
- **Must complete the degree program before attempting more than 150% of the total credit hours required for their program.**

In general, students who have attempted more than 150% of their program will not be eligible to receive financial aid at NWFSC even if some of their credits were attempted at another institution unless their appeal is approved and they are placed on an Academic Plan.

**Warning Status**

The first semester a student fails to meet the satisfactory progress standards for financial aid, he/she will be placed on Warning Status. While the student will continue to receive financial aid during this period, it is the student’s responsibility to restore his/her academic standing for financial aid by the end of the term in which the Warning Status is given.

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

Students can appeal their failure to meet standards of Academic Progress (see next section).

**Appealing Satisfactory Academic Progress Requirements**

Before submitting an appeal for financial aid, students must meet with an academic advisor and obtain an approved Program of Study. The Program of Study will be the basis for the student’s academic plan.

Appeals will not be considered until the financial aid office is notified of the Program of Study. The financial aid director will consult with the academic advisor to develop an academic plan for the student who has to appeal. The academic plan then becomes the core of the approved appeal. Students have 15 days from the receipt of a letter or e-mail notifying them of their failure to meet the standards of academic progress to appeal, or 30 days after the spring semester ends if written notification was not received. Appeal forms and procedures are available in the Financial Aid office and at www.nwsc.edu.

Transfer students must meet the established satisfactory progress requirements or submit a financial aid appeal. Students can appeal their failure to meet the standards of academic progress for financial aid if unusual circumstances exist. Unusual and mitigating circumstances include, but are not limited to, a death in the student’s family, medical condition, hospitalization, documented emotional distress, or other situations beyond the student’s control.

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

Students’ appeals are reviewed by the Financial Aid Committee and must include the proper documentation. Students do not meet with the committee, and the decision of the committee is final.

**Repeated Courses**

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

**College Preparatory Courses**

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

**Program Objective Enrollment Compliance (POEC)**

Federal Financial Aid (Pell Grants, Direct Loans, Supplemental Educational Grants, college work study, 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). POEC is determined by the electronic degree audit – NOT the student’s paper Program of Study.

**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 transcripts, W-2 forms). Northwest Florida State College’s Financial Aid Office retains the right to request supporting documents it deems necessary from any student to determine financial aid eligibility. For this reason, the college suggests that students do not file financial aid applications until the tax forms for the family are complete and correct. Inaccurate estimates of income and taxes paid may require extensive processing delays and verification of corrected data. All financial information reported MUST BE CORRECT. Penalties or delays may occur if the data is incorrect or incomplete.
● Return of Title IV Financial Aid Funds

When a student awarded federal Title IV aid withdraws from or ceases attendance in ALL COURSES prior to completing more than 60% of a term, a portion of the student’s Title IV aid must be returned to the federal programs. Title IV aid includes the Federal Pell Grant, Federal SEOG, Federal Direct Loans, and other grant assistance authorized by Title IV. Federal Work study aid and FSAG aid are not included. The college must determine the percentage of Title IV aid earned by the student. Up to the 60% point of the term, the percentage of earned aid is equal to the percentage of the term completed based on the day the student withdraws from or ceases attendance in ALL COURSES. After the 60% point of the term, the percentage of aid earned is 100%. If the student received more Title IV aid than the amount earned, the unearned amount is considered an overpayment and must be returned to the Title IV programs.

Northwest Florida State College will be responsible for returning to the Title IV programs the lesser of the unearned amount of Title IV aid or the institutional charges (tuition and fees) incurred for the term, multiplied by the percentage of unearned aid. The student will be responsible for returning to the Title IV programs the unearned amount of aid (overpayment) minus the amount the college returns, and the amount of any unpaid institutional charges to Northwest Florida State College.

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

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

● Veterans’ Educational Benefits

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

Veterans are normally expected to pay all fees at registration. Even if “advanced payment” is requested, the first check is sometimes delayed. The veteran should be prepared to meet all expenses until that check is received. Veterans attending the college under Public Law 894 (disabled veterans) or 941 (discharged veterans) who have approval from the Veterans Administration will have registration fees paid directly to the college by the federal government.

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

Full-Time Enrollment 12 or more credit hours
Three-Quarter Time Enrollment 9-11 credit hours
Half-Time Enrollment 6-8 credit hours

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

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 NWSC’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 of 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 NWSC who has unpaid fee deferment. A student who does not comply with the terms of the deferment policy will lose the right to receive future deferments. VA deferments are available on a limited basis for half-term courses offered during the Fall, Spring and Summer Terms.

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Sources</th>
<th>Qualifications</th>
<th>Min / Max Awards</th>
<th>Application Proc.</th>
<th>Application Priority Deadlines</th>
<th>Special Information</th>
</tr>
</thead>
<tbody>
<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>$600-$5,500</td>
<td>2012-2013 FAFSA</td>
<td>Fall – 5/15/12, Spring – 10/1/12, Summer – 2/1/13</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>2012-2013 FAFSA</td>
<td>5/15/12</td>
<td>Very limited; generally goes to those applicants with a very high need.</td>
</tr>
<tr>
<td>Florida Student Assistant Grant (FSAG, FSAG-CE)</td>
<td>State</td>
<td>Applicant must be a degree-seeking student (A.A., A.S., B.A.S., B.S. or VC), half-time student who is a resident of Florida for at least one year, and demonstrates a need.</td>
<td>$200 - $1,800 Annual Awards</td>
<td>2012-2013 FAFSA</td>
<td>5/15/12</td>
<td>Early application recommended since state funding may be limited.</td>
</tr>
</tbody>
</table>

## Loans

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Sources</th>
<th>Qualifications</th>
<th>Min Awards</th>
<th>Application Proc.</th>
<th>Application Priority Deadlines</th>
<th>Special Information</th>
</tr>
</thead>
<tbody>
<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 $4,500 Second Year Student $5,500 Third &amp; Fourth Year Student</td>
<td>2012-2013 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>Federal Plus Loan</td>
<td>Federal</td>
<td>Parent, borrowing must pass a credit check.</td>
<td></td>
<td>2012-2013 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 Instalment 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</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>2012-2013 FAFSA and NWFSC Student Employ. Contract</td>
<td>Fall 5/15/12</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>2012-2013 FAFSA and NWFSC Student Contract</td>
<td>Normally completed just prior to the start of each term</td>
<td>Positions are usually 10 hours per week on campus.</td>
</tr>
</tbody>
</table>

## Scholarships

<table>
<thead>
<tr>
<th>Name</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>Honors Scholars</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 for 40 credit hours Lower division courses per semester.</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>Minority Honors Scholars</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 for 40 credit hours Lower division courses per semester.</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>Student Ambassador Scholarships</td>
<td>NWFSC</td>
<td>Recipients are selected by the Coordinator of Recruitment and Serve as College Ambassadors.</td>
<td>$500 Per Year Tuition Award</td>
<td>NWFSC Scholarship App.</td>
<td>April 1</td>
<td>10 awards will be given to students selected for this program based on an application and interview.</td>
</tr>
</tbody>
</table>
### Scholarships - Continued

<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>Directed Work Study Scholarship</td>
<td>NWFSC</td>
<td>Recommendation of Dept. Chair/Division Director and approval of Vice President of Academic Affairs.</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 and Vice President of Student Government Association.</td>
<td>Varies</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>Varies</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 for 40 credit hours Lower division courses per semester</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</td>
<td>Provided by Donors and NWFSC Foundation</td>
<td>Dated Set by 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>
</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>$5,550 Full-Time $2,775 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
- **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 at NWFSC to further explore educational goals and the various programs offered by the college. 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.

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

- **Advanced Technology & Design/Drafting/Graphics**
  - Mr. Ray Rickman
  - Bldg. B; 729-5218
- **Athletics, Health & Fitness**
  - Mr. Ramsey Ross
  - Bldg. T; 729-5229
- **Bachelor of Applied Science in Project Management**
  - Ms. Jane Gibson
  - Bldg. P; 729-4900
- **Bachelor of Science in Nursing**
  - Dr. Beth Norton
  - Bldg. E; 729-6400
- **Business & Computer Technology**
  - Mr. D. Keith Burns
  - Bldg. P; 729-5369
- **Criminal Justice Training Center**
  - Ms. Renée Johnson
  - Bldg. F; 729-5378
- **Criminal Justice/Paralegal Studies**
  - Mr. Brian Shonk
  - Bldg. F; 729-5378
- **Dental Assisting**
  - Bldg. E; 729-6444
- **Early Childhood Education**
  - Ms. Beverly Sandlin
  - Bldg. M; 729-5386
- **eCampus/Distance Learning**
  - http://ecampus.nwfsc.edu
- **EMT/Paramedic/Fire Science/Emergency Management**
  - Mr. Barry Reed
  - Bldg. F; 729-4924
- **English/Communications & Social Sciences**
  - Dr. Joyce Goldstein
  - Bldg. E; 729-53919
- **Humanities, Fine & Performing Arts**
  - Dr. Cliff Herron
  - Bldg. J; 729-5382
- **Mathematics/Pre-Engineering**
  - Dr. Michelle Ragle
  - Bldg. L; 729-5377
- **Nursing AS/RN**
  - Ms. Charlotte Kuss
  - Bldg. E; 729-6400
- **Radiography**
  - Ms. Grace Stewart
  - Bldg. E; 729-6457
- **Sciences/Biological & Physical**
  - **Pre-Medical & Pre-Pharmacy**
    - Dr. Darryl Ritter
    - Bldg. S; 729-5376
- **Teacher Education, including the Bachelor of Science in Education**
  - Bldg. A; 729-6440

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

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

### Excess Hours Advisory Statement

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

“Excess hours” are defined as hours that go beyond 115% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (120 X 115%).

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

### Registration

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

#### Returning Student:

If you are a returning student you may register by computer via the college website or in person. A returning student is a student who has taken a class within the last academic year at the college. Returning students are assigned an appointment for early registration through web registration. Appointments are assigned on a priority basis as determined by the number of credit hours a student has earned. Any student who has previously attended the college, and who has not been in attendance within one academic year, must submit a Readmission Form to the Registrar’s Office 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.

### 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 College Registrar.

### 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.
Classification of Students

Students are classified according to the number of semester hours they have earned. At NWFSF, 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 College Registrar for admission to a baccalaureate program at the college.

The Northwest Florida State College upper level classifications are:

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

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

Academic Load

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

Audit Status

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

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

If a student declares audit status prior to the close of the schedule adjustment period, the enrollment will not be counted as an attempt for purposes of full cost and repeat rules. Requests to drop a course must be either submitted in writing on the appropriate form, signed, presented at the registration desk at any campus or center, OR through the college website, by the established deadline for the term of enrollment.

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

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

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

Withdrawing From Courses

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

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

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

Student Initiated Withdrawal after the Schedule Adjustment Period

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

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

Withdrawing From Courses

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

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

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

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

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

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

Students unable to withdraw under one of the three conditions above must contact the College 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 33. A written request, including justification and appropriate documentation, must be submitted to the Office of Academic Affairs. If approved, a grade of “W” will appear on the student’s transcript. Student-initiated withdrawals are considered “attempts” for purposes of full cost and repeat course regulations.

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

**Withdrawals for Non-Attendance**

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

**Directed Independent Study**

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

DIS course enrollments are authorized under the following conditions:

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

All regular fees apply to DIS courses.

• **Class Attendance**

Students are expected to attend all of their scheduled classes, as class attendance is one of the strongest predictors of student success. The effect of absences upon grades is determined by the instructor who may assign a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two evening class absences, or three absences in a month, and/or absences in excess of 25% of the class meetings will be reported to the Registrar’s Office as excessive absences. Excessive absences for Fast-Track, weekend, blended/hybrid 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.

Certain career/professional programs may have additional attendance requirements based upon accreditation, licensure, and program mandates.

Veterans are subject to the same attendance requirements as all other students (see page 47).

• **Incomplete Grades**

At the instructor’s discretion, a grade of “I” may be given when a student is unable to complete the required work because of clearly documented extenuating circumstances and if the student has demonstrated through successful completion of a significant portion of the course requirement that he/she has a reasonable chance of making a passing grade. The instructor files with the department chair, and with the student concerned, an outline of the work that must be completed, including an estimate of the student’s grade standing for work already completed during the term. Work for the removal of the “I” must be completed prior to the LAST CLASS DAY in the next 16-week term immediately following except where course requirements mandate otherwise. Students completing course
Incomplete Grades (continued)

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 Registrar’s Office 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.

\[
\text{Total Grade Quality Points Earned} \div \text{Total Hours Pursued}
\]

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 Registrar’s Office.

Repeating Courses

Repeating a Course to Improve the Grade

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

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

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

Per Florida statute, after the second attempt in a college preparatory course, college credit or vocational credit, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of Academic Affairs or the Registrar’s Office. 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 58)
Repeating Courses (continued)

Repeating a Course for Credit Toward Graduation

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

When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades and credits associated with the allowable number of repeats will be considered in the student’s GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

Repeating Non-credit Courses

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

Recognition of Academic Achievement

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

PRESIDENT’S LIST:

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

DEAN’S LIST:

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

Graduation Honors

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

Summa Cum Laude:
Cumulative GPA of 4.00

Magna Cum Laude:
Cumulative GPA of 3.80 – 3.99

Cum Laude:
Cumulative GPA of 3.50 – 3.79

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

Highest Honors:
Cumulative GPA of 4.00

High Honors:
Cumulative GPA of 3.80 – 3.99

Honors:
Cumulative GPA of 3.50 – 3.79

They apply to those students who are seeking a degree or award and those who are not. A student’s cumulative grade-point average (GPA) will include all work which is transferred from any previously attended institutions of higher education and not just selected courses. For part-time college-credit students, the cumulative grade-point average will not be computed for sub-standard academic performance until the student has attempted a minimum of twelve (12) cumulative college credit hours and thereafter, will be computed every term in which the student is enrolled.

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

Good Standing

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

<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:
### Grade Tables

<table>
<thead>
<tr>
<th>ACADEMIC GRADE</th>
<th>GENERAL MEANING</th>
<th>GRADE 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 &quot;ATTEMPTED CREDITS&quot; FOR STUDENTS PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>A</td>
<td>A</td>
<td></td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>B</td>
<td>B</td>
<td></td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>C</td>
<td>C</td>
<td></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/Passing</td>
<td>D</td>
<td>D</td>
<td></td>
<td>1.0</td>
<td>Yes</td>
<td>Sometimes</td>
<td>No</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></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></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>FN</td>
<td>Failure Never Attended</td>
<td>FN</td>
<td>F</td>
<td></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>P</td>
<td>Incomplete</td>
<td>I</td>
<td>I</td>
<td></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>IP</td>
<td>In Progress</td>
<td>IP</td>
<td>IP</td>
<td></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>NG</td>
<td>NG</td>
<td></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>P</td>
<td>P</td>
<td></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></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></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Failing</td>
<td>WF</td>
<td>F</td>
<td></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>WN</td>
<td>Withdraw Never Attended</td>
<td>WN</td>
<td>W</td>
<td></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></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></td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</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 of Academic Affairs or if so designated as a repeatable course in the Catalog course description. Beginning Fall Semester 1997, Florida Statutes may impact the fees/tuition you will be charged for classes you repeat. (See page 56 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 of Academic Affairs approved withdrawal after the end of the “last day to withdraw with a W grade” period.) AW grades “convert” to W grades on the official transcript.
6. D grades DO NOT count towards graduation under the Associate in Arts and Associate in Science degrees for English, mathematics, humanities, or Gordon Rule social science general education requirements.
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. W 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 34 of the catalog for more information.) W 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 Academic Affairs and are assigned only for approved extended absences beyond the normal Incomplete time frame (e.g. 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/term. If a student registers as an audit before the end of the drop/add period, the course WILL 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 end of the advertised drop/add period. An XC WILL count as an attempt toward full cost of instruction/repeat rules. XC grades “convert” to X on the official transcript.
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 S grades on the official college record.
Standards of Academic Progress (continued)

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 courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student’s time available for academic requirements. The student has one term to return to “Academic Good Standing.” Students who during this term achieve a term GPA of “C” will be continued in this status one more term; however, veteran students are ineligible for VA benefits beyond two consecutive terms if they are on academic warning/academic probation. Veteran students who are removed from VA benefits following the second term of their academic warning/academic probation period may be recertified for veteran benefits only after attaining the minimum required grade point average.

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

Students may appeal the decision of “Academic Suspension” through the Admissions Committee. Contact the Student Services (729-5373) for details. If approved, the student will meet with a counselor or an academic advisor to determine what course of action will return them to “Academic Good Standing”, and the student will be placed on “Academic Probation” and subject to the regulations under that state.

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

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

Credit by Alternative Means of Study
NWFS 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. 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 NWFS’s Course Challenge Exam Option, and Credits through Prior Learning Assessment. Credits for accelerated mechanisms defined under Florida rules and regulations will be awarded in accordance with Florida Administrative Code FAC 6A-10 and the Articulation Coordinating Committee Credit-by-Exam equivalents.

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.

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

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. 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 NWFS’s Course Challenge Exam Option, and Credits through Prior Learning Assessment. Credits for accelerated mechanisms defined under Florida rules and regulations will be awarded in accordance with Florida Administrative Code FAC 6A-10 and the Articulation Coordinating Committee Credit-by-Exam equivalents.

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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.

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:
NWFS 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):
NWFS will award credit through the Excelsior College exam program upon receipt of an official score report, as determined by the Registrar under the guidelines established by the State Board of Education.
Credit by Alternative Means of Study (continued)

Cambridge (AICE) A-Level Exams: NWFS 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 NWFS. (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 NWFS;
b) must be in good academic standing at NWFS;
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 NWFS'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 NWFS Curriculum Committee.

Credits awarded through these means will be documented on the NWFS Articulation Analysis form, which will reside in the student's permanent file in the Registrar's Office. 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 NWFS may receive credit toward partial completion of a related technical program at the college according to the credit/competency equivalents established by the NWFS Curriculum Committee.

Final decisions regarding the award of credits and the recording of credits on the student’s transcript rest with the College 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.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/Distance Learning

The use of technology and the Internet are integral parts of the education process at NWFS. All classes offered at NWFS will require use of the Internet; such use may vary depending on the class delivery mode (traditional, blended/hybrid, web-based, or 100% online). Students should expect to have required computer/Internet assignments on a regular basis throughout their college experience.

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

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

**Mixed Media Instruction**
For students without adequate Internet access or computer skills but whose schedules require that they take Distance Learning classes, these options are available:
- Mixed media, text-based classes: coursework is delivered via textbook and instructor materials.
- Mixed media, text-based classes with e-mail support: coursework is delivered via textbook and instructor materials with e-mail contact with the instructor.
- Mixed media, text-based classes with on-line instructional support options: coursework is delivered via textbook and instructor materials with optional supplemental resources.

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

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

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

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

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

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

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

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

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

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

**College Preparatory Instruction**

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide competency-based instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward B.S., B.A.S., A.A., A.S., A.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 preparatory English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to “Entry-Level Testing” on page 13 of the Admissions Section of this catalog.)

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

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

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

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

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

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

**Alternatives for Traditional College Preparatory Instruction**

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and private providers. Students who elect to pursue an alternate option may enroll in up to twelve credits of other college courses. To continue enrollment after completion of twelve credits, the student must 1) retake the PERT and demonstrate an appropriate cut-off score, 2) provide official transcripts showing successful completion of an equivalent college preparatory course at another accredited institution, or 3) enroll in traditional college preparatory course(s) at NWFSC.

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

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

**College Preparatory Exit Examination**

Beginning with the Fall 1998 Term, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination...
• **College Preparatory Instruction (continued)**

with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination.

**Elective Enrollment in College Prep Courses**

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

**Repeat Enrollments/Attempts in College Preparatory Courses**

Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after Summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of Academic Affairs. If a student receives a grade of D, F, W, X, or U in a college preparatory course, he/she may repeat the course to improve the grade and meet prep requirements. On the third attempt, however, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw or to re-enroll. The prohibition for re-enrollment extends to any public postsecondary institution in Florida.

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution. Students not eligible to re-enroll in a given college prep course may, however, continue enrollment at the college in other prep courses, or in other courses for which they are eligible. In the latter case, an appeal through the Office of Academic Affairs may be necessary to continue enrollment. College prep students should work closely with an advisor to determine the best plan under such circumstances.

**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 retake the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.
**English Course Sequence**

Students with a minimum PERT Reading Score of 104 and English score of 99 – 112 are advised to enroll in LIN 1670 Writing and Grammar. LIN 1670 is a college credit course that serves as a prerequisite to other higher level college credit English courses. LIN 1670 may be used as an elective, but does not meet Gordon Rule requirements for B.S., B.A.S., A.A., or A.S. transfer students.

Students with a minimum PERT Reading score of 104 and minimum English score of 113 may enroll in ENC 1101 English Composition I. Students with a PERT Reading score less than 104 and English placement score of less than 99 must enroll in college preparatory courses as prerequisite to enrolling in any college credit course.

**Mathematics Course Sequence**

Students who score 50 to 95 on the PERT will be required to take MAT 0018. Students who (1) earn a grade of “C” or better in MAT 0018 or (2) score 96 to 112 on the PERT will be required to take MAT 0028 Developmental Mathematics II.

Students with PERT math scores that fall between 113-122 must enroll in MAT 1033A Intermediate Algebra. MAT 1033A is a college credit course that serves as a prerequisite to other higher level college credit math courses.

MAT 1033A may be used as an elective, but does not meet Gordon Rule requirements for B.S., B.A.S., A.A. or A.S. transfer students.

Students with PERT math scores greater than or equal to 123 should consult with an advisor to determine the mathematics courses most appropriate for their background and program of study.

**Reading Course Sequence**

Students with PERT reading scores between 50-83 shall be placed in College Preparatory Reading I, REA 0007. Students with PERT Reading scores between 84-103 shall be placed in College Preparatory Reading II, REA 0017. Students with PERT reading scores of 104 or higher may enroll in any college credit reading course or Gordon Rule writing course. Students with PERT Reading scores less than 104 shall not be eligible to enroll in any college credit Gordon Rule courses until all preparatory courses are completed or until a PERT Reading score of 104 is obtained.

**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 $20 testing fee for individuals who take the TABE test for non-NWFS and programs.

**Graduation Requirements**

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

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

Students seeking a Bachelor of Applied Science, Bachelor of Science, Associate in Arts, Associate in Science or a Technical Certificate (Applied Technology Diploma, College Credit Certificate or Career and Technical or Vocational Credit Certificate) must meet all of the following graduation requirements:

1. Complete the requirements as specified in the program of study from which the student wishes to graduate, as well as satisfy any other applicable state or college requirements.

2. Complete at least 25% of the coursework towards the program of study from which the student wishes to graduate in residence at NWFS. Normally these credits will be completed in the final term of enrollment.

3. Satisfy all outstanding obligations, financial or otherwise, to the college.

4. Complete all applicable admissions requirements.

5. Make application for graduation by the deadlines established.

**Additional Graduation Requirements for the Bachelor of Science in Education Degree**

In addition to the general college graduation requirements, students seeking the Bachelor of Science in Elementary Education (K-6) with ESOL and Reading Endorsements, the Middle Grades Mathematics Education, or the Middle Grades General Science Education degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFS.

2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFS 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. Complete at least 50% of the upper division program course work in residence at NWFS.

8. Pass the three Florida Teacher Certification Examinations: General Knowledge, Professional Education and appropriate Subject Area.

9. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.S. degree.
Additional Graduation Requirements for the Bachelor of Science in Nursing (BSN) Degree

In addition to the general college graduation requirements, students seeking the Bachelor of Science in Nursing (BSN) degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Earn a minimum grade ("C") in all upper division course work.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
5. Successfully complete the Florida foreign language requirement.
6. Complete at least 50% of the upper division program course work (not to include portfolio assessment) in residence at NWFSC.
7. Complete a minimum of one hundred and twenty (120) college credits applicable toward the B.S.N. degree.

Additional Graduation Requirements for the Associate in Arts Degree

In addition to the general college graduation requirements, students seeking the Associate in Arts degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Complete A.A. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
4. Complete a minimum of sixty (60) college credits applicable toward the A.A. degree.

Additional Requirements for the Associate in Science Degree

In addition to the general college graduation requirements, students seeking the Associate in Science degree must also meet the following requirements:

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at NWFSC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at NWFSC or by transfer.
3. Complete A.S. General Education requirements, including all Gordon Rule course requirements with minimum grades ("C").
4. Complete at least fifteen (15) program credits in residence at NWFSC from the core or technical area of the degree, unless there is an established articulation agreement.

Additional Requirements for 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 in Arts degree may be granted.
2. A Bachelor of Science, Bachelor of Applied Science or Associate in Science degree may not be earned in the same program (where the program title is the same).
3. The written degree plan for an additional Bachelor of Science or Bachelor of Applied Science degree shall specify the prerequisite and core courses for the additional degree. In meeting these requirements, the student may use courses completed for a previous degree. However, the student must complete at least 30 additional credits. The additional 30 credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate Department Chair, the college Registrar and the Vice President of Academic Affairs.
4. The written degree plan for an additional Associate in Science degree shall specify the prerequisite and core courses for the additional degree. In meeting these requirements, the student may use courses completed for a previous degree. However, the student must complete at least 15 additional credits unless otherwise approved by an approved program of study. The additional 15 credits may be core credits and/or general education credits but are usually technical courses that support the specific program of study. The degree plan including the additional courses must be approved in advance by the appropriate Department Chair, the College Registrar and the Vice President of Academic Affairs.
5. All other requirements for graduation remain in effect for students pursuing additional degrees.
Graduation Requirements (continued)

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 to offer a Bachelor of Applied Science Degree in Project Management (B.A.S.).

The B.A.S. degree in Project Management offers students a unique opportunity to gain the skills and knowledge necessary for career advancement in a variety of areas. Program content has been developed with input from local employers and is reflective of traditional business management degrees, as well as of the technical skills identified by various professional organizations.

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

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

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

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

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

**Bachelor of Science**

NWFSC is approved by the Florida Board of Education to offer three bachelor’s degrees in teacher education: the Bachelor of Science in Elementary Education, the Bachelor of Science in Middle Grades Mathematics Education and the Bachelor of Science in Middle Grades General Science Education.

These degrees are designed to provide a career ladder for those who have already completed an Associate in Arts (A.A.) degree or have 60 hours of acceptable lower division coursework and who wish to continue their education at the bachelor’s level. The Bachelor of Science in Elementary Education also includes endorsements in Reading and English as a Second Language.

**Bachelor of Science in Nursing (B.S.N.)**

The baccalaureate nursing program at Northwest Florida State College is accredited by the Commission on Collegiate Nursing Education, one Dupont Circle, NW, Suite 530, Washington DC 20036, (202) 887-6791. For more information regarding disclosure, please review pages 15-16 of the CCNE Procedures for Accreditation of Baccalaureate and Graduate Degree Nursing Programs (http://www.aacn.nche.edu/ccne-accreditation/Procedures.pdf). The program is an R.N. to B.S.N. degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited ADN or diploma program. The program can be completed in three to four semesters. Program content for the B.S.N. program meets those specified in Florida’s A.S. to B.S. Articulation Manual. All theory courses are taught on-line from the NWF State College Niceville Campus and clinical instruction targets the specific needs of Okaloosa and Walton healthcare providers.

**Associate in Arts Degree (A.A. Degree)**

The Associate in Arts degree represents the first two years of the four-year bachelor’s degree and is generally referred to as the two-year transfer degree. Completion of the A.A. degree, which consists of 36 general education credits and 24 college credit electives, prepares the student to continue studies at the university level. Although the number of credits and specific courses required for a bachelor’s degree may vary across upper-division schools, the Florida community colleges and universities enjoy an articulation agreement, which guarantees certain transfer rights for students who complete the A.A. degree. See the “Student Bill of Rights” and the A.A. degree requirements later in the next section.
• **Associate in Science Degree (A.S. Degree)**

The Associate in Science degree provides students with college credit curricula designed to prepare them for employment in various semi-professional, technical, and supervisory fields. The A.S. degree programs include a minimum of 60 college credit hours, of which at least 18 are general education courses. The A.S. degree is not generally intended for transfer; however, many students eventually pursue upper division study after completing the A.S. degree. In recognition of this practice, the general education courses required for the A.S. degree meet all applicable Gordon Rule standards and minimum grade requirements; all are transferable as general education credits to upper division institutions in the Florida State University System. Many of the technical courses in the A.S. degree are also transferable, but students should work closely with an advisor in selecting technical courses if transfer is an eventual goal.

• **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. 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. 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.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 one year or less.

• **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 Career and Technical Education that may be presented to an employer or agency as a record of this educational milestone. Students are encouraged to keep a copy of these awards as the college cannot guarantee that these can be duplicated.

• **Adult General Education**

NWFSC offers a comprehensive program of non-credit instruction designed to improve the employability and life skills of adult students. Courses are offered in literacy, adult basic education, English as a Second Language, GED preparation, basic skills review, and vocational preparatory skills. Each adult education course is offered for a small set fee each semester, which includes materials and supplies. The adult education program is designed for adults who have academic skills below the ninth grade level, those who do not have a high school diploma or those who have a primary language other than English. Special program emphasis is placed on preparing the student to become college ready. Students enrolled in adult education will receive free transition services to become college ready. These services include preparation for the college placement test, career exploration and assessment, developing a career pathway, financial aid and scholarship assistance, and career readiness skills. Call (850) 729-5387.

• **Continuing Education and Professional Development**

Non-credit continuing education courses provide an opportunity to increase occupational efficiency, enhance leisure time, or pursue personal development goals. Typical subjects range from computer skills, insurance, and supervision, to painting, gardening, cooking, and exercise. Instruction is offered through a variety of programs, including PRIME Time (Positive Retirement through Imaginative Education) and the Institute for Professional Development. Continuing Education Units (CEU’s) may be earned upon completion of certain continuing education courses. CEU’s allow individuals to accumulate, update, and transfer their records of professional development. Call (850) 729-6085.

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

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

Fees vary with the length and type of course offered; most classes are held on the Niceville Campus.

• **Costa Leadership Institute**

The Costa Leadership Institute at NWFSC provides professional development and training opportunities for businesses, professionals, and government, military and not-for-profit organizations. A series of ongoing professional development programs and skill-building workshops are offered, as well as seminars for college and high school student leaders. Professional development training can be custom tailored to fit specific training needs. The Costa Leadership Institute also hosts Leadership Okaloosa, a leadership training and development program, in partnership with all area Chambers of Commerce. The Allyn C. Donaldson Entrepreneurial Institute at the NWFSC South Walton Center is also under the umbrella of the Costa Leadership Institute. The institute’s facilities are located on the third floor of the Student Services Center on the Niceville campus and the facilities are available for use/rental for meetings and special events for area organizations. For information visit www.nwfsc.edu/LL or call (850) 729-6880.
DEGREES
### Bachelor of Science in Nursing Degree

**Admission Program Objective Code S100**  
State CIF Code 1105138012

**LOWER DIVISION COURSES**

Unless otherwise specified, select courses from each category: see page 86-87.

<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>STA 2023 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities (SATC)</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>General Education Physical Science</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)*

| DEP 2004 Human Growth and Development | 3       |
| HUN 2201 Nutrition (or NUR equivalent) | 3       |
| MCB 2010C Microbiology                | 4       |
| CHM, BSC, BCH, PCB, PHY Course        | 3       |
| (CHM, PHY may be used for GE if 4 hours) |        |

**Total Common Prerequisite Courses** .................................... 13

**Foreign Language**

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

**Lower Division Nursing and Other Courses**

Generally, these are the NUR courses required in the associate degree nursing program; credits may vary depending on how many additional non-NUR credits are needed to meet associate degree requirements ........................................ 10-44

**Total Lower Division Credits**

Lower division credits may differ from this number depending on whether or not the student must complete additional prerequisites or foreign language credits ........................................... 76

**UPPER DIVISION COURSES**

**Courses** | **College Credits**
---|---
NUR 3080 Dimensions of Baccalaureate Nursing Practice | 3
NUR 3955 Portfolio I | 1
NUR 3067C Health Assessment | 3
NUR 3071 Writing for Success in Nursing | 1
NUR 3767 Nursing Care of Complex Clients | 3
NUR 4165 Evidence-Based Practice | 3
NUR 4615C Family & Community Health | 5
NUR 4827C Nursing Management & Leadership | 5
NUR 4956 Portfolio II | 1
NUR 3837 Health Care Issues | 3
NUR 4869 The Professional Nurse Manager and Leader | 3

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

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

NUR 3678 Nursing Care of Vulnerable Populations | 3
NUR 3826 Nursing Ethics | 3
NUR 4125 Clinical Pathophysiology | 3
NSP 4275 Intro to Critical Care Nursing | 3
NSP 4869 The Professional Nurse Manager and Leader | 3

**Portfolio**

Credits are awarded after successful completion of the Portfolio I and II courses ........................................ 14

**Total Upper Division Credits** ........................................... 44

**TOTAL CREDITS FOR THE B.S.N. DEGREE** ......................... 120
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 six credits to meet degree requirements.

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

*State CIP Code 1105202021*

**LOWER DIVISION REQUIREMENTS***

Unless otherwise specified, select courses from each category: see page 86-87.

<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>3</td>
</tr>
<tr>
<td>General Education Math</td>
<td>3</td>
</tr>
<tr>
<td>General Education Humanities (SATC)</td>
<td>6</td>
</tr>
<tr>
<td>General Education Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>General Education Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>General Education Science or HLP 1081</td>
<td>3-4</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

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**FOREIGN LANGUAGE**

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

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

* Students entering with an A.S. or A.A.S degree will have more than 24 elective credits and may need additional general education credits to meet the 36 general education credits required for the baccalaureate degree. Students entering with an A.A. degree may need additional electives to provide appropriate business and/or technical background for the baccalaureate program.

**UPPER DIVISION REQUIREMENTS***

<table>
<thead>
<tr>
<th>Core Requirements** ..................................</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 3083 Accounting Concepts and Practice ..........</td>
<td>3</td>
</tr>
<tr>
<td>BUL 3320 Law and Business</td>
<td>3</td>
</tr>
<tr>
<td>FIN 4402 Financial and Economic Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3031 Contemporary Business Practices</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3213 Business and Administrative Communication</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3434 Ethical Issues for Business Leaders</td>
<td>2</td>
</tr>
<tr>
<td>GEB 3444 Business Trends and Issues</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3933 Business Research</td>
<td>1</td>
</tr>
<tr>
<td>MAN 3052 Management Philosophy and Practice</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3583 Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

**Additional Upper Division Course Requirements**

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

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

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

* Depending on the student’s associate’s degree, with approval, some lower division credits may be substituted for upper division electives; however, all students must complete at least 40 upper division credits to meet baccalaureate degree requirements.
## AREAS OF EMPHASIS

- **Requirements for an Emphasis in Acquisitions**

  **Admission Program Objective Code R100C**

  **Required Courses for the Emphasis in Acquisitions**
  - BUL 4333 Contract Formation and Administration........3
  - BUL 4931 Acquisitions Law Seminar..........................3
  - MAN 3120 Leadership and Group Dynamics....................3
  - MAN 3574 Acquisitions Management..........................3
  - MAN 4930 Applications Seminar: Acquisitions..............2

  **Total Emphasis Requirements..................................15**

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

  **Admission Program Objective Code R100D**

  **Required Courses for the Emphasis in Project Management**
  - BUL 4333 Contract Formation and Administration........3
  - MAN 3120 Leadership and Group Dynamics....................3
  - MAN 4931 Applications Seminar: Project Management........2

  **Total Required Emphasis Credits.............................9**

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

  **Admission Program Objective Code R100G**

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

  **Total Required Emphasis Credits.............................13**

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

  **Admission Program Objective Code R100F**

  **Required Courses for the Emphasis in Quality Improvement**
  - MAN 4520 Quality Management..................................3
  - MAN 4555 Quality Certification: ISO 9000....................2

  **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....................2

  **Total Required Emphasis Credits.............................15**

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

  **Admission Program Objective Code R100E**

  **Required Courses for the Emphasis in Training and Development**
  - MAN 3120 Leadership and Group Dynamics....................3
  - MAN 3310 Issues in Human Resource Management..............3
  - MAN 3350 Training and Development..........................2

  **Total Required Emphasis Credits.............................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 3323 Applications in Information Security..............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**

<table>
<thead>
<tr>
<th>A.S. Degree in Technical Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum of 60 credits and 15-18 transferable General Education Credits</td>
</tr>
<tr>
<td>Additional 18-21 hours of transferable General Education Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A.A. General Transfer Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum of 60 credits and 36 General Education Credits</td>
</tr>
<tr>
<td>Additional 18-21 hours of Professional/Career Credits</td>
</tr>
</tbody>
</table>

#### 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

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**120-CREDIT BACHELOR OF APPLIED SCIENCE IN PROJECT MANAGEMENT**
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 of 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 FTCE Elementary Subject Area 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 64.

Courses with the “C” designation include extra 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 should request the most current requirements from the Teacher Education Department Chair.

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

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**Admission Program Objective Code S200E**
State CIP Code 1101312021

**LOWER DIVISION (ASSOCIATE DEGREE) COURSES**

Unless otherwise specified, select courses from each category; see page 86-87.

<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>
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<tr>
<td>ENC 1102 English Composition II ..........</td>
<td>3</td>
</tr>
<tr>
<td>GLY 2010C Physical Geology 1,2 ..........</td>
<td>4</td>
</tr>
<tr>
<td>PHY ___ General Education Physical Science 1</td>
<td>4</td>
</tr>
<tr>
<td>BSC ___ General Education Biological Science 1</td>
<td>4</td>
</tr>
<tr>
<td>___ ___ GE Social Science/History/Government 1 (AMH or POS courses are recommended)</td>
<td>3</td>
</tr>
<tr>
<td>___ ___ GE Social Science/Behavioral Science 1 (GEA or ECO courses are recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education Credits: 36

1 It is recommended that at least one physical or biological science include a lab.
2 Other general education natural science courses may meet this program requirement; see your advisor.
3 The two courses not taken to meet General Education requirements should be taken as lower division electives.

**State-Mandated Prerequisites**

<table>
<thead>
<tr>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDF 1005 Introduction to the Teaching Profession</td>
</tr>
<tr>
<td>EDF 2085 Introduction to Diversity for Educators</td>
</tr>
<tr>
<td>EME 2040 Introduction to Technology for Educators</td>
</tr>
</tbody>
</table>

Total State-Mandated Prerequisites Credits: 9

**LOWER DIVISION ELECTIVES**

With the approval of an advisor, select 15 credits from the following:

<table>
<thead>
<tr>
<th>Lower Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH American History I or II</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2100 Child Growth and Development I</td>
<td>3</td>
</tr>
<tr>
<td>ECO Economics I or II</td>
<td>3</td>
</tr>
<tr>
<td>EDP 2002 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010 World Geography</td>
<td>3</td>
</tr>
<tr>
<td>GE 1000 World Geography</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041 American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012 Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608 Speech</td>
<td>3</td>
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<tr>
<td>SYG 2010 Social Problems</td>
<td>3</td>
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</tbody>
</table>

Total Lower Division Elective Credits: 15

**UPPER DIVISION COURSES**

<table>
<thead>
<tr>
<th>Core Professional Education Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDG 3343 Instructional Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDE 4223 Integrating Art, Music, &amp; Physical Education Methods</td>
<td>3</td>
</tr>
<tr>
<td>EDF 3214 Human Development and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDF 3430 Measurement, Evaluation and Assessment in Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3070 Methods of Inclusion &amp; Collaboration</td>
<td>3</td>
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<tr>
<td>EDG 3410C Classroom Management, School Safety, Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>TSL 3081C TESOL Issues and Practice</td>
<td>3</td>
</tr>
<tr>
<td>RED 3309C Early and Emergent Literacy K-2</td>
<td>3</td>
</tr>
<tr>
<td>RED 3511C Intermediate Literacy 3-6: Reading and Thinking</td>
<td>3</td>
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<tr>
<td>RED 4312 Integration of Assessment into Classroom Reading</td>
<td>3</td>
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<tr>
<td>RED 4519C Diagnostic and Instructional Interventions in Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Professional Education Credits: 33

**Methods Courses**

<table>
<thead>
<tr>
<th>College Credits</th>
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</thead>
<tbody>
<tr>
<td>EDE 4226C Integrated Language Arts, Social Science and Literature</td>
</tr>
<tr>
<td>MAE 3350C Principles and Methods for Teaching Mathematics K-8</td>
</tr>
<tr>
<td>SCE 3350C Principles and Methods for Teaching Science K-8</td>
</tr>
<tr>
<td>EME 3410C Integrating Technology in the Classroom</td>
</tr>
<tr>
<td>TSL 4140C ESOL Methods, Curriculum &amp; Assessment</td>
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</tbody>
</table>

Total Method Courses Credits: 15

**Internship**

<table>
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<tr>
<th>College Credits</th>
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<tbody>
<tr>
<td>EDG 4940 Internship</td>
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<tr>
<td>EDE 4930C Seminar in Elementary Education</td>
</tr>
<tr>
<td>RED 4854C Reading Field Experience</td>
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</tbody>
</table>

Total Internship and Seminar Credits: 12

**TOTAL UPPER DIVISION CREDITS**: 60

**TOTAL CREDITS FOR THE DEGREE**: 120

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4 Students who do not have foreign language requirement at the high school level must complete eight (8) credits of foreign language.
The 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 of 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 FTCE Middle Grades Math Subject Area 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 64.

Courses with the “C” designation include extra 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 mandates. Candidates should request the most current requirements from the Teacher Education Department Chair.

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

<table>
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<tr>
<th>Admission Program Objective Code S200M</th>
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<tbody>
<tr>
<td>State CIP Code 110313112</td>
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**LOWER DIVISION (ASSOCIATE DEGREE) COURSES**

Unless otherwise specified, select courses from each category; see page 86-87.

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<th>General Education Course Requirements</th>
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<tr>
<td>General Education Humanities</td>
<td>6</td>
</tr>
<tr>
<td>General Education Social Science/History/ Government</td>
<td>3</td>
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<tr>
<td>General Education Social Science/Behavioral Science</td>
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Total General Education Credits: 36

1. It is recommended that at least one physical or biological science include a lab.
2. Other general education natural science courses may meet this program requirement; see your advisor.

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<td>EME 2040 Introduction to Technology for Educators</td>
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<tr>
<td>MAC 2311 Calculus I</td>
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<tr>
<td>MAC 1110 College Algebra</td>
<td>3</td>
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<tr>
<td>Total State-Mandated Prerequisites</td>
<td>17</td>
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</tbody>
</table>

**LOWER DIVISION ELECTIVES**

Select 7 credits from the following:

| MAC 1105 College Algebra             | 3            |
| MAC 1140 Pre-Calculus Algebra        | 3            |
| MAC 1114 Trigonometry                | 3            |
| MAC 1147 Pre-Calculus & Trigonometry | 5            |
| MAC 2233 Calculus for Business       | 3            |

Total Lower Division Elective Credits: 7

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

Students who have not met the foreign language requirement at the high school level must complete (8) college credits of foreign language.

**UPPER DIVISION COURSES**

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<th>Core Professional Education Courses</th>
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<td>TSL 3081C TESOL Issues and Practice</td>
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<tr>
<td>RED 3335C Teaching Reading in the Content Areas</td>
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<tr>
<td>RED 3324C Teaching in the Middle Grades Curriculum</td>
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Total Core Professional Education Credits: 27

**Additional Methods and Content Courses Required**

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<th>Credit Hours</th>
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**Upper Division Courses**

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<th>Credit Hours</th>
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**Total Upper Division Credits**: 60

**Total Credits for the Degree**: 120
BACHELOR OF SCIENCE IN MIDDLE GRADES
GENERAL SCIENCE EDUCATION (B.S.E.)

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

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

For a detailed summary of graduation requirements for this degree program, see page 64.

Courses with the “C” designation include extra 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 mandates. Candidates should request the most current requirements from the Teacher Education Department Chair.

- Bachelor of Science in Middle Grades General Science Education

Admission Program Objective Code S200S
State CIP Code 1101313165

LOWER DIVISION (ASSOCIATE DEGREE) COURSES

Unless otherwise specified, select courses from each category; see page 86-87.

General Education Courses  Credit Hours
ENC 1101  English Composition I..........................3
ENC 1102  English Composition II........................3
MAC 1105  College Algebra.................................3
MAC 1140  Pre-calculus Algebra............................3
—— — General Education Humanities........................6
—— — General Education Social Science/History/Government........3
—— — General Education Social Science/Behavioral Science1 (PSY 2012 is recommended)..........................3
GLY 2010C Physical Geology1...........................4
BSC 1010C Principles of Biology I........................4
CHM 1025  Chemical Science OR
PHY 1020  Physical Science................................4
Total General Education Credits..........................36

State-Mandated Prerequisites  Credit Hours
EDF 1005  Introduction to the Teaching Profession.........3
EDF 2085  Introduction to Diversity for Educators..........3
EME 2040  Introduction to Technology for Educators.......3
GLY ___C Geological Science1,3..............................4
BSC 1011C Principles of Biology II........................4
OCE ___C Oceanographic Science............................3
Total State-Mandated Prerequisites Credit Hours............20

Lower Division Elective  Credit Hours
—— — Physical Science Elective (EVS 1001C is recommended particularly if the student’s two-semester science with lab was physical or chemical science instead of biological science)......4
Total Lower Division Elective Credits........................4

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

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

2 All students must take a two-course science sequence with a lab. Students who substitute CHM 1045C or PHY 1053C for BSC 1010C in their GE coursework, must substitute CHM 1046C or PHY 1054C for BSC 1011C in the state-mandated prerequisites. Remember that NWFSC GE requirements include a biological science; this college requirement cannot be waived for students completing their A.A. degree at NWFSC. Note: BSC 1011C serves as a prerequisite for ISC 4145, which is required in the B.S. Middle Grades Science Teacher Education program. Therefore, the most efficient lower-division course selection includes BSC 1010C to meet the GE biological science requirement, followed by BSC 1011C. This course sequence meets GE requirements, state-mandated prerequisite requirements, and one prerequisite for a course in upper division.

UPPER DIVISION COURSES

Core Professional Education Courses  Credit Hours
EDF 3214  Human Development and Learning................3
EDF 3430  Measurement, Evaluation & Assessment in Education .................3
EEX 3070  Methods of Inclusion & Collaboration.................3
EDG 3410C Classroom Management, School Safety, Law & Ethics........3
EDG 3343  Instructional Strategies............................3
EME 3410C  Integrating Technology in the Classroom........3
TSL 3081C  TESOL Issues and Practice........................3
RED 3335C  Teaching Reading in the Content Areas..............3
RED 3324C  Teaching in the Middle Grades Curriculum............2
Total Core Professional Education Credits........................27

Additional Methods and Content Courses Required  Credit Hours
SCE 3350C Principles & Methods for Teaching Science K-8....3
SCE 4940C Teaching Methods in Middle Grades Science Field Experience......1
ISC 4145  Environmental Systems.............................3
CHM 1025  Chemical Science OR
PHY 1020  Physical Science..................................4
Total Additional Methods and Content Required Credits.........23

Internship  Credit Hours
EDG 4940  Internship........................................9
SCE 4930C Seminar in Science Education......................1
Total Internship and Seminar Credits..........................10

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

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

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 must complete (8) college credits of foreign language.
Teacher Education

Programs in Elementary, Middle Grades Mathematics and Middle Grades General Science

A.A. degree or 60 hours approved lower division credits; must include the three lower division education prerequisites in addition to prerequisites specific to Middle Grades 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 with ESOL & Reading Endorsements

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
The Associate in Arts degree is equivalent to the first two years of a bachelor’s degree program and is offered for those students planning to transfer to a four-year institution, or remain at Northwest Florida State College to complete the last two years of a bachelor’s degree program. The A.A. degree is awarded upon satisfactory completion of 60 credit hours of general education and college credit electives, attainment of the appropriate minimum grade point averages, and completion of all other applicable college graduation requirements, including the Speaking-Across-the-Curriculum and computer literacy requirements.

A.A. degree students should work closely with a counselor or faculty advisor to select the appropriate courses to meet their degree goals.

**A.A. Degree Requirements**

The A.A. degree curriculum requires the following:

1. Complete a minimum of 60 college credits per the following distribution:
   - Complete 36 credit hours of general education courses distributed appropriately across the Communications, Humanities, Social Sciences, Mathematics, Natural Sciences, and General Education Elective Categories presented on page 86 and 87.
   - Complete 24 credit hours of non-occupational college credit electives. (Students should consult with a counselor or advisor to select the electives most appropriate to their intended baccalaureate program.)

2. Meet the minimum grade and writing requirements specified in FAC Rule 6A-10.030 (the “Gordon Rule”):
   - Attain a grade of “C” or higher in each Gordon Rule writing course (any general education course from the Communications or Humanities Categories, and those designated as Gordon Rule in the Social Science Category), whether credits in such courses are earned at Northwest Florida State College or elsewhere.
   - Complete the Gordon Rule writing requirement; (students who complete 6 credits each from the Communications and Humanities Categories, and an additional Gordon Rule Social Science course, will satisfy this requirement).
   - Attain a grade of “C” or higher in each Gordon Rule Mathematics course (any course from the Mathematics Category that is used to meet A.A. general education requirements), whether credits in such courses are earned at Northwest Florida State College or elsewhere.

3. Complete at least 15 credits at Northwest Florida State College; (normally, an A.A. degree seeking student will be required to complete his/her last fifteen credits at Northwest Florida State College).

4. Maintain minimum GPA standards as specified in the graduation requirements section, on page 57.

5. Meet all general college graduation requirements.

**Custom Designed Associate in Arts Degree Programs:**

Students who wish to pursue a planned program of transfer studies customized to meet the requirements of a specific program or upper-division school may request development of a customized A.A. degree plan by submitting a written request to the Vice President of Academic Affairs. If approved, the student will work with an advisor from the specialty area to develop his/her sequence of courses. Customized plans must accommodate the NWFSC general education requirements, as well as all applicable college graduation policies.

**Articulation Agreement with the Florida A&M University (FAMU) School of Architecture:**

An articulation agreement between NWFSC and Florida A&M University (FAMU) School of Architecture allows students to earn an Associate in Arts (A.A.) degree that could qualify them for entrance to the upper-division of the Bachelor of Science in Architectural Studies degree program at FAMU. It is highly recommended that, in addition to the common prerequisites listed below, students should consult the current catalog from FAMU. Some SUS programs have restricted access or are considered Limited Access programs. Students are responsible for completing the specific requirements for admissions. For more information on the FAMU A.A. to B.S. articulation, contact Mr. Ray Rickman at 729-5218 or rickmanr@nwfsc.edu.

**Associate in Arts Degree/Pre-Architecture FAMU Prerequisites**

**Pre-Architecture**  
(Minimum 62 college credits)

Please consult the Course Description section of this catalog for description and prerequisites of all courses taken to satisfy the requirements of this program; and the Graduation Requirements section of this catalog for additional graduation requirements.
Articulation Agreement with the Florida A&M University (FAMU) School of Architecture: (continued)

GENERAL EDUCATION
Undesignated courses are to be selected from the General Education Requirements listed on page 86 and 87 for the A.A. degree.

ENC 1101, ENC 1102 .............................. 6
LIT 2090, ARH 2060 ............................ 6
MAC 1114, MAC 2311 .......................... 7
GEA 1000, SYG 2010 ............................ 6
BSC 1005, PHY 1053C, HLP 1081 ........... 11

TOTAL HOURS .......................... 36

Program Electives
ARC 1301C ........................................ 4
ARC 1302C ........................................ 4
ARC 1311 ......................................... 3
ARC 2201 ......................................... 3
ARC 2303A ........................................ 6
ARC 2304 ......................................... 6
ARC 2472 ......................................... 4
ARC 2501 ......................................... 3
ETD 1310C ....................................... 2

TOTAL HOURS .......................... 36

Transferring to another Four-Year College or University within the State of Florida:
Faculty members, counselors and advisors will gladly assist students in achieving a smooth transfer to other institutions in Florida. Liaison representatives from the respective public institutions in the state are eager to help. Several of the liaisons make regular visits to campus and will meet directly with students to answer questions. The names of the liaisons and dates of upcoming visits are available in the Advising Center in the Student Services Center on the Niceville Campus. In addition, Common Prerequisite Manuals for the Florida State University System are available on RaiderNet at nwfsc.edu or at www.facts.org.

It is desirable that students transferring to a senior institution plan their program so that common prerequisites can be completed for the upper-division transfer school for their major. It is best for the student to complete the entire two-year degree program prior to transfer, as A.A. graduates who transfer to one of the institutions in the Florida State University System (SUS) enjoy certain protections under the statewide articulation agreement. These rights are presented in the “Student Bill of Rights”.

Northwest Florida State College offers the necessary prerequisites for most of the State of Florida University Baccalaureate Programs. Students are encouraged to consult a current catalog from the upper-division school where they plan to transfer in addition to meeting with a college advisor or faculty member to acquire an official program plan of study for their intended major.

Special Foreign Language Requirements for Entry into Upper-Level Florida Universities:
Effective August 1, 1990, according to requirements of the Florida Board of Regents, new applicants to any of the state universities must have completed two years of one foreign language in high school, or eight-ten credit hours in one foreign language at the college level. There are two exceptions to this requirement: 1) students who received an A.A. degree prior to September 1, 1989, or 2) students who enrolled in a program leading to an A.A. degree prior to August 1, 1989 and maintained continuous enrollment. Students who are not exempt but fail to satisfy the requirement, may be admitted to the university as part of the 5% admissions exceptions group but will be required to complete eight-ten credit hours in one foreign language as a graduation requirement, regardless of the requirements in the student’s major. Students transferring into the Florida SUS without an A.A. degree or fewer than 60 transferable credits must meet this foreign language requirement before going on to the upper division. Northwest Florida State College offers the necessary coursework in French, Spanish, and American Sign Language (ASL) to meet the Florida SUS admission requirements.

1. Admission to one of the state universities, except to Limited Access* programs.
2. Acceptance of at least 60 credit hours by the state university toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, DANTES, AP, PEP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for Limited Access* programs.
8. Equal opportunity with native university students to enter Limited Access* programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through the respective articulation officers. At Northwest Florida State College, students may contact the Vice President of Academic Affairs or the Dean of Students.

* Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.
GENERAL EDUCATION
All Northwest Florida State College degree programs contain both specialized courses and general education courses. Bachelor of Applied Science, Bachelor of Science and Associate in Arts students complete at least thirty-six (36) general education credits from five subject area categories. Associate in Science and Associate in Applied Science students complete at least eighteen (18) general education credits from five (5) subject areas. The general education component of each program is designed to further the mission and goals of the college. Upon successful completion of general education coursework, the student will:

- demonstrate proficiency in reading, writing, speaking and listening;
- apply reflection, analysis, synthesis, logical reasoning and evaluation to formulate judgments, reach decisions and solve problems;
- understand and apply mathematical and scientific principles and methods;
- find, evaluate, organize and use information accurately and effectively;
- and participate actively as informed and responsible citizens in social, cultural, global and environmental matters.

The Northwest Florida State College General Education Program is designed to conform to all applicable regional accreditation criteria, Florida State Board of Education Rules, and the Florida Statewide Articulation Agreement. To that end, the program incorporates a computer technology component, an oral communication requirement, and minimum grade and writing requirements as stipulated in Florida’s “Gordon Rule.”

### Technology-Across-the-Curriculum

Competence in basic computer technology skills is an essential component of life. Accordingly, Northwest Florida State College has incorporated computer technology throughout its programs and courses. Each two-year degree program contains at least one course, which requires the student to demonstrate fundamental computer skills. All ENC 1101 (English Composition) classes are taught in a computer classroom and students are required to complete assignments and other activities via the personal computer. CGS 1100 (Microcomputer Applications) is a requirement or prerequisite course in many A.S. 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. See the course descriptions section of this catalog for the courses designated as part of the Technology-Across-the-Curriculum program.

### Writing-Across-the-Curriculum

All associate degree students must complete at least one three-credit writing class as part of their general education program. Additional writing activities are required in all general education humanities courses. Bachelor of Applied Science, Bachelor of Science and Associate in Arts students must complete twelve (12) to fifteen (15) college credits from designated general education Gordon Rule Communication, Humanities and Social Science subject areas. See page 86 and 87 for specific courses.
Oral Communication Speaking-Across-the-Curriculum

Oral communication is an integral part of the Northwest Florida State College general education program, thus several general education courses include graded activities designed to build speaking and communication skills. All B.A.S., B.S., A.A., and A.S. degree-seekers must satisfy an oral communication requirement and may do so by completing at least one of the general education courses designated as part of the Speaking-Across-the-Curriculum component of the General Education Program. Students who successfully complete other speech, forensics, or oral interpretation courses may request that such courses be used to satisfy this requirement. See page 86 and 87 for specific courses.

Minimum Grades in General Education Courses

Florida’s “Gordon Rule” includes a legislative mandate that all baccalaureate and Associate in Arts graduates successfully complete specific math and writing requirements. B.A.S. and A.A. graduates must have successfully completed at least twelve (12) to fifteen (15) college credits from designated general education Gordon Rule Communication, Humanities and Social Science subject areas and at least six credits of mathematics at the College Algebra or higher level. Accordingly, all B.A.S., B.S., A.A. and A.S. degree-seekers must earn a grade of “C” or higher in each Gordon Rule Communications, Humanities or Social Science course used to satisfy general education requirements, whether the credits are earned at NWFSC or elsewhere; and all B.A.S., B.S., A.A. and A.S. degree-seekers must earn a grade of “C” or higher in each mathematics course used to satisfy general education requirements, whether the credits are earned at Northwest Florida State College or elsewhere.
A.A. Degree General Education Requirements

Associate in Arts students must complete sixty (60) college credits to complete the degree. Thirty-six (36) of these credits must be general education credits distributed across five subject area categories. A student must satisfy the minimum number of credits in each category. No more than one credit (1) may be selected from the list of General Education Electives (category G). The remaining twenty-four (24) elective credits should be selected in consultation with an advisor, who will assist the student in selecting college credits most advantageous to the student’s educational goals.

Courses Meeting General Education Requirements

Numbers in parentheses represent the minimum and maximum credit hours in each category allowable toward the total 36 general education credits. If the maximum is taken in one category, the lower number becomes the maximum allowable in the other disciplines. See Section “G” for one-credit electives.

A. Communications Skills ............................................. 6*

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>ENC 1101 △</td>
<td>English Composition I..............3</td>
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<tr>
<td>ENC 1102</td>
<td>English Composition II.............3</td>
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B. Mathematics .................................................................. 6-7

Select two general education Gordon Rule mathematics courses from the list below.**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>MAC 1105</td>
<td>College Algebra ...................3</td>
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<tr>
<td>MAC 1140</td>
<td>Pre-Calculus Algebra ..............3</td>
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</tr>
<tr>
<td>MAC 1114</td>
<td>Trigonometry ......................3</td>
<td></td>
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<tr>
<td>MAC 1147</td>
<td>Precalculus Algebra/Trig.........5</td>
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<tr>
<td>MAC 2311</td>
<td>Calculus I...........................4</td>
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<tr>
<td>MAC 2312</td>
<td>Calculus II.........................4</td>
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<td>MAC 2313</td>
<td>Calculus III..........................4</td>
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<td>MAC 2233</td>
<td>Calculus for Business..............3</td>
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<tr>
<td>MAD 2104</td>
<td>Introduction to Discrete Mathematics.......3</td>
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<td>MAP 2302</td>
<td>Differential Equations............3</td>
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<td>MAS 2103</td>
<td>Linear Algebra ...................3</td>
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<td>MGF 1106</td>
<td>Math for Liberal Arts I...........3</td>
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<td>MGF 1107</td>
<td>Math for Liberal Arts II..........3</td>
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<td>MTG 2206</td>
<td>College Geometry..................3</td>
<td></td>
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<tr>
<td>STA 2023</td>
<td>Statistics..........................3</td>
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</tr>
<tr>
<td>STA 2122</td>
<td>Statistical Applications...........4</td>
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* 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 shall be based on 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>
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<tr>
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<tr>
<td>ARH 2050 †</td>
<td>Art History: Pre-Renaissance ......3</td>
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<tr>
<td>ARH 2051 †</td>
<td>Art History: Renaissance – 18th Century Neo-Classicism......3</td>
<td></td>
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<tr>
<td>ARH 2402 †</td>
<td>Art History: Modern Art...........3</td>
<td></td>
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<tr>
<td>HUM 1020 †</td>
<td>Humanities – Introduction.........3</td>
<td></td>
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<tr>
<td>HUM 2250 †</td>
<td>Humanities – A Contemporary Perspective...3</td>
<td></td>
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<tr>
<td>MUM 1001 †</td>
<td>Humanities – Music................3</td>
<td></td>
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<tr>
<td>PHI 2600 †</td>
<td>Introduction to Ethics.............3</td>
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<tr>
<td>THE 2071 †</td>
<td>Humanities – Cinema Appreciation..3</td>
<td></td>
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<tr>
<td>THE 2100 †</td>
<td>Introduction to Theater History...3</td>
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</tr>
<tr>
<td>THE 2300 †</td>
<td>Dramatic Literature.................3</td>
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II. General Humanities

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AML 2010</td>
<td>American Literature I...................3</td>
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<td>AML 2020</td>
<td>American Literature II..............3</td>
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<tr>
<td>ARH 1000</td>
<td>Humanities Art.......................3</td>
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<td>ENL 2012A</td>
<td>English Literature I................3</td>
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<td>ENL 2022</td>
<td>English Literature II..............3</td>
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<td>HUM 2700 †</td>
<td>Humanities – Foreign Study.........3</td>
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<td>LIT 2090 †</td>
<td>Contemporary Literature............3</td>
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<td>LIT 2100 †</td>
<td>World Literature I..................3</td>
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<tr>
<td>LIT 2120 †</td>
<td>World Literature II................3</td>
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<tr>
<td>PHI 2010 †</td>
<td>Introduction to Philosophy.........3</td>
<td></td>
</tr>
<tr>
<td>REL 2300 †</td>
<td>Introduction to World Religions.....3</td>
<td></td>
</tr>
</tbody>
</table>

See next page for other A.A. Degree General Education Requirements
D. Natural Sciences ................................. 11-12
Science course from each of the three areas below:

I. Biological Science: (Choose One)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT 1010C</td>
<td>Botany</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1005</td>
<td>Biology</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1012C</td>
<td>Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1011C</td>
<td>Principles of Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1085C</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1086C</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ZOO 1010C</td>
<td>Zoology</td>
<td>4</td>
</tr>
</tbody>
</table>

II. Physical Science: (Choose One)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1002</td>
<td>Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1032C</td>
<td>General Chemistry for Life Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1046C</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ESC 1000</td>
<td>Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>EVS 1001C</td>
<td>Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>GLY 2010C</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GLY 2100C</td>
<td>Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>ISC 1003</td>
<td>Natural Disasters – Causes, Consequences, Human Response</td>
<td>4</td>
</tr>
<tr>
<td>MET 1010</td>
<td>Introduction to Meteorology</td>
<td>4</td>
</tr>
<tr>
<td>OCE 1001C</td>
<td>Introduction to Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>OCE 1013C</td>
<td>Aquatic Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>College Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

III. Choose one additional science course from either Area I or Area II above OR (Choose One)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2020C</td>
<td>Human Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td>GLY 2601C</td>
<td>Intro to Paleontology</td>
<td>4</td>
</tr>
<tr>
<td>HLP 1081</td>
<td>Wellness: Practice/Theory</td>
<td>3</td>
</tr>
<tr>
<td>OR any Biological or Physical Science Course from Area I or Area II above</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

E. Social Sciences/History/Government ............................... 3

Select one general education Gordon Rule social science course from the list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2010</td>
<td>American History I</td>
<td>3</td>
</tr>
<tr>
<td>AMH 2020</td>
<td>American History II</td>
<td>3</td>
</tr>
<tr>
<td>AMH 1041</td>
<td>American Civilization</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POT 1002</td>
<td>History/Politics of Political Science</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2010C</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>WOH 1012C</td>
<td>World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>WOH 1022C</td>
<td>World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>WOH 2040C</td>
<td>Twentieth Century</td>
<td>3</td>
</tr>
</tbody>
</table>

F. Social Sciences/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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 2000</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 2100</td>
<td>Introduction to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Economics I</td>
<td>3</td>
</tr>
<tr>
<td>GEA 1000C</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

G. General Education Electives

Maximum of 1 credit in the total 36 required for the A.A. degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 1140</td>
<td>American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1005L</td>
<td>Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>FRE 1120</td>
<td>French I</td>
<td>3</td>
</tr>
<tr>
<td>CHI 1120</td>
<td>Mandarin Chinese I</td>
<td>3</td>
</tr>
<tr>
<td>ESC 1000L</td>
<td>Earth Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENG 1001</td>
<td>Research Papers</td>
<td>1</td>
</tr>
<tr>
<td>HUN 2201</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>LIS 1001</td>
<td>Library Skills</td>
<td>1</td>
</tr>
<tr>
<td>LIT 2335</td>
<td>Introduction to Children’s and Adolescent Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2603</td>
<td>Literature of War/20th Century</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020L</td>
<td>Physical Science Lab</td>
<td>1</td>
</tr>
<tr>
<td>SLS 1101</td>
<td>College Success</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1501</td>
<td>Effective Study</td>
<td>1</td>
</tr>
<tr>
<td>SPC 1006</td>
<td>Essentials of Speech</td>
<td>1</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2300</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1120</td>
<td>Spanish I</td>
<td>3</td>
</tr>
</tbody>
</table>

For symbol explanation see previous page.

A.A. Degree Checklist – Let’s Review:

- Have you completed a minimum of 60 credit hours in the following areas?
- 36 Hours of General Education
- 6 hours in Communications – Gordon Rule (minimum grade of “C”)
- 6 hours in Humanities – Gordon Rule (minimum grade of “C”)
- 3 hours in Social Sciences/History/Government – Gordon Rule (minimum grade of “C”)
- 3 hours in Social Sciences/Behavior Science
- 6 hours in Mathematics – Gordon Rule (minimum grade of “C”)
- 11-12 hours in Natural Science
- 1 hour in General Education Elective · If areas A thru F do not equal 36
- 24 hours of College Credit A.A. Transferable Electives
- Have you completed at least 15 of the 60 credits at Northwest Florida State College?
- Have you completed the Speaking-Across-the-Curriculum requirement? (Look for courses marked with *)
- Have you completed the Writing-Across-the-Curriculum requirement?
- Have you completed the Technology-Across-the-Curriculum requirement? (Look for courses marked with △)
- Have you met the minimum 2.0 GPA requirements for the A.A.?
- Have you Applied for Graduation by the advertised deadline?
The Associate in Science (A.S.) degree is designed to prepare students for employment in a technical or semi-professional capacity. The A.S. degree is a two-year program 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 the degree is generally not intended for transfer, many students elect to pursue upper division studies after completing the 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.

**Companion Certificate Programs**

Many of the technical certificate programs offered by Northwest Florida State College provide the initial step in meeting selected course requirements for an A.S. 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. Degree Program Requirements**

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

1. Complete the A.S. general education courses as appropriate to the program of study, including Speaking-Across-the-Curriculum, minimum Gordon Rule course and minimum grade requirements and computer literacy requirements.

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

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

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

5. Satisfy all other program and college graduation requirements.

**Customizing an A.S. Degree Program to Meet a Specific Career Goal**

In order to provide a student with the strongest technical background feasible, some technical courses within a given degree program may be adjusted to meet the student’s targeted career goal. In these special cases, course substitutions may be approved upon request of the appropriate department chair to the Vice President of Academic Affairs.
## A.S. Degree General Education Requirements

All 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; general education oral communication and computer literacy requirements described on page 84.

<table>
<thead>
<tr>
<th>Communications Skills (3 credits required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 △ English Composition I ............</td>
</tr>
<tr>
<td>ENC 1102 English Composition II .............</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (3 credits required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 2030 † Art History: Pre-Renaissance</td>
</tr>
<tr>
<td>ARH 2051 † Art History: Renaissance - 18th Century Neo-Classicism</td>
</tr>
<tr>
<td>ARH 2060 † Architecture History ..........</td>
</tr>
<tr>
<td>ARH 2402 † Art History: Modern Art .....</td>
</tr>
<tr>
<td>HUM 1020 † Humanities – Introduction ....</td>
</tr>
<tr>
<td>HUM 2250 † Humanities – A Contemporary Perspective</td>
</tr>
<tr>
<td>MUH 1001 † Humanities – Music .............</td>
</tr>
<tr>
<td>PHI 2600 † Introduction to Ethics ..........</td>
</tr>
<tr>
<td>THE 2071 † Humanities – Cinema Appreciation</td>
</tr>
<tr>
<td>THE 2100 † Introduction to Theater History</td>
</tr>
<tr>
<td>THE 2300 † Dramatic Literature ..........</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (3 credits required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105 College Algebra .........</td>
</tr>
<tr>
<td>MAC 1140 Pre-Calculus Algebra ....</td>
</tr>
<tr>
<td>MAC 1114 Trigonometry ...........</td>
</tr>
<tr>
<td>MAC 1147 Precalculus Algebra/Trig.</td>
</tr>
<tr>
<td>MAC 2311 Calculus I ..............</td>
</tr>
<tr>
<td>MAC 2312 Calculus II ..............</td>
</tr>
<tr>
<td>MAC 2313 Calculus III ............</td>
</tr>
<tr>
<td>MAC 2233 Calculus for Business ....</td>
</tr>
<tr>
<td>MAD 2104 Introduction to Discrete Mathematics</td>
</tr>
<tr>
<td>MAP 2302 Differential Equations ...</td>
</tr>
<tr>
<td>MAS 2103 Linear Algebra ..........</td>
</tr>
<tr>
<td>MGF 1106 Math for Liberal Arts I ...</td>
</tr>
<tr>
<td>MGF 1107 Math for Liberal Arts II ...</td>
</tr>
<tr>
<td>MTG 2206 College Geometry .......</td>
</tr>
<tr>
<td>STA 2023 Statistics ................</td>
</tr>
<tr>
<td>STA 2122 Statistical Applications ...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science (4 credits required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1002 Astronomy ...............</td>
</tr>
<tr>
<td>BOT 1050C Botany .................</td>
</tr>
<tr>
<td>BSC 1005△ Biology ...............</td>
</tr>
<tr>
<td>BSC 1010C△ Principles of Biology I</td>
</tr>
<tr>
<td>BSC 1011C△ Principles of Biology II</td>
</tr>
<tr>
<td>BSC 1085C△ Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BSC 1086C△ Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BSC 2020C Human Structure and Function</td>
</tr>
<tr>
<td>CHM 1025 Chemical Science .......</td>
</tr>
<tr>
<td>CHM 1032C General Chemistry for Life Sciences</td>
</tr>
<tr>
<td>CHM 1045C College Chemistry I .....</td>
</tr>
<tr>
<td>CHM 1046C College Chemistry II .....</td>
</tr>
<tr>
<td>ESC 1000 Earth Science ..........</td>
</tr>
<tr>
<td>EVS 1001C Environmental Sciences</td>
</tr>
<tr>
<td>GIL 2010C Physical Geology ........</td>
</tr>
<tr>
<td>GIL 2100C Historical Geology ......</td>
</tr>
<tr>
<td>GIL 2601C Intro to Paleontology ......</td>
</tr>
<tr>
<td>ISC 1003 Natural Disasters – Causes, Consequences, Human Response</td>
</tr>
<tr>
<td>MET 1010 Introduction to Meteorology</td>
</tr>
<tr>
<td>OCE 1001C Introduction to Oceanography</td>
</tr>
<tr>
<td>OCE 1013C Aquatic Environmental Science</td>
</tr>
<tr>
<td>PHY 1020 Physical Science .......</td>
</tr>
<tr>
<td>PHY 1053C Physics I .............</td>
</tr>
<tr>
<td>PHY 1054C Physics II ............</td>
</tr>
<tr>
<td>PHY 2048C College Physics I .......</td>
</tr>
<tr>
<td>PHY 2049C College Physics II .......</td>
</tr>
<tr>
<td>ZOO 1010C Zoology ..............</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Sciences (3 credits required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 1041 American Civilization .....</td>
</tr>
<tr>
<td>AMH 2010 American History I .......</td>
</tr>
<tr>
<td>AMH 2020 American History II .......</td>
</tr>
<tr>
<td>ANT 1000† Introduction to Anthropology</td>
</tr>
<tr>
<td>ANT 2000† Introduction to Archaeology</td>
</tr>
<tr>
<td>ECO 2013 Economics I ................</td>
</tr>
<tr>
<td>GEA 1000† World Regional Geography ....</td>
</tr>
<tr>
<td>POS 1041 American Government ....</td>
</tr>
<tr>
<td>POT 1002 History/Ideas of Political Science</td>
</tr>
<tr>
<td>PSY 1002 Psychology ...............</td>
</tr>
<tr>
<td>SYG 2000† Sociology ...............</td>
</tr>
<tr>
<td>SYG 2010† Social Problems ..........</td>
</tr>
<tr>
<td>WOH 1012 World Civilization I ....</td>
</tr>
<tr>
<td>WOH 1022 World Civilization II ......</td>
</tr>
<tr>
<td>WOH 2040† Twentieth Century ......</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Electives (2 credits required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100△ Microcomputer Applications ...</td>
</tr>
<tr>
<td>DEP 2004 Human Growth &amp; Development ...</td>
</tr>
<tr>
<td>HUN 2201△ Nutrition .................</td>
</tr>
<tr>
<td>SLS 1101 College Success ............</td>
</tr>
<tr>
<td>SPC 1608 † Speech ....................</td>
</tr>
<tr>
<td>SPC 2300 † Interpersonal Communications</td>
</tr>
<tr>
<td>or any other A.A. General Education course listed on pages 86-87.</td>
</tr>
</tbody>
</table>

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

### A.S. Degree Checklist – Let’s Review:

- Have you completed a minimum of 18 credit hours in the following areas?
  - 3 hours in Communications – Gordon Rule (minimum grade of “C”)
  - 3 hours in Social Sciences
  - 3 hours in Mathematics – Gordon Rule (minimum grade of “C”)
  - 4 hours in Science
  - 2 hours in General Education Elective

- Have you completed the required Core and Technical Elective course work for your A.S. degree?
- Have you completed at least 25% of the total number of credits for your A.S. degree at NWFSC?
- Have you completed the Writing-Across-the-Curriculum requirement? (Courses marked with †)
- Have you completed the Speaking-Across-the-Curriculum requirement?

- Have you completed the Technology-Across-the-Curriculum requirement? (Courses marked with △)
- Have you met the minimum 2.0 GPA requirements for the A.S.?
- Have you applied for graduation by the advertised deadline?
- Check to see if you qualify for any of the companion Certificates listed for your A.S. degree and complete a separate graduation application for each one.
CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA 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.

Each of the Northwest Florida State College credit certificates is paired with a companion A.S. degree program. Upon successful completion of the college credit certificate, the student may receive credit toward approximately 45% to 50% of the course requirements in the companion degree program. Conversely, students who successfully complete the technical credits within a companion degree program may qualify for graduation from the appropriate certificate program. In this manner, students may receive two graduation credentials from the college. Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.

• 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. 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 certificate, 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.

• 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.
A.S. DEGREES, COLLEGE CREDIT CERTIFICATES (CCC), APPLIED TECHNOLOGY DIPLOMAS (ATD), CAREER AND TECHNICAL, VOCATIONAL CREDIT CERTIFICATES (PSAV)
A.S. DEGREES, CERTIFICATES, AND DIPLOMAS GROUPED BY PROGRAMS:

• Accounting Technology (A.S. Degree)
  Accounting Technology Management (CCC)

• Architectural Design and Construction Technology (A.S. Degree)
  Drafting Design (CCC)
  Sustainable Design (CCC)

• Business Administration (A.S. Degree)
  Business Management (CCC)
  Business Specialist (Marketing) (CCC)

• Computer Engineering Technology (A.S. Degree)
  CISCO Certified Network Associate Certificate (CCC)
  Computer Specialist (MCITP SA/EA) (CCC)
  Microcomputer Repair/Installer (CCC)

• Computer Information Technology (A.S. Degree)

• Computer Programming and Analysis (A.S. Degree)
  Computer Programmer (CCC)
  Computer Programming Specialist (CCC)

• Criminal Justice Technology (A.S. Degree)
  Auxiliary Law Enforcement Officer Basic (PSAV)
  Correctional Officer (Basic) (PSAV)
  Law Enforcement Officer (Basic) (PSAV)

• Customer Relationship Management (A.S. Degree)
  Customer Service Technology (ATD)

• Database Technology (A.S. Degree)

• Dental Assisting (PSAV) (see Health Services Management A.S. Degree)

• Digital Media/Multimedia Technology (A.S. Degree)
  Digital Media/Multimedia Authoring (CCC)
  Digital Media/Multimedia Presentation (CCC)

• Drafting and Design Technology (A.S. Degree)
  AutoCAD Foundations (CCC)

• Early Childhood Education (A.S. Degree)
  Child Care Center Management Specialization (CCC)
  Child Development Early Intervention (CCC)
  Infant/Toddler Specialization (CCC)
  Preschool Specialization (CCC)

• Emergency Administration and Management (A.S. Degree)
  Emergency Administrator and Manager (CCC)
  Firefighter (Basic) (PSAV)
  Homeland Security Emergency Manager (CCC)

• Emergency Medical Services (A.S. Degree)
  Emergency Medical Technician (Basic) (CCC)
  Paramedic (CCC)

• Engineering Technology (A.S. Degree)
  Digital Design and Modeling Specialization
  Mechanical Design and Fabrication Specialization
  CNC Machinist (CCC)
  Computer-Aided Design and Drafting (CCC)
  Engineering Technology Support Specialist (CCC)

• Firefighter (Basic) (PSAV) (see Emergency Administration and Management A.S. Degree)

• Graphics Technology (Graphic Design) (A.S. Degree)
  Graphic Design Production (CCC)
  Graphic Design Support (CCC)

• Health Services Management (A.S. Degree)
  Dental Assisting (PSAV)
  Medical Coder/Biller (ATD)

• Industrial Management Technology (A.S. Degree)

• IT Security (A.S. Degree)

• Music Production Technology (A.S. Degree)
  Audio Technology (Recording Arts) (CCC)

• Networking Services Technology (A.S. Degree)
  Information Technology Management (CCC)
  Information Technology Technician (CCC)
  Unix/Linux System Administrator (CCC)

• Nursing R.N. (A.S. Degree)

• Office Administration (A.S. Degree)
  Medical Office Management (CCC)
  Office Management (CCC)
  Office Specialist (CCC)

• Paralegal Studies (A.S. Degree)

• Radiography (A.S. Degree)

• Recreation Technology (A.S. Degree)

• Theater and Entertainment Technology (A.S. Degree)
  Acting Specialization Option
  Costuming Specialization Option
  Dance Specialization Option
  Musical Theater Specialization Option
  Technical Theater Specialization Option
  Stage Technology (Theater & Entertainment) (CCC)

A.S. Degree – Associate of Science Degree
CCC – College Credit Certificate
ATD – Applied Technology Diploma
PSAV – Career and Technical or Vocational Credit Certificate

94  AS, CCC, ATD, PSAV, CAREER & TECHNICAL
<table>
<thead>
<tr>
<th>TITLE</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technology (A.S. Degree)</td>
<td>96</td>
</tr>
<tr>
<td>Accounting Technology Management (CCC)</td>
<td>96</td>
</tr>
<tr>
<td>Architectural Design &amp; Construction Technology (A.S. Degree)</td>
<td>97</td>
</tr>
<tr>
<td>Audio Technology (Recording Arts) (CCC)</td>
<td>116</td>
</tr>
<tr>
<td>AutoCAD Foundations (CCC)</td>
<td>107</td>
</tr>
<tr>
<td>Auxiliary Law Enforcement Officer Basic (PSAV)</td>
<td>103</td>
</tr>
<tr>
<td>Business Administration (A.S. Degree)</td>
<td>98</td>
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<tr>
<td>Business Management (CCC)</td>
<td>98</td>
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<tr>
<td>Business Specialist (Marketing) (CCC)</td>
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<tr>
<td>Child Care Center Management Specialization (CCC)</td>
<td>107</td>
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<tr>
<td>Child Development Early Intervention (CCC)</td>
<td>107</td>
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<tr>
<td>CISCO Certified Network Associate Certificate (CCC)</td>
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<td>CNC Machinist (CCC)</td>
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<td>Computer Programming and Analysis (A.S. Degree)</td>
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<td>Computer Programming Specialist (CCC)</td>
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<td>Computer Specialist (MCITP SA/EA) (CCC)</td>
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<tr>
<td>Computer-Aided Design and Drafting (CCC)</td>
<td>112</td>
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<tr>
<td>Correctional Officer (Basic) (PSAV)</td>
<td>103</td>
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<tr>
<td>Criminal Justice Technology (A.S. Degree)</td>
<td>102</td>
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<tr>
<td>Customer Relationship Management (A.S. Degree)</td>
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<tr>
<td>Customer Service Technology (ATD)</td>
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<tr>
<td>Database Technology (A.S. Degree)</td>
<td>105</td>
</tr>
<tr>
<td>Dental Assisting (PSAV)</td>
<td>114</td>
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<tr>
<td>Digital Media/Multimedia Authoring (CCC)</td>
<td>106</td>
</tr>
<tr>
<td>Digital Media/Multimedia Presentation (CCC)</td>
<td>106</td>
</tr>
<tr>
<td>Digital Media/Multimedia Technology (A.S. Degree)</td>
<td>105</td>
</tr>
<tr>
<td>Drafting &amp; Design Technology (A.S. Degree)</td>
<td>106</td>
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<tr>
<td>Drafting Design (CCC)</td>
<td>97</td>
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<tr>
<td>Early Childhood Education (A.S. Degree)</td>
<td>107</td>
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<tr>
<td>Emergency Administration &amp; Management (A.S. Degree)</td>
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<td>Emergency Administrator &amp; Manager (CCC)</td>
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<tr>
<td>Emergency Medical Services (A.S. Degree)</td>
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<td>Emergency Medical Technician (Basic) (CCC)</td>
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<tr>
<td>Engineering Technology Support Specialist (CCC)</td>
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<tr>
<td>Engineering Technology, Digital Design &amp; Modeling Specialization (A.S. Degree)</td>
<td>111</td>
</tr>
<tr>
<td>Engineering Technology, Mechanical Design &amp; Fabrication Specialization (A.S. Degree)</td>
<td>111</td>
</tr>
<tr>
<td>Firefighter (Basic) (PSAV)</td>
<td>109</td>
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<tr>
<td>Graphic Design Production (CCC)</td>
<td>113</td>
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<tr>
<td>Graphic Design Support (CCC)</td>
<td>113</td>
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<tr>
<td>Graphics Technology (A.S. Degree)</td>
<td>112</td>
</tr>
<tr>
<td>Health Services Management (A.S. Degree)</td>
<td>113</td>
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<tr>
<td>Homeland Security Emergency Manager (CCC)</td>
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<tr>
<td>Industrial Management Technology (A.S. Degree)</td>
<td>115</td>
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<tr>
<td>Infant/Toddler Specialization (CCC)</td>
<td>107</td>
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<tr>
<td>Information Technology Management (CCC)</td>
<td>117</td>
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<tr>
<td>Information Technology Technician (CCC)</td>
<td>117</td>
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<tr>
<td>IT Security (A.S. Degree)</td>
<td>115</td>
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<tr>
<td>Law Enforcement Officer (Basic) (PSAV)</td>
<td>103</td>
</tr>
<tr>
<td>Medical Coder/Biller (ATD)</td>
<td>114</td>
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<tr>
<td>Medical Office Management (CCC)</td>
<td>119</td>
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<tr>
<td>Microcomputer Repair/Installer (CCC)</td>
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<tr>
<td>Music Production Technology (A.S. Degree)</td>
<td>116</td>
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<tr>
<td>Networking Services Technology (A.S. Degree)</td>
<td>116</td>
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<tr>
<td>Nursing R.N. (A.S. Degree)</td>
<td>118</td>
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<tr>
<td>Office Administration (A.S. Degree)</td>
<td>118</td>
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<tr>
<td>Office Management (CCC)</td>
<td>119</td>
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<tr>
<td>Office Specialist (CCC)</td>
<td>120</td>
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<tr>
<td>Paralegal Studies (A.S. Degree)</td>
<td>120</td>
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<tr>
<td>Paramedic (CCC)</td>
<td>110</td>
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<tr>
<td>Preschool Specialization (CCC)</td>
<td>108</td>
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<tr>
<td>Radiography (A.S. Degree)</td>
<td>121</td>
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<tr>
<td>Recreation Technology (A.S. Degree)</td>
<td>121</td>
</tr>
<tr>
<td>Stage Technology (Theater &amp; Entertainment) (CCC)</td>
<td>124</td>
</tr>
<tr>
<td>Sustainable Design (CCC)</td>
<td>97</td>
</tr>
<tr>
<td>Theater and Entertainment Technology, Acting Specialization Option (A.S. Degree)</td>
<td>122</td>
</tr>
<tr>
<td>Theater &amp; Entertainment Technology, Costuming Specialization Option (A.S. Degree)</td>
<td>122</td>
</tr>
<tr>
<td>Theater &amp; Entertainment Technology, Dance Specialization Option (A.S. Degree)</td>
<td>123</td>
</tr>
<tr>
<td>Theater &amp; Entertainment Technology, Musical Theater Specialization Option (A.S. Degree)</td>
<td>123</td>
</tr>
<tr>
<td>Theater &amp; Entertainment Technology, Technical Theater Specialization Option (A.S. Degree)</td>
<td>124</td>
</tr>
<tr>
<td>Unix/Linux System Administrator (CCC)</td>
<td>117</td>
</tr>
</tbody>
</table>

A.S. Degree – Associate of Science Degree
CCC – College Credit Certificate
ATD – Applied Technology Diploma
PSAV – Career and Technical or Vocational Credit Certificate

AS, CCC, ATD, PSAV, CAREER & TECHNICAL 95
Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificate in Accounting Technology Management (State CIP Code 0552030205).

**GENERAL EDUCATION**
Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>Mathematics</td>
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<td>Science</td>
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</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>General Education Electives</td>
<td>2</td>
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</table>

Total General Education Credits Required: 18

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
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</thead>
<tbody>
<tr>
<td>ACG 2001 Accounting I</td>
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<tr>
<td>ACG 2011 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071 Managerial Accounting</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>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013 Economics I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000 Federal Income Tax</td>
<td>3</td>
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</tbody>
</table>

Total Core Credits Required: 27

**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>
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</thead>
<tbody>
<tr>
<td>CTS 2104 Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023 Economics II</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2430 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021 Management</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134 Network Technology</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship-Business</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required: 13

Total Program Credits Required: 64
## Architectural Design and Construction Technology (A.S. Degree)

Admission Program Objective Code 2540  
State CIP Code 1604090100  

Students who successfully complete selected courses from this program of study may be eligible to receive the Architectural Design and Construction Technology A.S. degree (State CIP Code 1604090100).

### General Education

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ___</td>
<td>Communication Skills</td>
</tr>
<tr>
<td>___ ___</td>
<td>Humanities</td>
</tr>
<tr>
<td>___ ___</td>
<td>Mathematics</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

| ARC 2303A | Design 2.1 | 6 |
| BCN 1230 | Building Construction Materials and Processes | 3 |
| BCN 1272 | Blueprint Reading for Commercial Construction | 3 |
| EGS 1110C | Engineering Graphics | 3 |
| ETD 1102 | Introduction to Technical Drawing | 3 |
| ETD 1320C | AutoCAD I | 3 |
| ETD 1340C | AutoCAD II | 3 |
| TAR 2121C | Architectural Drafting | 3 |

Total Core Credits Required: **27**

### 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>
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</thead>
<tbody>
<tr>
<td>ARC 1131</td>
<td>Architectural Presentation</td>
</tr>
<tr>
<td>ARC 2201</td>
<td>Theory of Architecture</td>
</tr>
<tr>
<td>ARC 2304</td>
<td>Design 2.2</td>
</tr>
<tr>
<td>BCN 1520</td>
<td>Electrical Systems in Construction</td>
</tr>
<tr>
<td>BCN 1567</td>
<td>Plumbing and Gas Construction Practices</td>
</tr>
<tr>
<td>BCN 2231</td>
<td>Building Construction Materials and Processes II</td>
</tr>
<tr>
<td>BCN 2560</td>
<td>Mechanical Systems in Construction</td>
</tr>
<tr>
<td>BCN 2721</td>
<td>Construction Management/Planning</td>
</tr>
<tr>
<td>BCT 1763</td>
<td>Construction Safety and Health</td>
</tr>
<tr>
<td>BCT 2761</td>
<td>Structural Systems in Construction</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Construction Estimating</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
</tr>
<tr>
<td>EGS 1130C</td>
<td>Descriptive Geometry</td>
</tr>
<tr>
<td>ETD 1355C</td>
<td>AutoCAD 3D Modeling I</td>
</tr>
<tr>
<td>ETD 2350C</td>
<td>AutoCAD III</td>
</tr>
<tr>
<td>ETD 2360C</td>
<td>AutoCAD 3D Modeling II</td>
</tr>
<tr>
<td>ETD 2377C</td>
<td>3D Studio Max I</td>
</tr>
<tr>
<td>ETD 2542</td>
<td>Structural Drafting I</td>
</tr>
<tr>
<td>ETD 2543C</td>
<td>Structural Drafting II</td>
</tr>
<tr>
<td>GIS 1040C</td>
<td>Intro to Geographic Information Systems</td>
</tr>
<tr>
<td>___ ___</td>
<td>Other Approved College Credits</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required: **21**

Total Program Credits Required: **66**

---

## Drafting Design (College Credit Certificate)

Admission Program of Study Code 6051  
State CIP Code 0615130101  

Students who successfully complete this certificate may be eligible to receive credits towards the Architectural Design and Construction Technology A.S. degree (State CIP Code 1604090100).

### Core Courses

| ARC 2303A | Design 2.1 | 6 |
| BCN 1230 | Building Construction Materials and Processes | 3 |
| BCN 1272 | Blueprint Reading for Commercial Construction | 3 |
| EGS 1110C | Engineering Graphics | 3 |
| ETD 1102 | Introduction to Technical Drawing | 3 |
| ETD 1320C | AutoCAD I | 3 |
| ETD 1340C | AutoCAD II | 3 |

Total Program Credits Required: **24**

---

## Sustainable Design (College Credit Certificate)

Admission Program of Study Code 6053  
State CIP Code 0630330106  

Students who successfully complete this certificate may be eligible to receive credits towards the Architectural Design and Construction Technology A.S. degree (State CIP Code 1604090100).

### Core Courses

| BCN 1040 | Introduction to Sustainability and Measurement Systems | 3 |
| BCN 1041 | Introduction to Sustainable Sites | 3 |
| BCN 1042 | Introduction to Sustainable Water Systems | 3 |
| BCN 1043 | Introduction to Sustainable Design Materials and Resources | 3 |
| BCN 1044 | Introduction to Indoor Environmental Air Quality | 3 |
| BCN 1045 | Introduction to Integral Sustainable Design Theory | 4 |

Total Program Credits Required: **19**
**BUSINESS ADMINISTRATION**
(A.S. Degree)

Admission Program of Study Code 2380
State CIP Code 1552020102

Students who successfully complete selected courses from this program of study may be eligible to receive the Business Management (State CIP Code 0552070101) and/or Business Specialist (State CIP Code 0552020103) college credit certificates.

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>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>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Economics I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Computer Applications for Business</td>
<td>3</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>Technical Elective Courses</th>
<th>College Credits</th>
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</thead>
<tbody>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting .................................................. 3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II .................................................................. 3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows .................................................... 3</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business .......................................................... 3</td>
</tr>
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</table>

(3-6 credits) (can be completed two times for credit)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
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<tbody>
<tr>
<td>GEB 2430</td>
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<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Introduction to Marketing</td>
<td>3</td>
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<tr>
<td>MKA 2021</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041</td>
<td>Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
<td>3</td>
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<tr>
<td>MNA 1345</td>
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<td>3</td>
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<td>MNA 2100</td>
<td>Organization Behavior</td>
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</tr>
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<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
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<td>OST 2335</td>
<td>Business Communications</td>
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<td>Other Approved College Credits..................</td>
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</tr>
</tbody>
</table>

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

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

---

**BUSINESS MANAGEMENT**

(Professional Credit Certificate)

Admission Program of Study Code 6381
State CIP Code 0552070101

Students who successfully complete this certificate may be eligible to receive credits toward the Business Administration A.S. degree (CIP Code 1552020102).

**Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
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</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Accounting I</td>
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</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 12 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2011</td>
<td>Accounting II .......................................................... 3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting ................................................ 3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I .......................................................... 3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Computer Applications for Business ................. 3</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business .................................................. 3</td>
</tr>
<tr>
<td>GEB 2430</td>
<td>Business Ethics ......................................................... 3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Personnel Management ............................................... 3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications ............................................. 3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required** ........................................ 12

**Total Program Credits Required** ......................................................... 24

---

**BUSINESS SPECIALIST (MARKETING)**

(Professional Credit Certificate)

Admission Program of Study Code 6382
State CIP Code 0552020103

Students who successfully complete this certificate may be eligible to receive credits toward the Business Administration A.S. degree (CIP Code 1552020102).

**Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2011</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041</td>
<td>Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

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

---
### COMPUTER ENGINEERING TECHNOLOGY (A.S. Degree)

**Admission Program of Study Code 2140**  
State CIP Code 1615120100

Students who successfully complete selected courses from this program of study may be eligible to receive the CISCO Certified Network Associate Certificate (State CIP Code 0611020301), Computer Specialist (State CIP Code 0611100604), and/or Microcomputer Repairer/Installer (State CIP Code 0647010406) college credit certificates.

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Core Courses**  
**College Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1347C</td>
<td>Network Infrastructure 2008</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>Windows Vista Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2163C</td>
<td>Windows 7 Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>UNIX Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2342C</td>
<td>Windows Server 2008 Enterprise Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2343C</td>
<td>Windows Server 2008 Applications Infrastructure</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core Credits Required**.......................... 68

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1347C</td>
<td>Network Infrastructure 2008</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>Windows Vista Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2163C</td>
<td>Windows 7 Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>UNIX Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2342C</td>
<td>Windows Server 2008 Enterprise Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2343C</td>
<td>Windows Server 2008 Applications Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>MAD 2104</td>
<td>Introduction to Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ETG 1941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required**........... 31

See page 100 for the Microcomputer Repairer/Installer (State CIP Code 0647010406) college credit certificate which is part of the Computer Engineering Technology program of study.

### CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE (College Credit Certificate)

**Admission Program of Study Code 6140**  
State CIP Code 0611020301

Students who successfully complete this certificate may be eligible to receive credits towards the Computer Engineering Technology A.S. degree (State CIP Code 161520100).

**Core Courses**  
**College Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CET 1610C</td>
<td>Routing Protocols and Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CET 2615C</td>
<td>LAN Switching and Wireless</td>
<td>3</td>
</tr>
<tr>
<td>CET 2620C</td>
<td>Accessing the WAN</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required**.......................... 12

### COMPUTER SPECIALIST (MCITP SA/EWA) (College Credit Certificate)

**Admission Program of Study Code 6141**  
State CIP Code 0611100604

Students who successfully complete this certificate may be eligible to receive credits towards the Computer Engineering Technology A.S. degree (State CIP Code 161520100).

**Core Courses**  
**College Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1660*</td>
<td>Introduction to Network Security</td>
<td>3</td>
</tr>
<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>CET 2615C</td>
<td>LAN Switching and Wireless</td>
<td>3</td>
</tr>
<tr>
<td>CET 2620C</td>
<td>Accessing the WAN</td>
<td>3</td>
</tr>
<tr>
<td>CET 2685C</td>
<td>Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CET 2854C</td>
<td>Fundamentals of Wireless LANs</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1843</td>
<td>Introduction to E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1106</td>
<td>Fundamentals of UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>Desktop Support</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1347C</td>
<td>Windows Network Infrastructure 2008</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2143C</td>
<td>CompTIA Server+</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>Windows Vista Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2163C</td>
<td>Windows 7 Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>Windows Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>UNIX Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2342C</td>
<td>Windows Server 2008 Enterprise Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2343C</td>
<td>Windows Server 2008 Applications Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>ETG 1941</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>MAD 2104</td>
<td>Introduction to Discrete Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

See page 100 for the Microcomputer Repairer/Installer (State CIP Code 0647010406) college credit certificate which is part of the Computer Engineering Technology program of study.
### MICROCOMPUTER REPAIR/INSTALLER
(College Credit Certificate)

**Admission Program of Study Code 6142**
**State CIP Code 0647010406**

Students who successfully complete this certificate may be eligible to receive credits towards the Computer Engineering Technology A.S. degree (State CIP Code 161520100).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2172C</td>
<td>4</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>3</td>
</tr>
<tr>
<td>CET 2182C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core 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 2134</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2163C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2302C</td>
<td>3</td>
</tr>
<tr>
<td>CET ___</td>
<td>3</td>
</tr>
<tr>
<td>ETG 1941</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required** ...................... 2

**Total Program Credits Required** ................................. 15

### COMPUTER INFORMATION TECHNOLOGY
(A.S. Degree)

**Admission Program Objective Code 2040**
**State CIP Code 1511010305**

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td></td>
</tr>
<tr>
<td>CET 1660 Intro to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550 Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570 Computer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000 Intro to Programming Concepts and Logic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2010 Visual Basic</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>
</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>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2541 Introduction to Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2544 Advanced Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1000 Introduction to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1940 Internship in Computer Studies</td>
<td>3</td>
</tr>
<tr>
<td>COP 2011 Advanced Applications Programming in Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220 Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2222 Advanced Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224 Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP 2228 Advanced Programming in C++</td>
<td>3</td>
</tr>
<tr>
<td>COP 2360 Programming in C#</td>
<td>3</td>
</tr>
<tr>
<td>COP 2362 Advanced Programming In C#</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700 Introduction to SQL</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800 Introduction to Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805 Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2840 Web-Based Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C Desktop Support</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2334 Windows Server Environment</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2440 Introduction to Oracle</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1940 Internship-Business</td>
<td>3</td>
</tr>
<tr>
<td>MAD 2104 Introduction to Discrete Mathematics</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** .................................. 63
Students who successfully complete selected courses from this program of study may be eligible to receive the college credit in Computer Programmer (State CIP Code 0511020200) and/or Computer Programmer Specialist (State CIP Code 0511020103).

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>________</td>
</tr>
<tr>
<td>______</td>
<td>Communication Skills</td>
</tr>
<tr>
<td>______</td>
<td>Humanities</td>
</tr>
<tr>
<td>______</td>
<td>Mathematics</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>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2010</td>
<td>Visual Basic</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 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>MAC 1140</td>
<td>Pre-Calculus Algebra or Higher level mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Credits Required: 27

**TECHNICAL ELECTIVES**

With the approval of an advisor, select 12 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1660</td>
<td>Intro to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Authoring with HTML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship in Computer Studies (can be completed two times for credit)</td>
<td>3-6</td>
</tr>
<tr>
<td>COP 2011</td>
<td>Advanced Applications Programming in Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2222</td>
<td>Advanced Programming in C</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 2634</td>
<td>Programming for Mobile Devices: iOS (iPhone/iPad)</td>
<td>3</td>
</tr>
<tr>
<td>COP 2660</td>
<td>Programming for Mobile Devices: Android</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Introduction to SQL</td>
<td>3</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Web-Based Programming I</td>
<td>3</td>
</tr>
<tr>
<td>MAD 2104</td>
<td>Introduction to Discrete Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required: 12

Total Program Credits Required: 63
### COMPUTER PROGRAMMING SPECIALIST

**Admission Program of Study Code 6046**  
State CIP Code 0511020103

Students who successfully complete this certificate may be eligible to receive credits towards the Computer Programming and Analysis A.S. degree (State CIP Code 1511020100).

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1000</td>
<td>Introduction to Programming Concepts and Logic</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to Java Programming</td>
</tr>
</tbody>
</table>

**Total Core Credits Required**  
9

**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</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship in Computer Studies</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td>COP 2011</td>
<td>Adv Applications Programming in Visual Basic</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Programming in C</td>
</tr>
<tr>
<td>COP 2222</td>
<td>Advanced Programming in C</td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced Programming in C++</td>
</tr>
<tr>
<td>COP 2360</td>
<td>Programming in C#</td>
</tr>
<tr>
<td>COP 2362</td>
<td>Advanced Programming In C#</td>
</tr>
<tr>
<td>COP 2654</td>
<td>Programming for Mobile Devices: iOS (iPhone/iPad)</td>
</tr>
<tr>
<td>COP 2660</td>
<td>Programming for Mobile Devices: Android</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Authoring with HTML</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Web-Based Programming I</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required**  
9

**Total Program Credits Required**  
18

---

### CRIMINAL JUSTICE TECHNOLOGY

**A.S. Degree**

**Admission Program of Study Code 2090**  
State CIP Code 1743010300

**General Education**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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

**Technical Electives**

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
</tr>
<tr>
<td>CCJ 1941</td>
<td>Internship – Criminal Justice</td>
</tr>
<tr>
<td>CJC 2000</td>
<td>Introduction to Corrections</td>
</tr>
<tr>
<td>CJF 2600</td>
<td>Criminal Investigations</td>
</tr>
<tr>
<td>CJL 1002</td>
<td>Juvenile Delinquency</td>
</tr>
<tr>
<td>FFP 1801</td>
<td>Introduction to Emergency Management</td>
</tr>
<tr>
<td>FFP 2820</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>GIS 1040C</td>
<td>Intro to Geographic Information Systems</td>
</tr>
<tr>
<td>HLP 1081</td>
<td>Wellness</td>
</tr>
<tr>
<td>PLA 1003</td>
<td>Introduction to Paralegal Studies</td>
</tr>
<tr>
<td>PLA 1005</td>
<td>Legal Terminology</td>
</tr>
<tr>
<td>PLA 1013</td>
<td>Introduction to Law and the Legal System</td>
</tr>
<tr>
<td>PLA 1114</td>
<td>Case Analysis and Writing</td>
</tr>
<tr>
<td>PLA 1203</td>
<td>Introduction to Civil Law</td>
</tr>
<tr>
<td>PLA 1800</td>
<td>Introduction to Family Law</td>
</tr>
<tr>
<td>PLA 2273</td>
<td>TORT Law</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>Psychology</td>
</tr>
<tr>
<td>SLS 1101</td>
<td>College Success</td>
</tr>
<tr>
<td>Other Approved College Credits (DSC)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required**  
31

**Total Program Credits Required**  
64
### CORRECTIONAL OFFICER (BASIC)

**Admission Program of Study Code 5091**  
State CIP Code 0743010200

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Vocational Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0300</td>
<td>1.10</td>
</tr>
<tr>
<td>CJK 0305</td>
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<tr>
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<td>0.70</td>
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<tr>
<td>CJK 0335</td>
<td>0.60</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>2.70</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>2.70</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0096A</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0096B</td>
<td>0.70</td>
</tr>
</tbody>
</table>

**Total Program Credits Required**: 15.0

---

**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.**

---

### AUXILIARY LAW ENFORCEMENT OFFICER BASIC (Career & Technical or Vocational Credit Certificate)

**Admission Program of Study Code 5092**  
State CIP Code 0743010701

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Vocational Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0240</td>
<td>0.9</td>
</tr>
<tr>
<td>CJK 0241</td>
<td>0.7</td>
</tr>
<tr>
<td>CJK 0242</td>
<td>0.6</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>0.3</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>1.6</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>2.7</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>2.7</td>
</tr>
<tr>
<td>CJK 0020</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.**

---

### LAW ENFORCEMENT OFFICER (BASIC)

**Admission Program of Study Code 5092**  
State CIP Code 0743010700

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Vocational Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0007</td>
<td>0.40</td>
</tr>
<tr>
<td>CJK 0008</td>
<td>2.40</td>
</tr>
<tr>
<td>CJK 0017</td>
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<tr>
<td>CJK 0011</td>
<td>1.40</td>
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<tr>
<td>CJK 0061</td>
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<tr>
<td>CJK 0062</td>
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<td>CJK 0076</td>
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<td>CJK 0071</td>
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<tr>
<td>CJK 0082</td>
<td>0.80</td>
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<td>CJK 0083</td>
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<td>CJK 0086</td>
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<td>CJK 0031</td>
<td>1.60</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>2.70</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>2.70</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>0.30</td>
</tr>
<tr>
<td>CJK 0096A</td>
<td>0.70</td>
</tr>
<tr>
<td>CJK 0096B</td>
<td>0.70</td>
</tr>
<tr>
<td>CJK 0096C</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.**
CUSTOMER RELATIONSHIP MANAGEMENT  
(A.S. Degree)

Admission Program Objective Code 2570  
State CIP Code 1252020700

Students who successfully complete selected courses from this program of study may be eligible to receive the applied technology diploma in Customer Service Technology (State CIP Code 0252020701).

GENERAL EDUCATION
Select one course from each category; see page 89 for specific course listings:

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

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

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>BUL 2241</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1030 Computer Basics</td>
<td>3</td>
</tr>
</tbody>
</table>
| GEB 1940 Internship-Business | 3-6           
  (can be completed two times for credit) |
| MAN 2021 Management        | 3               |
| MAN 2300 Personnel Management | 3            |
| MKA 2041 Retail Management | 3               |
| Other Approved College Credits | 3            |

Total Technical Elective Credits Required .............................................. 15

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

CUSTOMER SERVICE TECHNOLOGY  
(Applied Technology Diploma)

Admission Program of Study Code B575  
State CIP Code 0252020701

Students who successfully complete this diploma may be eligible to receive credits towards the Customer Relationship Management A.S. degree (State CIP Code 1252020700).

Core Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011 Introduction to the World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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>CGS 1030 Computer Basics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1550 Introduction to the World Wide Web</td>
<td>3</td>
</tr>
</tbody>
</table>
| GEB 1940 Internship-Business | 3-9           
  (can be completed three times for credit) |
| GEB 2430 Business Ethics   | 3               |
| MAR 2011 Introduction to Marketing | 3              |
| MNA 2100 Organizational Behavior | 3             |
| SPC 1608 Speech            | 3               |
| Other Approved College Credits | 3            |

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

Total Program Credits Required .............................................. 18
## DATABASE TECHNOLOGY
**A.S. Degree**

**Admission Program Objective Code 2155**  
**State CIP Code 1511010306**

### GENERAL EDUCATION
Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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>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 2541</td>
<td>Introduction to Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2544</td>
<td>Advanced Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Intro to Programming Concepts and Logic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2010</td>
<td>Programming in Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Introduction to SQL</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2437</td>
<td>Administering SQL Server Database</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2440</td>
<td>Introduction to Oracle</td>
<td>3</td>
</tr>
</tbody>
</table>

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

### TECHNICAL ELECTIVES
With the approval of an advisor, select 18 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 2777</td>
<td>Data Mining</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
</tr>
<tr>
<td>CGS 1843</td>
<td>Introduction to E-Commerce</td>
</tr>
<tr>
<td>CIS 1000</td>
<td>Introduction to Computer Science</td>
</tr>
<tr>
<td>CIS 1940</td>
<td>Internship in Computer Studies</td>
</tr>
<tr>
<td>COP 2011</td>
<td>Advanced Applications Programming (can be completed two times for credit)</td>
</tr>
<tr>
<td>COP 2176</td>
<td>Visual Basic ADO.Net</td>
</tr>
<tr>
<td>COP 2224</td>
<td>Programming in C++</td>
</tr>
<tr>
<td>COP 2360</td>
<td>Programming in C#</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to Java Programming</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Programming in Java</td>
</tr>
<tr>
<td>COP 2833</td>
<td>Databases for Internet Applications</td>
</tr>
<tr>
<td>CTS 1106</td>
<td>Fundamentals of UNIX</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>Desktop Support</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>Network Technology</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 2438</td>
<td>Advanced SQL Server Database</td>
</tr>
<tr>
<td>MAD 2104</td>
<td>Introduction to Discrete Mathematics</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required .................................. 18

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

## DIGITAL MEDIA/MULTIMEDIA TECHNOLOGY (A.S. Degree)

**Admission Program Objective Code 2580**  
**State CIP Code 1611080102**

The Digital Media/Multimedia programs are intended for students interested in working in commercial art fields that include electronic publishing, digital video production, and website development.

Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificates in Digital Media/Multimedia Authoring (State CIP Code 0609070209) and/or Digital Media/Multimedia Presentation (State CIP Code 0609070209).

Students are encouraged but not required to contact Digital Media faculty for detailed advising before enrolling in courses to plan a program of study at 729-6019.

### GENERAL EDUCATION
Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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>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>GRA 1151C</td>
<td>Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140C</td>
<td>Multimedia I</td>
<td>4</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Authoring with HTML</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1801C</td>
<td>Digital Photography I</td>
<td>4</td>
</tr>
</tbody>
</table>

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

### TECHNICAL ELECTIVES
With the approval of an advisor, select 25 credits from the following:

<table>
<thead>
<tr>
<th>Technical Elective Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2603C</td>
<td>Digital Imaging II</td>
</tr>
<tr>
<td>GRA 2141C</td>
<td>Multimedia II</td>
</tr>
<tr>
<td>GRA 2142C</td>
<td>Web Design I</td>
</tr>
<tr>
<td>GRA 2143C</td>
<td>Web Design II</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Web Based Programming I</td>
</tr>
<tr>
<td>GRA 2950C</td>
<td>Advanced Graphics Projects</td>
</tr>
<tr>
<td>PGY 1220C</td>
<td>Commercial Photography I</td>
</tr>
<tr>
<td>PGY 2802C</td>
<td>Digital Photography II</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required .................................. 25

Total Program Credits Required ................................................ 64
### DIGITAL MEDIA/MULTIMEDIA AUTHORING (College Credit Certificate)

**Admission Program of Study Code 6580**  
State CIP Code 0609070209

Students who successfully complete this diploma may be eligible to receive credits towards the Digital Media/Multimedia Technology A.S. degree (State CIP Code 1611080102).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>CGS 2820 Web Authoring with HTML</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1801C Digital Photography I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Program Credits Required</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### DIGITAL MEDIA/MULTIMEDIA PRESENTATION (College Credit Certificate)

**Admission Program of Study Code 6581**  
State CIP Code 0609070219

Students who successfully complete this diploma may be eligible to receive credits towards the Digital Media/Multimedia Technology A.S. degree (State CIP Code 1611080102).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>GRA 2140C Multimedia I</td>
<td>4</td>
</tr>
<tr>
<td>CGS 2820 Web Authoring with HTML</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1801C Digital Photography I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Program Credits Required</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### DRAFTING AND DESIGN TECHNOLOGY (A.S. Degree)

**Admission Program Objective Code 2051**  
State CIP Code 1615130102

Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificate in AutoCAD Foundations (State CIP Code 0615130204).

**GENERAL EDUCATION**  
Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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**

**TECHNICAL ELECTIVES**  
With the approval of an advisor, select 26 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>3</td>
</tr>
<tr>
<td>ART2603C Digital Imaging II</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1110C Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1130C Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1112 Mechanical Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>ETD 1217 Fundamentals of Dimensioning and Tolerancing</td>
<td>4</td>
</tr>
<tr>
<td>ETD 1801C Technical Illustrations</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2218 Geometric Dimensioning and Tolerancing</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2219 Adv. Geometric Dimensioning and Tolerancing</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2250 Tolerance Stacks I</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2251 Tolerance Stacks II</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2357C Inventor I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2358C Inventor II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2364C Solid Works I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2368C Solid Works II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2377C 3D Studio Max I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2731 Mechanical Drafting II</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2734 Advanced Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2735 Mechanical Drafting III</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2802C Technical Illustrations II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1411 Advanced Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1151C Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1152C Illustration II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Technical Elective Credits Required</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits Required**  
**62**
### AUTOCAD FOUNDATIONS (College Credit Certificate)

**Admission Program of Study Code 6052**  
State CIP Code 0615130204

Students who successfully complete this certificate may be eligible to receive credits towards the Drafting and Design Technology A.S. degree (State CIP Code 1615130102).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1102</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 1355C AutoCAD 3D Modeling I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2350C AutoCAD III</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits Required ....................................15

### EARLY CHILDHOOD EDUCATION (A.S. Degree)

**Admission Program Objective Code 2020**  
State CIP Code 1413121003

Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificate in Child Development Early Intervention (State CIP Code 0419070904), Child Care Center Management Specialization (State CIP Code 0419070906), Infant/Toddler Specialization (State CIP Code 0419070907), and/or Preschool Specialization (State CIP Code 0419070908).

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2200 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2100 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2202 Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601 Assessment in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2732 Childhood Nutrition Health &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1201 Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1750 Guidance for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1941 Internship, Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2200 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2202 Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2220 Language and Literacy Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2222 Math and Science Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2222 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 2010 Introduction to Exceptional Children</td>
<td>3</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>
</tbody>
</table>

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

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

### CHILD CARE CENTER MANAGEMENT SPECIALIZATION (College Credit Certificate)

**Admission Program of Study Code 6021**  
State CIP Code 0419070906

Students who successfully complete this certificate may be eligible to receive credits towards the Early Childhood Education A.S. degree (State CIP Code 1413121003).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2100 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1002 Early Childhood Program Administration</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1201 Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601 Assessment in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1750 Guidance for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1941 Internship, Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2200 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2202 Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2220 Language and Literacy Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2222 Math and Science Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2732 Childhood Nutrition, Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010 Introduction to Exceptional Children</td>
<td>3</td>
</tr>
</tbody>
</table>

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

### CHILD DEVELOPMENT EARLY INTERVENTION (College Credit Certificate)

**Admission Program of Study Code 6020**  
State CIP Code 0419070904

Students who successfully complete this certificate may be eligible to receive credits towards the Early Childhood Education A.S. degree (State CIP Code 1413121003).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2100 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1002 Early Childhood Program Administration</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1201 Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601 Assessment in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1750 Guidance for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1941 Internship, Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2200 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2202 Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2220 Language and Literacy Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2222 Math and Science Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2732 Childhood Nutrition, Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010 Introduction to Exceptional Children</td>
<td>3</td>
</tr>
</tbody>
</table>

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

### INFANT/TODDLER SPECIALIZATION (College Credit Certificate)

**Admission Program of Study Code 6022**  
State CIP Code 0419070907

Students who successfully complete this certificate may be eligible to receive credits towards the Early Childhood Education A.S. degree (State CIP Code 1413121003).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2100 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1201 Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1941 Internship, Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2200 Programs for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2202 Curriculum for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2220 Language and Literacy Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2222 Math and Science Instruction in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2010 Introduction to Exceptional Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Credits Required ............................................12
### PRESCHOOL SPECIALIZATION
(College Credit Certificate)

**Admission Program of Study Code 6024**
State CIP Code 0419070908

Students who successfully complete this certificate may be eligible to receive credits towards the Early Childhood Education A.S. degree (State CIP Code 1413121003).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2100</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>EEC 1941</td>
<td>Internship, Early Childhood Education</td>
</tr>
<tr>
<td>EEC 2200</td>
<td>Programs for Young Children</td>
</tr>
<tr>
<td>EEC 2202</td>
<td>Curriculum for Young Children</td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required** .............................................. 12

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### EMERGENCY ADMINISTRATION AND MANAGEMENT (A.S. Degree)

**Admission Program Objective Code 2093**
State CIP Code 1743030200

Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificate in Emergency Administrator and Manager (State CIP Code 0743030201) and/or Homeland Security Emergency Manager (State CIP Code 0743030202).

**GENERAL EDUCATION**
Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1801</td>
<td>Intro to Emergency Mgmt Administration</td>
</tr>
<tr>
<td>FFP 2820</td>
<td>Emergency Preparedness</td>
</tr>
<tr>
<td>FFP 2823</td>
<td>Technical Applications in Emergency Mgmt</td>
</tr>
<tr>
<td>FFP 2841</td>
<td>Contingency Planning for the Private Sector</td>
</tr>
<tr>
<td>FFP 2834</td>
<td>Effects of Disaster on Society</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CJI 1100</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>CJI 1400</td>
<td>Criminal Procedures</td>
</tr>
<tr>
<td>DSC 1002</td>
<td>Domestic and International Terrorism</td>
</tr>
<tr>
<td>DSC 1004</td>
<td>Introduction to the NRF and NIMS</td>
</tr>
<tr>
<td>DSC 1222</td>
<td>Psychological Management of Disaster Victims</td>
</tr>
<tr>
<td>DSC 1552</td>
<td>Critical Infrastructure Protection</td>
</tr>
<tr>
<td>DSC 1562</td>
<td>Homeland Security Threat Strategy</td>
</tr>
<tr>
<td>DSC 1631</td>
<td>Planning Considerations for Terror Prevention</td>
</tr>
<tr>
<td>DSC 1751</td>
<td>Homeland Security Policy and Law</td>
</tr>
<tr>
<td>DSC 2056</td>
<td>Disaster Response Operations</td>
</tr>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention Practices</td>
</tr>
<tr>
<td>FFP 1540</td>
<td>Private Fire Protection Systems I</td>
</tr>
<tr>
<td>FFP 1740</td>
<td>Fire Service Course Delivery</td>
</tr>
<tr>
<td>FFP 1800</td>
<td>Disaster Education for Individuals and the Community</td>
</tr>
<tr>
<td>FFP 1810</td>
<td>Fire Fighting Tactics and Strategy I</td>
</tr>
<tr>
<td>FFP 1826</td>
<td>Incident Management</td>
</tr>
<tr>
<td>FFP 1880</td>
<td>Public Policy in Emergency Management</td>
</tr>
<tr>
<td>FFP 1881</td>
<td>Emergency Management Leadership</td>
</tr>
<tr>
<td>FFP 1890</td>
<td>Emergency Management for the Tourism/Hospitality Industry</td>
</tr>
<tr>
<td>FFP 2120</td>
<td>Building Construction for the Fire Service</td>
</tr>
<tr>
<td>FFP 2521</td>
<td>Construction Documents and Plans Review</td>
</tr>
<tr>
<td>FFP 2811</td>
<td>Fire Fighting Tactics and Strategy II</td>
</tr>
<tr>
<td>GIS 1040C</td>
<td>Intro to Geographic Information Systems</td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required** .............................................. 60
EMERGENCY ADMINISTRATION AND MANAGER
(College Credit Certificate)

Admission Program of Study Code 6093
State CIP Code 0743030201

Students who successfully complete this certificate may be eligible to receive credits towards the Emergency Administration and Management A.S. degree (State CIP Code 1743030200).

Core Courses College Credits
DSC 1552 Critical Infrastructure Protection 3
DSC 2056 Disaster Response Operation 3
FFP 1800 Disaster Education for Individuals and the Community 3
FFP 1826 Incident Management 3
FFP 1880 Public Policy in Emergency Management 3
FFP 1881 Emergency Management Leadership 3
FFP 1890 Emergency Management for the Tourism/Hospitality Industry 3
College Credit Electives (CCJ1, CJT1, CJT2, CJD1, CJD2, CJL, DSC, ETI, FFP1, FFP2, GIS) 3

Total Core Credits Required 24

Total Program Credits Required 24

FIREFIGHTER (BASIC)
(Career & Technical or Vocational Credit Certificate)

Admission Program of Study Code 5095
State CIP Code 0743020300

Students who successfully complete this certificate may be eligible to receive credits towards the Emergency Administration and Management A.S. degree (State CIP Code 1743030200).

Core Courses Vocational Credits
FFP 0010 Firefighting I 7.5
FFP 0020 Firefighting II 7.5

Total Program Credits Required 15

NOTE: Entry into the Firefighting Certificate Program requires meeting the standards established by the Florida Division of State Fire Marshal, Bureau of Fire Standards and Training. A copy of these requirements is available through the Public Safety Division of NWFSC.

HOMELAND SECURITY EMERGENCY MANAGER
(College Credit Certificate)

Admission Program of Study Code 6094
State CIP Code 0743030202

Students who successfully complete this certificate may be eligible to receive credits towards the Emergency Administration and Management A.S. degree (State CIP Code 1743030200).

Core Courses College Credits
DSC 1002 Domestic and International Terrorism 3
DSC 1004 Introduction to the NRF and NIMS 3
DSC 1222 Psychological Management of Disaster/Terror Victims 3
DSC 1552 Critical Infrastructure Protection 3
DSC 1562 Homeland Security Threat Strategy 3
DSC 1631 Planning Considerations for Terror Prevention 3
DSC 1751 Homeland Security Policy and Law 3
College Credit Electives (CCJ1, CJT1, CJT2, CJD1, CJD2, CJL, DSC, ETI, FFP1, FFP2, GIS) 3

Total Program Credits Required 24
EMERGENCY MEDICAL SERVICES  
(A.S. Degree)  
Admission Program Objective Code 2095  
State CIP Code 1351090402  
This curriculum forms the last stage of a career ladder program progression from EMT (Basic Certificate) (State CIP Code 0351090400) to Paramedic Certificate (State CIP Code 0351090405) to EMS A.S. 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 89 for specific course listings:  
<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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>
<tr>
<td>Total General Education Credits Required</td>
<td>18</td>
</tr>
</tbody>
</table>

* BSC 2020C (from Paramedic Core) may be used to meet GE Science.  
EMT Certificate Courses  
<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119C Emergency Medical Technician (EMT)</td>
<td>6</td>
</tr>
<tr>
<td>EMS 1335 Emergency Vehicle Operator (EVOC)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1401L EMT Lab</td>
<td>4</td>
</tr>
<tr>
<td>Total EMT Credits Required</td>
<td>11</td>
</tr>
</tbody>
</table>

Paramedic Certificate Core Courses  
<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2020C Human Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td>DSC 2055 Issues in Disaster Response</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1337 Defensive Tactics</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2231C Paramedic Processes I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2232C Paramedic Processes II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2233 Paramedic Processes III</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2342 Advanced Extrication</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2425L Paramedic Externship</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2435L Paramedic Lab I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2436L Paramedic Lab II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2438C Advanced Clinical Internship</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2526 Twelve-Lead EKG Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2552 Advanced Cardiac Life Support (ACLS)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2553 Pediatric Advanced Life Support (PALS)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2555 Basic Trauma Life Support (BTLS)</td>
<td>1</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits (CCJ, EMS, FFP preferred)</td>
<td>3</td>
</tr>
<tr>
<td>Total Paramedic Credits Required</td>
<td>44</td>
</tr>
</tbody>
</table>

Total Program Credits Required | 73

---

EMERGENCY MEDICAL TECHNICIAN (BASIC)  
(College Credit Certificate)  
Admission Program of Study Code 6096  
State CIP Code 0351090400  
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.  
Students who successfully complete this certificate may be eligible to receive credits towards the Emergency Medical Services A.S. degree (State CIP Code 1351090402).  
Core Courses  
<table>
<thead>
<tr>
<th>Courses</th>
<th>College 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>
<tr>
<td>Total Program Credits Required</td>
<td>11</td>
</tr>
</tbody>
</table>

PARAMEDIC  
(College Credit Certificate)  
Admission Program Objective Code 6095  
State CIP Code 0351090405  
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 (State CIP Code 1351090402) listed above; students may “add on” general education credits and some college credit electives to the Paramedic certificate and earn the A.S. degree. Students interested in pursuing this program should contact the Emergency Medical Services Office at (850) 729-4924.  
Core Courses  
<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2020C Human Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td>DSC 2055 Issues in Disaster Response</td>
<td>1</td>
</tr>
<tr>
<td>EMS 1337 Defensive Tactics</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2231C Paramedic Processes I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2232C Paramedic Processes II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2233 Paramedic Processes III</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2342 Advanced Extrication</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2425L Paramedic Externship</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2435L Paramedic Lab I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2436L Paramedic Lab II</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2438C Advanced Clinical Internship</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2526 Twelve-Lead Electrocardiogram (EKG) Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2552 Advanced Cardiac Life Support (ACLS)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2553 Pediatric Advanced Life Support (PALS)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2555 International Trauma Life Support (ITLS)</td>
<td>1</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Total Program Credits Required</td>
<td>42</td>
</tr>
</tbody>
</table>
The purpose of this program is to prepare students for employment or provide additional training for persons previously or currently employed in the manufacturing, electronics, aerospace, or other related industries. This degree is a planned sequence of instruction consisting of the two specializations: Mechanical Design and Fabrication, and Digital Design and Modeling, with one common core. It is recommended that students complete the core before advancing to the courses in the next level of specialization. The coverage includes communication skills, technical competency, safe and efficient work practices and a combination of theory and laboratory activities to gain the necessary cognitive and manipulative skills to support engineering design, processes, production, testing, and product quality.

The 18 credit hour technical core has been aligned with the Manufacturing Skills Standards Council’s (MSSC) skills standards. The MSSC skill standards define the knowledge, skills, and performance needed for positions in manufacturing. After completing this core and the General Education requirements, the students will be eligible to take the exam for the MSSC Production Technician Certification.

Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificate in CNC Machinist (State CIP Code 0615080502), Computer-Aided Design and Drafting (State CIP Code 0615000004), and/or Engineering Technology Support Specialist (State CIP Code 0615000007).

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1084C  Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C  AutoCAD I</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2110  Total Quality Tools</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1420  Properties of Materials and Cutting Tools</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1710  Occupational Safety</td>
<td>3</td>
</tr>
<tr>
<td>ETD M1010C  Mechanical Measurement and Instrumentation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Core Credits Required ................................................ 18

Total Technical Elective Credits Required .................................... 24

Total Program Credits Required ................................................... 24

**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>ETD 1102  Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2364C  Solidworks I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1102  Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2368C  Solidworks II</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2111  Quality Tools II</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1411  Advanced Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1414C  Introduction to CNC Machines and</td>
<td></td>
</tr>
<tr>
<td>CNC Machining Practices</td>
<td></td>
</tr>
<tr>
<td>ETI 2411C  CNC Machining (MASTERCAM/LATHE)</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2412C  CNC Machining II (MASTERCAM/ROUTER)</td>
<td></td>
</tr>
<tr>
<td>ETI 2414C  CNC Machining III (MASTERCAM/MILL)</td>
<td></td>
</tr>
<tr>
<td>ETI 2419C  Advanced CNC Machines and</td>
<td></td>
</tr>
<tr>
<td>CNC Machining Practices</td>
<td></td>
</tr>
<tr>
<td>PMT 2406  Production Technology</td>
<td>3</td>
</tr>
<tr>
<td>PMT 2512  Production Technology II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required .................................... 24

**DIGITAL DESIGN AND MODELING SPECIALIZATION (DDM):**

**Admission Program Objective Code 2010B**

**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>ETD 1102  Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C  AutoCAD II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1355C  AutoCAD 3D I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2350C  AutoCAD III</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2357C  Inventor I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2358C  Inventor II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2360C  AutoCAD 3D II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2364C  Solidworks I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2368C  Solidworks II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required .................................... 24

See page 112 for the CNC Machinist (State CIP Code 0615080502), Computer-Aided Design and Drafting (State CIP Code 0615000004), and/or Engineering Technology Support Specialist (State CIP Code 0615000007) which are part of the Engineering Technology program of study.
**CNC MACHINIST**  
(College Credit Certificate)  
Admission Program of Study Code 6010  
State CIP Code 0640051002

Students who successfully complete this certificate may be eligible to receive credits towards the Engineering Technology A.S. degree (State CIP Code 1615000001).

Core Courses  
<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETI 1414C</td>
<td>Introduction to CNC Machines and CNC Machining Practices</td>
</tr>
<tr>
<td>ETI 2411C</td>
<td>CNC Machining I (MASTERCAM/LATHE)</td>
</tr>
<tr>
<td>ETI 2412C</td>
<td>CNC Machining II (MASTERCAM/ROUTER)</td>
</tr>
<tr>
<td>ETI 2419C</td>
<td>Advanced CNC Machines and CNC Machining Practices</td>
</tr>
</tbody>
</table>

Total Program Credits Required: 12

---

**COMPUTER-AIDED DESIGN & DRAFTING**  
(College Credit Certificate)  
Admission Program of Study Code 6011  
State CIP Code 0615130304

Students who successfully complete this certificate may be eligible to receive credits towards the Engineering Technology A.S. degree (State CIP Code 1615000001).

Core Courses  
<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1340C</td>
<td>AutoCAD II</td>
</tr>
<tr>
<td>ETD 1355C</td>
<td>AutoCAD 3D I</td>
</tr>
<tr>
<td>ETD 2350C</td>
<td>AutoCAD III</td>
</tr>
<tr>
<td>ETD 2357C</td>
<td>Inventor I</td>
</tr>
<tr>
<td>ETD 2358C</td>
<td>Inventor II</td>
</tr>
<tr>
<td>ETD 2360C</td>
<td>AutoCAD 3D II</td>
</tr>
<tr>
<td>ETD 2364C</td>
<td>Solidworks I</td>
</tr>
<tr>
<td>ETD 2368C</td>
<td>Solidworks II</td>
</tr>
</tbody>
</table>

Total Program Credits Required: 24

---

**ENGINEERING TECHNOLOGY SUPPORT SPECIALIST**  
(College Credit Certificate)  
Admission Program of Study Code 6012  
State CIP Code 0615000007

Students who successfully complete this certificate may be eligible to receive credits towards the Engineering Technology A.S. degree (State CIP Code 1615000001).

Core Courses  
<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET1084C</td>
<td>Introduction to Electronics</td>
</tr>
<tr>
<td>ETD1320C</td>
<td>AutoCAD I</td>
</tr>
<tr>
<td>ETI 2110</td>
<td>Total Quality Tools</td>
</tr>
<tr>
<td>ETI 1420</td>
<td>Properties of Materials and Cutting Tools</td>
</tr>
<tr>
<td>ETI 1710</td>
<td>Occupational Safety</td>
</tr>
<tr>
<td>ETM1010C</td>
<td>Mechanical Measurement and Instrumentation</td>
</tr>
</tbody>
</table>

Total Program Credits Required: 18

---

**GRAPHICS TECHNOLOGY**  
(GRAPHIC DESIGN)  
(A.S. Degree)  
Admission Program Objective Code 2440  
State CIP Code 1610800300

The Graphics Technology (Graphic Design Technology) A.S. degree is intended for students interested in careers in Graphic Design and Commercial Art where creativity and visual communication are core competencies. Students are encouraged but not required to contact Graphic Arts faculty for detailed advising before enrolling in courses to plan a program of study at 729-6019.

Students who successfully complete selected courses from this program of study may be eligible to receive the Graphic Design Production college credit certificate (State CIP Code 0650040204), and/or Graphic Design Support college credit certificate (State CIP Code 0650040202).

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>Communication Skills</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
</tr>
<tr>
<td></td>
<td>Mathematics</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

**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>GRA 2142C</td>
<td>Web Design I</td>
</tr>
<tr>
<td>CGS 2820</td>
<td>Web Authoring with HTML</td>
</tr>
<tr>
<td>GRA 2905</td>
<td>Independent Study Graphic Design</td>
</tr>
<tr>
<td>GRA 2950C</td>
<td>Advanced Graphics Projects</td>
</tr>
<tr>
<td>PGY 1220C</td>
<td>Commercial Photography I</td>
</tr>
<tr>
<td>PGY 2221C</td>
<td>Commercial Photography II</td>
</tr>
<tr>
<td>PGY 2802C</td>
<td>Digital Photography II</td>
</tr>
<tr>
<td>PGY 2804C</td>
<td>Digital Photography III</td>
</tr>
<tr>
<td>GRA</td>
<td>Other Approved College Credits</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required: 22

Total Program Credits Required: 64
**GRAPHIC DESIGN PRODUCTION**  
(College Credit Certificate)

Admission Program of Study Code 6440  
State CIP Code 0611080303

Students who successfully complete this certificate may be eligible to receive credits towards the Graphics Technology (Graphic Design Technology) A.S. Degree (State CIP Code 1611080300).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>ART 2603C Digital Imaging II</td>
<td>4</td>
</tr>
<tr>
<td>GRA 1151C Illustration I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1801C Digital Photography I</td>
<td>4</td>
</tr>
<tr>
<td>PGY 2802C Digital Photography II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Program Credits Required ...................................................... 24

**GRAPHIC DESIGN SUPPORT**  
(College Credit Certificate)

Admission Program of Study Code 6441  
State CIP Code 0611080302

Students who successfully complete this certificate may be eligible to receive credits towards the Graphics Technology (Graphic Design Technology) A.S. Degree (State CIP Code 1611080300) listed above.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2602C Digital Imaging I</td>
<td>4</td>
</tr>
<tr>
<td>CGS 2820 Web Authoring with HTML</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C Graphic Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits Required ...................................................... 15

**HEALTH SERVICES MANAGEMENT**  
(A.S. Degree)

Admission Program Objective Code 2055  
State CIP Code 1351070100

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Human Structure and Function</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

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1030 Computer Basics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1100 Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1100 Introduction to Health Care</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1100 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1400 First Aid</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
<td>3**</td>
</tr>
<tr>
<td>MNA 1161 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1345 Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2300 Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335 Business Communications</td>
<td>3</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 Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<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>HIM 1000 Intro to Health Information Mgmt.</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>MNA 1346 Supervision 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 .......................................................... 62

* Anatomy & Physiology I with Anatomy & Physiology II may be substituted for BSC 2020C.

** Students who have successfully completed a health related program such as dental assisting, practical nursing, or surgical technology may challenge the Medical Terminology course. Contact the Division Director for further information.
### DENTAL ASSISTING
**(Career & Technical or Vocational Credit Certificate)**

**Admission Program of Study Code 5000**  
**State CIP Code 0351060107**

This program is a Limited Admission program subject to additional program policies and requirements stipulated in the “Dental Assisting Student Handbook.” The admission criteria and process, as well as some course numbers and credits are subject to change; students should contact the Dental Assisting program office for the most current information.

Students who successfully complete this program and pass the Dental Assisting National Board (DANB) Certificate (CDA) may apply 21 credits towards the Technical Elective requirements for the Health Services Management AS degree (State CIP Code 135070100).

**Core Courses**  
**Vocational Credits**

<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>DEA 0803L</td>
<td>Clinical Practice I</td>
<td>3</td>
</tr>
<tr>
<td>DES 0830</td>
<td>Expanded Function Theory</td>
<td>1</td>
</tr>
<tr>
<td>DES 0830L</td>
<td>Skills Seminar</td>
<td>2</td>
</tr>
<tr>
<td>DEA 0852L</td>
<td>Clinical Practice II</td>
<td>1</td>
</tr>
<tr>
<td>DEA 0851L</td>
<td>Clinical Practice III</td>
<td>6</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 0602</td>
<td>Pharmacology and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dental Office Emergencies</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

### MEDICAL CODER/BILLER
**(Applied Technology Diploma)**

**Admission Program of Study Code B580**  
**State CIP Code 0351070705**

Students who successfully complete this applied technology diploma may be eligible to receive credits towards the Health Services Management A.S. Degree (State CIP Code 135070100).

**Core Courses**  
**College Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1273C</td>
<td>Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>HIM 1282</td>
<td>Basic Coding for Medical Records</td>
<td>4</td>
</tr>
<tr>
<td>HIM 2283C</td>
<td>Advanced Coding for Medical Records</td>
<td>5</td>
</tr>
<tr>
<td>HIM 1432</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>HIM 1442</td>
<td>Pharmacology for HIM Professionals</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Core Credits Required**  
20

**Technical Elective Courses**  
**College Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1080</td>
<td>Essentials of Anatomy &amp; Physiology</td>
<td>3*</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required**  
6

**Total Program Credits Required**  
26

* BSC 1085C with BSC 1086C, or BSC 2020C may be substituted for BSC 1080.

Note: Students must have a High School Diploma or GED to graduate from this program. Registered Nurses with a clear/active nursing license may waive the Technical Courses. Students who have successfully completed a health related program such as Dental Assisting, Practical Nursing, or Surgical Technology may challenge the Medical Terminology Course by contacting the Division Director.
### GENERAL EDUCATION

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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

Required Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1214</td>
<td>Business and Supervision Terminology</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1940</td>
<td>Internship Business</td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Supervision I</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Management</td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Organizational Behavior</td>
</tr>
</tbody>
</table>

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

### TECHNICAL ELECTIVES

With the approval of an advisor, select 34 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Accounting I</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Accounting II</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law</td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>CGS T570</td>
<td>Computer Applications for Business</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows</td>
</tr>
<tr>
<td>CGS 2570</td>
<td>Approved computer-related course</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Economics I</td>
</tr>
<tr>
<td>ETL 2117</td>
<td>Introducing Total Quality</td>
</tr>
<tr>
<td>ETL 2190</td>
<td>Implementing Total Quality</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business</td>
</tr>
<tr>
<td>GEB 2430</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>GIS 1040</td>
<td>Intro to Geographic Information Systems</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Management</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Personnel Management</td>
</tr>
<tr>
<td>MNA 1016</td>
<td>ISO 9000 Industrial Management</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Customer Service</td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Supervision I</td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications</td>
</tr>
<tr>
<td>SPC 2300</td>
<td>Interpersonal Communications</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td>Other Approved College Credits</td>
</tr>
</tbody>
</table>

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

Total Program Credits Required ................................................ 60
• MUSIC PRODUCTION TECHNOLOGY
(A.S. Degree)

Admission Program Objective Code 2560
State CIP Code 1650091300

Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificate in Audio Technology (State CIP Code 0650060209).

GENERAL EDUCATION
Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>___________________</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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
MUM 1620 Audio and Acoustic Fundamentals ................................ 3
MUM 2300 Introduction to the Music Industry ............................ 3
MUM 2600 Recording Techniques I ........................................... 3
MUM 2601 Recording Techniques II ........................................... 3
MUM 2604 Multi-Track Mixdown (Post Production) ......................... 3

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

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1121 Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUT 1122 Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUT 2126 Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>MUT 2127 Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits (MUH, MVV, MVW, MVK, MUM, MUN, MUS, MVP, MVS &amp; MUT)</td>
<td></td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required ............................. 31

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

• AUDIO TECHNOLOGY (RECORDING ARTS) (College Credit Certificate)

Admission Program of Study Code 6560
State CIP Code 0650060209

Students who successfully complete this program may apply these credits to the Music Production Technology A.S degree (State CIP Code 1650091300).

Core Courses
MUM 2300 Introduction to Music Technology ............................ 3
MUM 2600 Recording Tech I .................................................. 3
MUM 2601 Recording Tech II .................................................. 3
MUM 2604 Multi-Track Mixdown .............................................. 3
| Other Approved College Credits                         | 3                |

Total Program Credits Required ........................................... 15

• NETWORKING SERVICES TECHNOLOGY
(A.S. Degree)

Admission Program Objective Code 2145
State CIP Code 1511090103

Students may apply selected credits from this program to the requirements of the college credit Information Technology Technician Certificate (State CIP Code 0511010303), Information Technology Management Certificate (State CIP Code 0511010304), and/or Unix/Linux System Administrator (State CIP Code 0511090106).

GENERAL EDUCATION
Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>___________________</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>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
CIS 1000 Introduction to Computer Science .............................. 3
COR
COP 1000 Intro to Programming Concepts and Logic .................... 3
CET 1600C Networking Fundamentals ...................................... 3
CTS 1347C Windows Network Infrastructure 2008 ...................... 3
CTS 2134 Network Technology ............................................. 3
CTS 2163C Windows 7 Client Operating System ......................... 3
CET 1660 Intro to Network Security ..................................... 3
CTS 1156C Desktop Support ................................................ 3
CTS 1383C Windows Server Administration Fundamentals ............ 3

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

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>CET 1610C Routing Protocols and Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>
| CET 2165C LAN Switching and Wireless .................... 3
| CET 2620C Accessing the WAN .................................... 3
| CET 2179C PC Operating Systems A+ .......................... 3
| CET 2182C PC Hardware A+ ....................................... 3
| CET 2942 Computer Engineering Internship .................. 3
| CGS 1843 Introduction to E-Commerce ....................... 3
| COP 1610 Programming ............................................. 3
| CTS 1106 Fundamentals of Unix .............................. 3
| CTS 1156C Desktop Support ..................................... 3
| CTS 2162C Windows Vista Operating System ................. 3
| CTS 2302C Windows Active Directory ....................... 3
| CTS 2321 Unix Administration .................................. 3
| CTS 2346C Windows Server 2008 Administrator ............. 3
| ETG 1941 Internship ............................................. 3
| MAD 2104 Introduction to Discrete Mathematics .......... 3
| Other Approved College Credits                      |                   |

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

Total Program Credits Required ........................................... 63
**INFORMATION TECHNOLOGY**
**MANAGEMENT**
*(College Credit Certificate)*

Admission Program of Study Code 6146
State CIP Code 0511010304

Students who successfully complete this certificate may be eligible to receive credits towards the Networking Services Technology A.S. degree (State CIP Code 1511090103).

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1660</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1843</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1000</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2541</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2544</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1106</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1347C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2163C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2440</td>
<td>3</td>
</tr>
<tr>
<td>ETC 1941</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required** ................................................. 15

**Total Program Credits Required** ............................................... 30

---

**INFORMATION TECHNOLOGY**
**TECHNICIAN**
*(College Credit Certificate)*

Admission Program of Study Code 6145
State CIP Code 0511010303

Students who successfully complete this certificate may be eligible to receive credits towards the Networking Services Technology A.S. degree (State CIP Code 1511090103).

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C</td>
<td>3</td>
</tr>
<tr>
<td>CET 1660</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2162C</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1610C</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>3</td>
</tr>
<tr>
<td>CET 2182C</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1843</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2541</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2544</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1940</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1106</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1156C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1347C</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2440</td>
<td>3</td>
</tr>
<tr>
<td>Other Approved College Credits</td>
<td></td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required** ............................................... 21

---

**UNIX/LINUX SYSTEM ADMINISTRATOR**
*(College Credit Certificate)*

Admission Program of Study Code 6143
State CIP Code 0511090106

Students who successfully complete this certificate may be eligible to receive credits towards the Networking Services Technology A.S. degree (State CIP Code 1511090103).

**Technical Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1660</td>
<td>3</td>
</tr>
<tr>
<td>CET 2179C</td>
<td>3</td>
</tr>
<tr>
<td>CET 2182C</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1106</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2134</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2321</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Credits Required** ................................................. 48
**NURSING R.N. (A.S. Degree)**

Admission Program Objective Code 2000
State CIP Code 1351380100

This program is a Limited Admission program subject to additional program policies and licensure requirements stipulated in the “Nursing Program Student Handbook.” Policies are strictly enforced and students should work with the Nursing Program staff rather than self-advice. The admission criteria and process are subject to change; students should contact the Associate Degree Nursing Program office for the most current information.

**GENERAL EDUCATION**

Unless otherwise noted, select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistics</td>
</tr>
<tr>
<td>BSC 1085C</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BSC 1086C</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Sociology</td>
</tr>
</tbody>
</table>

Total General Education Credits Required…………………………..20

**Core Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 2004</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>HUN 2201</td>
<td>Nutrition</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology, Allied Health</td>
</tr>
<tr>
<td>NUR 1021C</td>
<td>Nursing Process I</td>
</tr>
<tr>
<td>NUR 1021L</td>
<td>Nursing Process I: Clinical Experience</td>
</tr>
<tr>
<td>NUR 1141</td>
<td>Pharmacologic Principles in Nursing I</td>
</tr>
<tr>
<td>NUR 1142</td>
<td>Pharmacologic Principles in Nursing II</td>
</tr>
<tr>
<td>NUR 1231C</td>
<td>Nursing Process II</td>
</tr>
<tr>
<td>NUR 1750L</td>
<td>Nursing Process II: Clinical Experience</td>
</tr>
<tr>
<td>NUR 2233C</td>
<td>Nursing Process III</td>
</tr>
<tr>
<td>NUR 2233L</td>
<td>Nursing Process III: Clinical Experience</td>
</tr>
<tr>
<td>NUR 2241C</td>
<td>Nursing Process IV</td>
</tr>
<tr>
<td>NUR 2241L</td>
<td>Nursing Process IV: Clinical Experience</td>
</tr>
<tr>
<td>NUR 2811L</td>
<td>Nursing Clinical Practicum</td>
</tr>
</tbody>
</table>

Total Core Credits Required………………………………………52

**TECHNICAL ELECTIVES (Not Required)**

Technical Elective Courses………………………………………College Credits

Total Technical Elective Credits Required…………………………21

**Total Program Credits Required……………………………………72**

---

**OFFICE ADMINISTRATION (A.S. Degree)**

Admission Program Objective Code 2100
State CIP Code 1552020400

Students who successfully complete selected technical courses in this program may also be eligible to receive the college credit certificates in Office Specialist (State CIP Code 0552040704), Medical Office Management (State CIP Code 0551071605), and/or Office Management (State CIP Code 0552020401).

**GENERAL EDUCATION**

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications for Business</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>OST 1107</td>
<td>Word Processing I</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management</td>
</tr>
<tr>
<td>OST 2117</td>
<td>Word Processing II</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OST 2401</td>
<td>General Office Management</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</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Applications for Business</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>OST 1107</td>
<td>Word Processing I</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management</td>
</tr>
<tr>
<td>OST 2117</td>
<td>Word Processing II</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OST 2401</td>
<td>General Office Management</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>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Accounting I</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
</tr>
<tr>
<td>CGS 1030</td>
<td>Computer Basics</td>
</tr>
<tr>
<td>CGS 1550</td>
<td>Introduction to the World Wide Web</td>
</tr>
<tr>
<td>CTS 2104</td>
<td>Introduction to Windows</td>
</tr>
<tr>
<td>GEB 1940</td>
<td>Internship-Business</td>
</tr>
</tbody>
</table>

Total Technical Elective Credits Required…………………………21

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

Total Program Credits Required……………………………………63

---

118 AS, CCC, ATD, PSAV, CAREER & TECHNICAL
Students who successfully complete this certificate may be eligible to receive credits towards the Office Administration A.S. degree (State CIP Code 1552020400).

Core Courses                      College Credits
CGS 1100 Microcomputer Applications.......................... 3
HIM 1000 Introduction to Health Information Management........ 3
HSC 1531 Medical Terminology........................................ 3
OST 1107 Word Processing I........................................... 3
OST 2117 Word Processing II............................................ 3
OST 2335 Business Communications.................................. 3
OST 2401 General Office Management............................... 3

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

TECHNICAL ELECTIVES
With the approval of an advisor, select 12 credits from the following:

Technical Elective Courses                  College Credits
ACG 2001 Accounting I.............................................. 3
ACG 2011 Accounting II............................................. 3
ACG 2071 Managerial Accounting................................. 3
BUL 2241 Business Law I............................................ 3
CGS 1030 Computer Basics.......................................... 3
CGS 1550 Introduction to the World Wide Web.................... 3
CGS 1570 Microcomputer Applications for Business.............. 3
CTS 2104 Introduction to Windows................................. 3
ECO 2013 Economics I............................................. 3
GEB 1940 Internship - Business.................................. 3
GEB 2430 Business Ethics.......................................... 3
HIM 1273C Medical Billing........................................ 2
HIM 1282 Basic Coding for Medical Records....................... 4
HIM 1432 Pathophysiology.......................................... 4
HIM 1442 Pharmacology for HIM Professionals.................. 2
HIM 2283C Advanced Coding for Medical Records................. 5
HSA 1100 Introduction to Health Care............................ 2
MTB 1103 Business Math.......................................... 3
OST 1355 Records Management.................................. 3
____ _____ Other Approved College Credits...................... 3

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

Total Program Credits Required.......................... 34
Students who successfully complete this certificate may be eligible to receive credits towards the Office Administration A.S. degree (State CIP Code 1552020400).

Core Courses College Credits
CGS 1100 Microcomputer Applications 3
OST 1107 Word Processing I 3
OST 1355 Records Management 3
OST 2335 Business Communications 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
ACG 2001 Accounting I 3
ACG 2011 Accounting II 3
ACG 2071 Managerial Accounting 3
BUL 2241 Business Law I 3
CGS 1030 Computer Basics 3
CGS 1550 Introduction to the World Wide Web 3
CGS 1570 Microcomputer Applications for Business 3
CTS 2104 Introduction to Windows 3
ECO 2013 Economics I 3
GEB 1940 Internship-Business 3
GEB 2430 Business Ethics 3
MTB 1103 Business Math 3
OST 2117 Word Processing II 3
Total Technical Elective Credits Required 6

Total Program Credits Required 18

---

GENERAL EDUCATION
Select one course from each category; see page 89 for specific course listings:

Courses College Credits
PLA 2273 TORT Law 3
PLA 1600 Wills, Trusts, and Probate 3
OST 2335 Business Communications 3
CJC 2000 Introduction to Corrections 3
CCJ 1020 Introduction to Criminal Justice 3
CJC 2000 Introduction to Corrections 3
OST 2335 Business Communications 3
PLA 1005 Legal Terminology 3
PLA 1203 Introduction to Civil Law 3
PLA 1114 Case Analysis and Writing 3
PLA 1800 Introduction to Family Law 3
Total Core Credits Required 21

TECHNICAL ELECTIVES
With the approval of an advisor, select 25 credits from the following:

Technical Elective Courses College Credits
CJL 1100 Criminal Law 3
CJL 1400 Criminal Procedures 3
CJL 2500 Courts and the Judicial Process 3
CCJ 1000 Introduction to Criminology 3
CCJ 1020 Introduction to Criminal Justice 3
CJC 2000 Introduction to Corrections 3
OST 2335 Business Communications 3
PLA 1600 Wills, Trusts, and Probate 3
PLA 2273 TORT Law 3
PSY 2012 Psychology 3
Total Technical Elective Credits Required 25

Total Program Credits Required 64
### Radiography (A.S. Degree)

**Admission Program Objective Code 2050**  
State CIP Code 1351090700

This program is a Limited Access program subject to additional policies and licensure requirements. Students attend classes at the Niceville Campus, and are assigned to clinical rotations at various healthcare facilities in the district. Graduates are eligible to sit for the ARRT certification exam. For additional information contact the Health Technology Department at (850) 729-6444.

### General Education

Unless otherwise noted, select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2020C* Human Structure or Function</td>
<td>3</td>
</tr>
<tr>
<td>or Anatomy &amp; Physiology I &amp; II</td>
<td></td>
</tr>
<tr>
<td>Social Science</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** .......................... 19

* BSC 1085C/1086C Anatomy & Physiology I and II may be substituted

**Core Courses**  

| RTE 1000 | Introduction to Radiologic Technology | 2 |
| RTE 1111 | Introduction to Radiographic Patient Care | 2 |
| RTE 1418 | Radiographic Techniques I               | 3 |
| RTE 1457 | Radiographic Techniques II              | 3 |
| RTE 1503C| Radiographic Procedures I               | 3 |
| RTE 1513C| Radiographic Procedures II              | 3 |
| RTE 1613 | Radiographic Physics                    | 3 |
| RTE 1804L| Radiography Clinical Education I         | 2 |
| RTE 1814L| Radiography Clinical Education II        | 2 |
| RTE 1824L| Radiography Clinical Education III       | 5 |
| RTE 2061 | Radiographic Preparation for Practice    | 4 |
| RTE 2385 | Radiographic Protection/Biology          | 3 |
| RTE 2473 | Radiographic Quality Assurance           | 2 |
| RTE 2523C| Radiographic Procedures III              | 3 |
| RTE 2782 | Radiographic Pathology                   | 3 |
| RTE 2844L| Radiography Clinical Education IV        | 6 |
| RTE 2854L| Radiography Clinical Education V         | 6 |
| RTE 2910 | Radiographic Evidence Based Practice     | 1 |

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

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

---

### Recreation Technology (A.S. Degree)

**Admission Program Objective Code 2480**  
State CIP Code 1731050700

### General Education

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</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**  

| HLP 1081 | Wellness          | 3 |
| HSC 1100 | Health Education | 3 |
| HSC 1400 | First Aid        | 3 |
| HUN 2201 | Nutrition        | 3 |
| PEM 1131A| Strength Training| 3 |
| PET 1000 | Introduction to Physical Education | 3 |
| PET 2622 | Care and Prevention of Athletic Injuries | 3 |
| Selected Activity Courses    | 4               |

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

### 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>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>3</td>
</tr>
<tr>
<td>PSY 2012 Psychology</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>
</tbody>
</table>

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

**Total Program Credits Required** ............................................. 64
### Theatrical Arts and Entertainment Technology (A.S. Degree)

**State CIP Code 1650050202**

Students who successfully complete selected courses from this program of study may be eligible to receive the college credit certificate in Stage Technology (State CIP Code 0650050201).

#### GENERAL EDUCATION

Select one course from each category; see page 89 for specific course listings:

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total General Education Credits Required** 18

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

#### Acting Specialization Option: Admission Program Objective Code 2585A

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 2100</td>
<td>3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2920</td>
<td>1</td>
</tr>
<tr>
<td>MVV 1211</td>
<td>2-4</td>
</tr>
</tbody>
</table>

(can be completed four times for credit)

**Total Core Credits Required** 22

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2232</td>
<td>3</td>
</tr>
<tr>
<td>THE 2100</td>
<td>3</td>
</tr>
<tr>
<td>THE 2300</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2111</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2119</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1190</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1191</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1192</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required** 24

**Total Program Credits Required** 64

#### Costuming Specialization Option:

**Admission Program Objective Code 2585E**

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2301</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2111</td>
<td>3</td>
</tr>
<tr>
<td>THE 2071</td>
<td>3</td>
</tr>
<tr>
<td>THE 2820</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2118</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1191</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2119</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1192</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core Credits Required** 30

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPP 2301</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2111</td>
<td>3</td>
</tr>
<tr>
<td>THE 2071</td>
<td>3</td>
</tr>
<tr>
<td>THE 2820</td>
<td>3</td>
</tr>
<tr>
<td>TPP 2118</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1191</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1192</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2600</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Elective Credits Required** 16

**Total Program Credits Required** 64
### Dance Specialization Option:
**Admission Program Objective Code 2585B**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 1200 Beginning Ballet I</td>
<td>4-8 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 1201 Intermediate Ballet</td>
<td>4-8 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 2202 Advanced Ballet</td>
<td>4-8 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 1100 Beginning Modern Dance</td>
<td>4-8 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 1101 Intermediate Modern Dance</td>
<td>4-8 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 2610 Dance Composition</td>
<td>2-4 (can be completed two times for credit)</td>
</tr>
<tr>
<td>DAA 2683 Dance Performance</td>
<td>2-4 (can be completed two times for credit)</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</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 1500A Beginning Jazz Dance</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 1501 Intermediate Jazz Dance</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 1580 Musical Theater Dance I</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 2581 Musical Theater Dance II</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 2220 Pointe</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAA 1520 Beginning Tap</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>DAN 1750 Dance Conditioning</td>
<td>1-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>TPA 1210 Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2232 Introduction to Costuming Technology</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2220 Technical Theater II</td>
<td>3</td>
</tr>
<tr>
<td>____ ____ Other Approved College Credits (DAA, DAN)</td>
<td>...</td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required**

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

### Musical Theater Specialization Option:
**Admission Program Objective Code 2585C**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUT 1121 Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUT 1122 Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUT 2126 Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>MUT 2127 Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>MVK 1211 Applied Piano I</td>
<td>2-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>MVK 2221 Applied Piano II</td>
<td>2-4 (can be completed four times for credit)</td>
</tr>
<tr>
<td>HUM 2920 Humanities Colloquium I</td>
<td>1</td>
</tr>
<tr>
<td>MUN ____ Music Ensembles</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Core Credits Required..................................................21-24**

**TECHNICAL ELECTIVES**

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

<table>
<thead>
<tr>
<th>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUN 1000 Summer Ensemble I</td>
<td>3</td>
</tr>
<tr>
<td>MUN 1001 Summer Ensemble II</td>
<td>3</td>
</tr>
<tr>
<td>MUN 1002 Summer Ensemble III</td>
<td>3</td>
</tr>
<tr>
<td>MUT 1641 Jazz Improvisation I</td>
<td>2</td>
</tr>
<tr>
<td>MUT 2642 Jazz Improvisation II</td>
<td>2</td>
</tr>
<tr>
<td>MUT 2351 Jazz Theory &amp; Arranging</td>
<td>3</td>
</tr>
<tr>
<td>MUN ____ Music Ensembles (as needed)</td>
<td>4-12</td>
</tr>
<tr>
<td>MV_ ____ Applied Music</td>
<td>4-12</td>
</tr>
<tr>
<td>DAA ____ Ballet, Jazz, Modern</td>
<td>4-12</td>
</tr>
<tr>
<td>____ ____ Other Approved College Credits</td>
<td>...</td>
</tr>
</tbody>
</table>

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

**Total Program Credits Required**

Dance Specialization Option ..................................................64
## Technical Theater Specialization Option:
**Admission Program Objective Code 2585D**

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 2100</td>
<td>Introduction to Theater History</td>
</tr>
<tr>
<td>THE 2300</td>
<td>Dramatic Literature</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>Stagecraft</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>Technical Theater I (Scenic)</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Technical Theater II (Lighting)</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>Acting I</td>
</tr>
<tr>
<td>TPA 2600</td>
<td>Stage Management</td>
</tr>
<tr>
<td>HUM 2920</td>
<td>Humanities Colloquium</td>
</tr>
<tr>
<td>MUM 1620</td>
<td>Audio and Acoustic Fundamentals</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>Technical Elective Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 2071</td>
<td>Humanities Cinema Appreciation</td>
</tr>
<tr>
<td>THE 2820</td>
<td>Introduction to Creative Dramatics</td>
</tr>
<tr>
<td>TPA 2232</td>
<td>Introduction to Costuming</td>
</tr>
<tr>
<td>TPA 2276C</td>
<td>Entertainment Technology - Crafts</td>
</tr>
<tr>
<td>TPA 2111</td>
<td>Acting II</td>
</tr>
<tr>
<td>ART 1203C</td>
<td>Three Dimensional Design</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
</tr>
<tr>
<td>TTP 1190</td>
<td>Rehearsal and Performance I</td>
</tr>
<tr>
<td>TTP 1191</td>
<td>Rehearsal and Performance II</td>
</tr>
<tr>
<td>TTP 1192</td>
<td>Rehearsal and Performance III</td>
</tr>
<tr>
<td>TPP 2110</td>
<td>Acting I</td>
</tr>
<tr>
<td>TPP 2111</td>
<td>Acting II</td>
</tr>
<tr>
<td>TPP 2118</td>
<td>Acting III</td>
</tr>
<tr>
<td>TPP 2119</td>
<td>Acting IV</td>
</tr>
<tr>
<td>TPP 2301</td>
<td>Directing I</td>
</tr>
<tr>
<td>TPP 2302</td>
<td>Directing II</td>
</tr>
</tbody>
</table>

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

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

---

## Stage Technology
**Admission Program of Study Code 6585**

**State CIP Code 0650050201**

Students who successfully complete this certificate may be eligible to receive credits towards the Theater and Entertainment Technology A.S. degree (State CIP Code 1650050202).

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>College Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 1210</td>
<td>Stagecraft</td>
</tr>
<tr>
<td>TPA 1290</td>
<td>Tech Theater Lab I (Scenic)</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Tech Theater Lab II (Lighting)</td>
</tr>
<tr>
<td>TPA 2600</td>
<td>Stage Management</td>
</tr>
</tbody>
</table>

**Total Core 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</td>
<td>Humanities - Cinema Appreciation</td>
</tr>
<tr>
<td>THE 2820</td>
<td>Introduction to Creative Dramatics</td>
</tr>
<tr>
<td>TPA 2232</td>
<td>Introduction to Costuming Technology</td>
</tr>
<tr>
<td>TTP 1190</td>
<td>Rehearsal &amp; Performance I</td>
</tr>
<tr>
<td>TTP 1191</td>
<td>Rehearsal &amp; Performance II</td>
</tr>
<tr>
<td>TTP 1192</td>
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<tr>
<td>TPP 2302</td>
<td>Directing II</td>
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</table>

**Total Technical Elective Credits Required** .................................. 5

**Total Program Credits Required** ............................................. 17
Northwest Florida State College offers a comprehensive adult general education program, with coursework in Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), General Education Development (GED), to include a GED testing program and Transition Services to Postsecondary Education for Adult Education students. Classes are offered day and evening at each campus and center location with the exception of the Eglin and Hurlburt Centers.

**Adult Basic Education Course**

Adult Basic Education (ABE) at Northwest Florida State College consists of individualized and small group instruction with lab support leading to the mastery of the basic skills needed by adults to function in today's complex society. ABE classes are designed for students who want to improve their basic skills in reading, writing, and mathematics. The curriculum is divided into four literacy levels: beginning, basic, intermediate, and advanced.

**General Education Development (GED) Preparation Course**

GED classes prepare students to take the General Education Development examination, which leads to the state of Florida High School Diploma. Instruction is targeted at the secondary level with subject content in the areas of writing, social studies, science, reading, and mathematics.

The Northwest Florida State College Testing Center offers the Official GED Examination throughout the academic year. Prior to registering, students must attend a GED course and obtain a referral form. Students must register in advance for the exam and pay an examination fee. Testing is offered at the Niceville and Fort Walton Beach Campuses and at the Chautauqua Center in Defuniak Springs.

**English for Speakers of Other Languages (ESOL) Course**

ESOL classes are eligible to students who are in the United States legally and have a primary language other than English. ESOL classes are designed to prepare students to communicate effectively in a multi-faceted society. This course is divided into seven literacy levels. Students are administered the Comprehensive Adult Student Assessment Systems (CASAS) test for placement into a literacy level. Course content is compatible with principles of language acquisition for adult learners of English and includes skills useful in both workplace life and academic applications.

**Transition Services to Postsecondary Education**

College credit transition services are now available to adult education students preparing for the GED and GED graduates. College ready services include the development of a transition plan, career assessment, academic tutorial college ready instruction, peer mentoring by college credit students, as well as, scholarship, financial aid, and college credit admissions assistance.

See page 138 for Adult General Education courses.
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.

**Costa Leadership Institute**

The Northwest Florida State College Costa 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 Costa 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 Costa 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 Costa Leadership Institute on behalf of the Crestview Area Chamber of Commerce, Destin Area Chamber of Commerce, the Greater Fort Walton Beach Chamber of Commerce, and Niceville Valparaiso Chamber of Commerce.

The Allyn C. Donaldson Entrepreneurial Institute at the NWFSC South Walton Center is also under the umbrella of the Costa 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 Costa 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 Costa 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 (Positive Retirement through Imaginative Education)**

The PRIME Time program offers a wide selection of non-credit courses for adults of all ages who are interested in leisure learning. Courses range from art, politics, fitness, food and wine, lunch and learns, and computers. The main objective of these classes is for personal enrichment, therefore students learn at their own pace, without the stress of grades and tests. The course offerings are planned by a special PRIME Time Curriculum Committee, which considers topics and suggestions of past enrollees and of community members. Fees vary with the length and type of course. Classes are held at the Niceville Campus, South Walton Campus and at select locations in the local area. For more information call (850) 729-6084.

**Professional Certification/Testing**

Northwest Florida State College offers a variety of professional certification and testing services.

**Prometric (Information Technology Certifications)** - Designed for software and technology professionals, exams offered at NWFSC include: Microsoft Certified Systems Engineer (MCSE) and a Microsoft Certified Systems Administrator (MCSA), UNIX, LINUX, A+, Network +, CISCO Certified Network Associate (CCNA), Certified Novell Administrator (CNA) and Certified Novell Engineer (CNE). For information contact the Professional Certification Testing Center at (850) 729-6499.

**Pearson VUE** - Delivers certification and licensure tests through NWFSC’s test center in the areas of Academic/Admissions, Construction Trades, UST & Inspectors, Driving Test, Employment/HR/Management Safety, Financial Services, Health/Medicine/Nursing/Pharmacy, Information Technology, Insurance, Legal Services, real estate/Appraisers/Mortgage and Loan, and State Regulated Certifications and Licensures. For information contact the Professional Certification Testing Center at (850) 729-6499.

**Certiport** - Northwest Florida State College offers the official Microsoft Office Specialist certification for desktop productivity in the following areas: Word, Excel, Outlook, PowerPoint, Access, and Project. The IC³ training and certification program covers a broad range of computing knowledge and skills that proves competency in: Computing Fundamentals, Key Applications, and a Microsoft Certified Systems Engineer (MCSE)

**Florida Ready to Work** is an online assessment, training, and career database through which completers obtain a Ready to Work credential. For information contact the Office of Workforce Education at (850) 729-5202.
Student Career and Competency Assessments

The following are offered through the Northwest Florida State College Career Resource Center:

**CareerScope** offers a broad range of career assessment measures, including an interest and aptitude test to assist individuals develop a career plan.

**Evolve Reach (HESI) Admission Assessment Exam for Nursing** assesses knowledge of math, reading comprehension, grammar, vocabulary, and anatomy and physiology, and is a required exam for all individuals who wish to apply to the Nursing (RN) program.

**FBAT (Florida Basic Abilities Test)** is a required exam for all individuals planning to enroll in either the college's Law Enforcement Academy or Corrections Academy.

**Hogan's Personality Assessment** is administered only to the individuals in the college's Dental Assisting program.

**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
**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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<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
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<td>1</td>
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<tr>
<td>English Composition</td>
<td>Lower Freshman Level at this institution</td>
<td>Freshman Composition</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills 1</td>
<td>No laboratory component in this course</td>
</tr>
</tbody>
</table>

**Florida’s Statewide Course Numbering System**

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 25 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

**General Rule for Course Equivalencies**

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills.”

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 time and location. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

**NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

**The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.
• Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:
Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

• Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduates courses.
F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

• Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Vice President of Academic Affairs, Building A, Niceville Campus, or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

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**COURSE PREFIXES**

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<th>PHONE NUMBER</th>
<th>COURSE PREFIXES</th>
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<td>Medical Coder and Biller</td>
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<td>729-4924</td>
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<td>Radiography</td>
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<td>Athletics, Health, and Fitness</td>
<td>729-5379</td>
<td>HLP, HSC, PEL, PEM, PET, PEO</td>
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<td>Child Development</td>
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<td>EEC, DEP</td>
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<td>Computer Science</td>
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<td>Military Science (ROTC)</td>
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<tr>
<td>Public Safety</td>
<td>729-5378</td>
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<td>Dance</td>
<td>DAA, PEM, DAN</td>
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<td>Dental Assisting</td>
<td>DEA, DES</td>
<td>Philosophy</td>
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<td>Domestic Security</td>
<td>DSC</td>
<td>Photography</td>
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COLLEGE PREPARATORY COURSES
ENC 0015 *
College Preparatory English I,
4 College Prep Credits,
(Fall, Spring, Summer)
This course is designed to develop
written language skills for students
whose entry level placement scores do
not meet requirements for degree credit
(not applicable for degree completion).
Basic sentence structure, paragraph
organization, grammatical concepts,
usage, and elementary punctuation will
be emphasized. Approximately one-
half of instruction will be focused on
composing coherent, well-structured
paragraphs. Placement is determined by
a score of 50-89 on the PERT. Students
must pass this class with a “C” or better
to move on to ENC 0025. Corequisite:
SLS 1101.

ENC 0025 *
College Preparatory English II,
4 College Prep Credits,
(Fall, Spring, Summer)
This course is designed to develop
written language skills for students
whose entry level placement scores do
not meet requirements for degree credit (not applicable for
degree completion). The course includes
practice in writing paragraphs
and essays, and provides a survey
of grammar and mechanics with
emphasis on the State Exit Test skills.
Placement is determined (1) by a grade
of “C” or better in ENC 0015 or (2) by
a score of 90-98 on the PERT or (3) on
an elective basis with a score of 99 or
higher on the PERT.

ENC 0055 *
Developmental Writing (15 Hours),
1 College Prep Credit,
(Fall, Spring, Summer)
This course is designed to develop
written language skills for students
whose entry placement scores do
not meet requirements for degree
credit courses (not applicable for
degree completion). Conducted in a
lab setting, this course is self-paced,
designed to allow students to focus
on their individual grammar, usage,
and writing needs to prepare for
successful entry into college credit
English. This course may be taken
in place of ENC 0025 if a student
has passed a minimum of 7 of the 9
competencies assessed on the PERT
Diagnostic exam. Students must pass
the class with a “C” or better and
obtain a passing score on the end of
course exam. Prerequisites: Students
must score 93-98 on the PERT AND
pass 7 or more modules on the PERT
Diagnostic Exam at a score of 80% or
higher.

ENC 0056 *
Developmental Writing (30 Hours),
2 College Prep Credits,
(Fall, Spring, Summer)
This course is designed to develop
written language skills for students
whose entry placement scores do
not meet requirements for degree
credit courses (not applicable for
degree completion). Conducted in a
lab setting, this course is self-paced,
designed to allow students to focus
on their individual grammar,
usage, and writing needs to prepare
for successful entry into college credit
English courses (not applicable for
degree completion). This course
may be taken in place of ENC 0025 if a
student has passed a minimum of 5 of
the 9 competencies assessed on the
PERT Diagnostic exam. Students must
pass the class with a “C” or better and
obtain a passing score on the end of
course exam. Prerequisites: Students
must score 93-98 on the PERT AND
pass 5 or more modules on the PERT
Diagnostic Exam at a score of 80% or
higher.

MAT 0018 *
College Preparatory Math I,
3 College Prep Credits,
(Offered as needed)
This course is designed for students
whose entry level placement test
scores do not meet requirements for
degree credit (not applicable for
degree completion). It is designed to
reinforce the knowledge of operations
and applications of fractions, decimals,
percents, and signed numbers. An
introduction to algebra will also be
covered. Placement is determined by
a score of 50-95 on the PERT. Students
must pass this class with a “C” or
to move on to MAT 0028. Corequisite:
SLS 1101.

MAT 0028 *
College Preparatory Math II,
4 College Prep Credits,
(Fall, Spring, Summer)
This course is designed for students
whose entry level placement test
scores do not meet requirements for
degree credit (not applicable for
degree completion). This course
emphasizes concepts, techniques,
and applications of the following
topics: operations with real numbers,
linear equations and inequalities in
one variable, rational expressions,
properties of exponents, polynomials,
radical expressions, and graphs of lines.
Placement is determined (1) by a grade
of “C” or better in MAT 0018 or (2)
by a score of 96-112 on the PERT or
(3) on an elective basis with a score of
113 or higher on the PERT.

* College preparatory credits may not be
counted toward fulfilling the number of
credits required for a degree.
MAT 0055 *  
Developmental Mathematics  
(15 Hours),  
1 College Prep Credit,  
(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 passing at least 9 of the 11 competencies on the PERT Diagnostic Test after (1) obtaining at least an 80% on the departmental final exam for MAT 0018; or (2) scoring 105-112 on the PERT Placement Test. Prerequisites: Passing at least 9 of the 11 competencies on the PERT Diagnostic Test after obtaining at least an 80% on the departmental final exam for MAT 0018 or a score of 105-112 on the PERT Placement Test.

MAT 0056 *  
Developmental Mathematics  
(30 Hours),  
2 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 passing at least 6 of the 11 competencies on the PERT Diagnostic Test after (1) obtaining at least an 80% on the departmental final exam for MAT 0018; or (2) scoring 105-112 on the PERT Placement Test. Prerequisites: Passing at least 9 of the 11 competencies on the PERT Diagnostic Test after obtaining at least an 80% on the departmental final exam for MAT 0018 or a score of 105-112 on the PERT Placement Test.

REA 0007 *  
College Preparatory Reading I,  
3 College Prep Credits,  
(Fall, Spring, Summer)  
This course is designed to improve the student's ability to comprehend college level written material (not applicable for degree completion). Conducted in a lecture/lab setting, this course is designed to improve vocabulary, comprehension, listening, and study skills. Also covered (at a basic level) are the skills that conform to PERT standards. Activities and materials are designed to meet the students specific needs as determined by diagnostic instruments. Placement is determined by a score of 50-83 on the PERT. Students must pass with a “C” or better to move on to REA 0017. Corequisite: SLS 1101.

REA 0008 *  
College Preparatory Reading II,  
3 College Prep Credits,  
(Fall, Spring, Summer)  
This course is designed to improve the student's ability to comprehend college level written material (not applicable for degree completion). Conducted in a lecture/lab setting, this course emphasizes the development of the higher level reading skills and vocabulary needed for literal and critical interpretation of passages similar to those used in college textbooks. Students may exit from College Preparatory Reading II only after passing the course work and obtaining a passing score on the State Reading Comprehension test. Students may exit from College Preparatory Reading II only after passing the course work and obtaining a passing score on the State Reading Comprehension test. Placement is determined (1) by a grade of “C” or better in REA 0007 or (2) by a score of 84-103 on the PERT or (3) on an elective basis with a score of 104 or higher on the PERT.

REA 0017 *  
College Preparatory Reading II,  
3 College Prep Credits,  
(Fall, Spring, Summer)  
This course is designed to increase the student's ability to comprehend college level written material (not applicable for degree completion). Conducted in a lecture/lab setting, this course is designed to increase the student's ability to comprehend college level written material (not applicable for degree completion). Conducted in a lecture/lab setting, this course is self-paced, designed to allow students to focus on their individual development of higher level reading skills and vocabulary needed for literal and critical interpretation of passages similar to those used in college texts. This course may be taken in place of REA 0017 if a student has passed a minimum of 7 of the 10 competencies assessed on the PERT Diagnostic exam. Students must pass the class with a “C” or better and obtain a passing score on the end of course exam. Prerequisites: Students must score 94-103 on the PERT AND pass 7 or more modules on the PERT Diagnostic at a score of 80% or higher. Elective basis with a PERT score of 104 or higher.

REA 0056  
Developmental Reading (30 Hours),  
2 College Prep Credits,  
(Fall, Spring, Summer)  
This course is designed to increase the student’s ability to comprehend college-level, written material (not applicable for degree completion). Conducted in a lab setting, this course is self-paced, designed to allow students to focus on their individual development of higher level reading skills and vocabulary needed for literal and critical interpretation of passages similar to those used in college texts. This course may be taken in place of REA 0017 if a student has passed a minimum of 4 of the 10 competencies assessed on the PERT Diagnostic exam. Students must pass the class with a “C” or better and obtain a passing score on the end of course exam. Prerequisites: Students must score 94-103 on the PERT AND pass 7 or more modules on the PERT Diagnostic at a score of 80% or higher. Elective basis with a PERT score of 104 or higher.

* College preparatory credits may not be counted toward fulfilling the number of credits required for a degree.
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 low beginning 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 high beginning 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 low 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 high intermediate 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 secondary 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.

* 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 or A.S. degree programs. Students should work closely with an advisor to plan their studies in a way to take advantage of this opportunity.

**CJK 0007***
**Introduction to Law Enforcement,**
.4 Vocational Credit,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to introduce the student to law enforcement, the process for becoming a certified law enforcement officer, and the requirements of the academy program. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0008***
**Legal,**  
2.4 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to introduce the student to the criminal justice system, the chain-of-command system in law enforcement, Constitutional Law, Florida Statutes, and the Police Code of Ethics. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0011***
**Human Issues,**  
1.4 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to enhance student awareness and understanding of human diversity issues and to teach students skills to enable them to effectively interact with people of diverse backgrounds. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0017***
**Communications,**  
2.6 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It is designed to help the student learn vital communication skills including interviewing, note-taking, statement taking, and report writing. It also helps the student to develop survival skills, stress management skills, and problem solving skills utilizing the SECURE model. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0020***
**Law Enforcement CMS Vehicle Operations,**  
1.6 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

**CJK 0031***
**CMS First Aid for Criminal Justice Officers,**  
1.6 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply first responder knowledge and techniques to medical emergency situations. This course includes classroom instruction and hands-on practical demonstration. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.

**CJK 0040***
**CMS Firearms,**  
2.7 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement/Corrections Florida CMS Basic Recruit Academy. This course is designed to give the student basic skills and knowledge needed to safely operate a firearm, and shoot a handgun, and shotgun and/or rifle with a prescribed degree of accuracy. This course includes classroom instruction and firing range practice/qualification. This course is open only to students admitted to the Law Enforcement Florida CMS or Corrections Basic Recruit Academy.

**CJK 0051***
**Defensive Tactics,**  
2.7 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS and Correctional Officer Basic Recruit Academies. It is designed to prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with Florida State Statue, the United States Constitution, and case law. This course includes classroom instruction and practical physical exercises and demonstrations. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy or Correctional Officer Basic Recruit Academy.

*Vocational credit courses are not applicable to the A.A. or A.S. degree or to the College Credit Certificate without an approved articulation agreement.
a follow-up investigation to establish
against property offenses; conduct
conduct a preliminary investigation
appropriately to a person or property
to prepare the student to respond
Recruit Academy. It is designed
This course is a component of the
Law Enforcement Florida CMS Basic
Academy. It is designed
to enable students to understand
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 site, identify Weapons of Mass
Destruction and properly respond to
a WMD incident. This course is open
only to students admitted to the
Law Enforcement Florida CMS Basic
Recruit Academy.

CJK 0071*
Criminal Investigations,
1.9 Vocational Credits,
(Offered as needed)
This course is a component of the
Law Enforcement Florida CMS Basic
Recruit Academy. It is designed
to prepare the student to respond
appropriately to a person or property
crime victim, witness, and suspect;
conduct a preliminary investigation
on crimes against persons and crimes
against property offenses; conduct
a follow-up investigation to establish
a suspect’s identity and/or ascertain
facts of the case; and, give testimony
in different types of court proceedings.
It includes classroom instruction and
practical exercises. This course is open
only to students admitted to the Law
Enforcement Florida CMS Basic
Recruit Academy.

CJK 0076*
Crime Scene Investigations,
.8 Vocational Credit,
(Offered as needed)
This course is a component of the Law
Enforcement Florida CMS Basic Recruit Academy. It is designed to prepare the student to respond to a crime scene, protect and survey a crime scene, process a crime scene, dust for latent prints, and document a crime scene by sketching. This course includes classroom instruction and scenario-based training exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

CJK 0082*
Traffic Stops,
.8 Vocational Credit,
(Fall, Spring, Summer)
This course is a component of the Law
Enforcement Florida CMS Basic Recruit Academy. It introduces the student to the basic rules for conducting safe and effective traffic stops, including ethical consideration, safety considerations, citation and warning procedures, and dealing with abandoned vehicles. It includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy. Prerequisite: Admission to the Law Enforcement Basic Recruit Program.

CJK 0083*
DUI Traffic Stops,
.8 Vocational Credit,
(Fall, Spring, Summer)
This course is a component of the Law
Enforcement Florida CMS Basic Recruit Academy. It introduces the student to the basic rules for conducting safe and effective DUI stops, including identifying a driver under the influence of alcohol and drugs, conducting field sobriety tests, and completing a DUI investigation. It includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy. Prerequisite: Admission to the Law Enforcement Basic Recruit Program.

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It also helps the student to develop statement taking, and report writing. Students learn vital communication skills, including interviewing, note taking, and report writing. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0125***  
**Correctional Crossover to Law Enforcement Introduction,**  
3.5 Vocational Credits,  
(Offered as needed)  
This course is a part of the Correctional to CMS Law Enforcement Crossover program. It is established for the purpose of providing supplemental training for persons previously or currently employed as a correctional officer. The course provides job-related training for corrections officers who desire to become full-time or part-time law enforcement officers that require entry level certification in accordance with Chapter 11B-35, Florida Administrative Code, and Chapter 943, Florida Statutes.

**CJK 0221***  
**Correctional Crossover to Law Enforcement Introduction and Legal,**  
1.6 Vocational Credits,  
(Offered as needed)  
This course is a component of the Corrections Crossover to 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 to students who have completed the Corrections Basic Recruit Academy and/or are currently employed in Corrections in the State of Florida.

**CJK 0222***  
**Correctional Crossover to Law Enforcement Communications,**  
2 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 and employed with a Corrections agency or completed Corrections academy with four years.

**CJK 0223***  
**Correctional Crossover to Human Issues,**  
1.1 Vocational Credits,  
(Offered as needed)  
This course is a component of the Law Enforcement Florida CMS Basic Recruit Academy. It introduces the student to the basic rules for responding, protecting and processing a crime scene. It also introduces how to conduct an investigation and give a testimony in court. It includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement Auxiliary Florida Basic Recruit Academy.

**CJK 0240***  
**Law Enforcement Auxiliary Introduction,**  
.9 Vocational Credit,  
(Offered as needed)  
This course covers the entire report writing process. Topics include interview and interrogation, interpersonal communication, and practical exercises. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

**CJK 0241***  
**Law Enforcement Auxiliary Patrol and Traffic,**  
.7 Vocational Credit,  
(Offered as needed)  
This course is a component of the Law Enforcement Auxiliary Basic Recruit Academy. It introduces the student to the basic rules for responding to calls, making arrests, and transporting prisoners. It also helps students understand how to direct traffic, enforce citations and maintain crowd control. This course is open only to students admitted to the Law Enforcement Florida CMS Basic Recruit Academy.

**CJK 0242***  
**Law Enforcement Auxiliary Investigations,**  
.6 Vocational Credit,  
(Offered as needed)  
This course is a component of the Law Enforcement Auxiliary Florida Basic Recruit Academy. It introduces the student to the basic rules for responding, protecting and processing a crime scene. It also introduces how to conduct an investigation and give a testimony in court. It includes classroom instruction and practical proficiency exercises. This course is open only to students admitted to the Law Enforcement Auxiliary Florida Basic Recruit Academy.

**CJK 0300***  
**Introduction to Corrections,**  
1.1 Vocational Credits,  
(Offered as needed)  
This course introduces students to the legal and ethical responsibilities of a correctional officer. Legal terms and definitions are explained. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

**CJK 0305***  
**CJSTC Communications,**  
1.4 Vocational Credits,  
(Offered as needed)  
This course introduces students to the report writing process. Topics include interview and interrogation, interpersonal communication, and practical exercises. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

**CJK 0310***  
**Officer Safety,**  
.4 Vocational Credits,  
(Offered as needed)  
Correctional officer safety procedures are learned. Students will learn to identify potential hazards and learn how to safely respond. This course is open only to students admitted to the Correctional Officer Basic Recruit Academy.

*C 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

CJK 0315*  
Facility and Equipment,  
.4 Vocational Credits,  
(Offered as needed)  
Students learn the appropriate  
procedures for inspecting a  
correctional facility and equipment.  
This course is open only to students  
admitted to the Correctional Officer  
Basic Recruit Academy.

CJK 0320*  
Intake and Release,  
.6 Vocational Credits,  
(Offered as needed)  
Students learn the appropriate  
procedures for admitting and releasing  
inmates in a correctional facility.  
This course is open only to students  
admitted to the Correctional Officer  
Basic Recruit Academy.

CJK 0325*  
Supervising in a Correctional Facility,  
1.4 Vocational Credits,  
(Offered as needed)  
Students learn the appropriate  
procedures for supervising inmates in a  
correctional facility. They also learn to  
detect crimes and rule violations in various  
correctional facility settings.  
This course is open only to students  
admitted to the Correctional Officer  
Basic Recruit Academy.

CJK 0330*  
Supervising Special Populations,  
.7 Vocational Credits,  
(Offered as needed)  
Students learn how to identify and  
supervise special population groups, such as  
threat groups, juveniles, elderly, and mentally ill inmates.  
This course is open only to students admitted to the  
Correctional Officer Basic Recruit Academy.

CJK 0335*  
Responding to Incidents and Emergencies,  
.6 Vocational Credits,  
(Offered as needed)  
Students learn how to identify and  
supervise special population groups, such as  
threat groups, juveniles, elderly, and mentally ill inmates.  
This course is open only to students admitted to the  
Correctional Officer Basic Recruit Academy.

CJK 0422*  
Dart-Firing Stun Gun,  
.3 Vocational Credit,  
(Offered as needed)  
This course is a component of the  
Law Enforcement Florida CMS and  
Correctional Officer Basic Recruit  
Academies. It is designed to prepare  
students in the proper use of the Dart  
Firing Stun in accordance with the  
Florida State Statutes, the United States  
Constitution, and case law. It includes  
classroom instruction and practical  
physical exercises and demonstrations.  
This course is open only to students  
admitted to the Law Enforcement  
Florida CMS Basic Recruit Academy  
or Correctional Officer Basic  
Recruit Academy.

CJK 0780*  
Cross-Over  
Law Enforcement to Corrections,  
1 Vocational Credit,  
(Offered as needed)  
This course is a component of the  
Corrections Cross-Over Basic Recruit  
Academy. This course is designed to  
help Law Enforcement recruits enhance  
awareness concerning corrections and to teach  
the skills necessary to cross-train into the  
corrections profession. This course includes  
classroom instruction. This course is open only to students who have  
successfully completed the Law  
Enforcement Basic Recruit Academy  
and passed the state certification  
examination for Law Enforcement.  
Prerequisite: Law Enforcement Basic  
Recruit Training Program.

DEA 0020*  
Pre-Clinical Procedures Theory,  
2 Vocational Credits,  
(Offered as needed)  
This course is designed to provide an  
introduction to the dental assisting  
profession to include orientation to  
four-handed dentistry and general  
dental office procedures including,  
but not limited to basic principles of  
disease prevention, patient data  
collection and assessment, and  
instrumentation. Emphasis is on  
adhering to safety guidelines as  
specified by OSHA.  
Corequisite: DEA 0020L.

DEA 0020L*  
Pre-Clinical Practice Lab,  
3 Vocational Credits,  
(Offered as needed)  
This is a comprehensive chair side  
competency based course. The  
course provides the skills practice  
necessary for dental assisting students  
entering the four-handed dentistry  
practice including but not limited to  
infection control, taking and recording  
vital signs, assisting with operative  
procedures, principles of preventive  
dentistry, instrument identification, and  
use and maintenance of equipment.  
Emphasis is on aseptic technique and  
clinical competency with procedures  
performed in a contemporary dental  
practice. Corequisites: DEA 0020, DES 0103L.

DEA 0130*  
Allied Dental Theory,  
1 Vocational Credit,  
(Offered as needed)  
This course is a general study of the  
scientific and clinical concepts that  
include additional knowledge base  
necessary to the practice of dental  
assisting. Students will study the  
normal and abnormal conditions of  
the oral cavity such as dental  
caries prevention, the dental caries  
process and recognition of various  
common pathological conditions. Oral  
pathology, histology and embryology  
are included. Emphasis is on the  
interrelationship of the information  
presented with the clinical practice of  
dental assisting.

DEA 0803L*  
Clinical Practice I,  
3 Vocational Credits,  
(Offered as needed)  
This competency based clinical course  
provides a real world setting in which  
to integrate the laboratory and clinical  
skills learned in the classroom. The  
student receives closely supervised  
hours on training in chair side  
dental assisting through rotations at  
community dental offices. Progress  
and evaluation is evaluated using predetermined  
competency guidelines. Students  
must provide their own transportation,  
current CPR training, and up-to-  
date immunization records. Specific  
procedure requirements and 90 clinical  
rotation hours (minimum) must be  
fulfilled to successfully complete this  
course. Corequisites: DEA 0020,  
DEA 0020L.

* Vocational credit courses are not applicable  
to the A.A. or A.S. degree or to the College  
Credit Certificate without an approved  
articulation agreement.
DEA 0851*  
Clinical Practice III,  
6 Vocational Credits,  
(Offered as needed)  
This course is a continuation of Clinical Practice II, providing a real world setting for students to practice the training and clinical skills learned in class including x-ray film placement and cone positioning. The student is assigned to various offices in the community including specialty offices and general dentistry offices. Students assist the dentist and staff with various function of a Dental Assistant at a more advanced level of proficiency. Students must provide their own transportation and must have current CPR training along with up-to-date immunizations. Specific procedure requirements and 180 clinical rotation hours (minimum) must be fulfilled to successfully complete this course. Prerequisites: DEA 0803L, DEA 0852L, DES 0205, DES 0205L.

DEA 0852L*  
Clinical Practice II,  
5 Vocational Credits,  
(Offered as needed)  
This course is a continuation of Clinical Practice I. It provides a real world setting for students to receive additional training in the clinical skills learned in class. Students are assigned to various offices in the community including but not limited to general dentists, oral surgeons, orthodontists, periodontists, and endodontists. Performance evaluations are utilized to measure competency and provide feedback from the local dental offices to the instructor regarding the students’ competency level. Skills are strengthened in Seminar Lab. Students must provide their own transportation, current CPR training, and up-to-date immunization records. Specific procedure requirements and 150 clinical rotation hours (minimum) must be fulfilled to successfully complete this course. Prerequisites: DEA 0803L, DEA 0852L, DES 0205, DES 0205L.

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. Corequisites: DES 0103L, DEA 0020L.

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. 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. Corequisites: DES 0103L, DEA 0020L.

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 0206L*  
Dental Radiology Lab I,  
2 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 radiographs including bitewings, periapical radiographs, and panoramic x-rays will be covered. Emphasis is placed on patient and operator safety guidelines and producing diagnostic quality radiographs. Prerequisites: DES 0400B, DEA 0020, DEA 0020L; Corequisite: DES 0205.

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 radiographs including bitewings, periapical radiographs, and panoramic x-rays 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.

* 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.
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.

DES 0400B*
Dental Anatomy,
2 Vocational Credits, 60 lec.
(Offered as needed)
This course provides a detailed study of the orofacial and related structures of the head and neck including, but not limited to the eruption, identification and function of the human dentition, study of bony, circulatory, muscular and nervous systems of the head, neck and surrounding structures associated with the oral cavity. A brief introduction to oral histology and embryology will be included.

DES 0501*
Dental Practice Management,
1 Vocational Credit, 30 lec.
(Offered as needed)
This course includes theory and content relating to practical administrative duties performed in the dental office. Lectures and role playing activities are related to the responsibilities of the dental assistant. Topics include but are not limited to appointment scheduling, billing, collections, record keeping, clerical and dental supply inventory. Students are introduced to the use of dental practice software with hands on computer experience. Legal responsibilities, interpersonal relations, and interview skills are included.
Prerequisites: DES 0203, DES 0205L;
Corequisite: DEA 0936.

DES 0602*
Pharmacology and Dental Office Emergencies,
1 Vocational Credit,
(Offered as needed)
This course is designed to familiarize the dental assisting student with the basic concepts and considerations regarding pharmacology and pharmaceuticals used in dentistry. Topics presented include nitrous oxide monitoring, emergency procedures and protocol. Lectures will include recognition of emergency conditions in the dental office, not limited to syncope, anaphylaxis, and cardiovascular incidents. Emphasis is placed on the role of the dental assistant in the prevention and management of dental office emergencies.

DES 0830*
Expanded Function Theory,
1 Vocational Credit,
(Offered as needed)
This course introduces the dental assisting student to the dental specialty practices and more advanced clinical skills. It also provides the theory of dental specialty practice administration as it relates to the role of the dental assistant including ethical and legal ramifications. Lectures relate topics including but not limited to dental specialty procedures, instruments used in the specialty practices and duties delegated to dental assistants according to the rules and regulations of the Florida Dental Practice Act. Role playing and problem solving activities using case studies relate to duties delegated to dental assistants.
Prerequisites: DEA 0020, DEA 0020L, DES 0400B; Corequisite: DES0830L.

DES 0830L*
Skills Seminar,
2 Vocational Credits,
(Offered as needed)
This laboratory course accompanies the clinical practice lecture course DES 0830 and provides opportunity for students to practice application of the duties delegated to dental assistants according to the Florida Dental Practice Act. Students become more proficient in more advanced skills. Competencies containing information and behavioral objectives allow students to master each skill before advancing to the next.
Prerequisites: DEA 0020, DEA 0020L, DES 0400B; Corequisite: DES0830.

DES 0844*
Dental Science,
1 Vocational Credit,
(Offered as needed)
This course is a general study in biomedical sciences of preventive dentistry to familiarize the dental assisting student with basic principles of microbiology, basic body structures, and their functions and effects as manifested in the oral cavity. The course also covers the effects of nutrition and the role of microorganisms in dental health and blood borne pathogens.

FFP 0010*
Firefighting I,
7.5 Vocational Credits,
(Offered as needed)
This course is the first part of the Basic Fire Recruit Academy and prepares students for a career as a volunteer firefighter. Classroom instruction includes a variety of fire related topics which are reinforced and enhanced through practical skills activities. Upon completion, the student is eligible to test for certification as a volunteer firefighter through the Florida State Fire College and may elect to continue training in Firefighter II to pursue state certification as a career firefighter. Permission of the Public Safety Division is required. Corequisite: FFP 1140.

FFP 0020*
Firefighting II,
7.5 Vocational Credits,
(Offered as needed)
This course is the second part of the Basic Fire Recruit Academy and prepares students for a career as a firefighter. The delivery of instruction includes a variety of training in practical skills necessary for the mastery of the basic competencies required in the program. Upon successful completion of this course, the student is eligible to take the Bureau of Fire Standards and Training written and practical examination. Permission of the Public Safety Division is required. Prerequisite: FFP 0010.

* 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.
UPPER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS
ACG 3083  
Accounting: Concepts and Practice,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course explores the preparation  
and use of accounting information.  
Topics include mathematical  
procedures related to business  
decisions; terms and processes  
associated with the accounting  
cycle; financial statements for the  
sole-proprietorship, partnership and  
corporation; and foundations of  
managerial accounting. Prerequisites:  
upper division standing and  
GEB 3031 or permission. ACG 2001  
is strongly recommended. (With  
advance approval, students who have  
completed both ACG 2001 and  
ACG 2011 may substitute an upper  
division elective for this course.)

ACG 4901  
Independent Study – Accounting,  
1 Credit Hour,  
(Offered as needed)  
A defined independent study which is  
pursued under direct supervision of a  
faculty member and recorded through  
departmental procedures. Designed  
to provide an in depth exploration of a  
special or advanced management  
topic, usually in conjunction with  
another upper division course or  
an approved lower division course.  
Activities include targeted readings  
and research, as well as a final project  
or portfolio. Departmental approval is  
required. Prerequisite: upper division  
standing and permission.

BUL 3320  
Law and Business,  
3 Credit Hours,  
(Fall, Spring, Summer)  
An introduction to the legal setting  
in which modern business operates;  
emphasis is on public and regulatory  
law, basic contract law, the processes  
of administrative, statutory and  
common law and interstate commerce  
issues; includes an overview of the  
UCC and intellectual property.  
Prerequisite: upper division standing.

BUL 4333  
Contract Formation and  
Administration,  
3 Credit Hours,  
(Fall, Spring, Summer)  
Students will be exposed to the  
differences in the public and private  
sector contracting environments.  
Emphasis will be placed on the  
fundamentals of contract formation  
including sealed bidding, negotiations,  
and best value methods. Students will  
learn the fundamentals of contract  
administration including inspection and  
acceptance, quality control, contract  
changes, and disputes. Prerequisites:  
upper division standing and BUL 3320  
or BUL 2241 and BUL 2242.

BUL 4931  
Acquisition Law Seminar,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course addresses contract  
law as applicable to formation and  
administration of contracts with private  
and governmental agencies, with  
emphasis on the federal government.  
The following topics are also included:  
concepts of responsiveness and  
responsibility, bidding procedures,  
mistakes, negotiation procedures,  
changes, claims and dispute resolution.  
Students will explore the typical  
contracting problems that can lead to  
litigation. Prerequisites: upper division  
standing and BUL 4333.

BUL 4931  
Integrating Art, Music,  
and Physical Education,  
3 Credit Hours,  
(Fall, Spring)  
This integrative course provides  
students with critical understanding  
of art, music, and physical education.  
Emphasis is placed on the effective  
integrative lesson planning and  
modeling techniques to art, music,  
and physical education in elementary  
schools. This course requires a  
minimum grade of “C”. Prerequisites:  
EDG 3410C and EDE 3301; upper  
division standing with permission of  
department chair.

BUL 4226C  
Integrated Language Arts, Social  
Science and Literature,  
3 Credit Hours,  
(Fall, Spring)  
This course is designed to prepare  
candidates to teach language arts  
and social science in elementary  
classrooms. Teacher candidates  
will develop units of study that  
integrate literature, language arts,  
with social science content. Emphasis  
is on constructivist principles and  
methodology. Teacher candidates  
will plan and deliver standards-based  
language arts and social science  
lessons designed to meet the needs  
of diverse learners including English  
language learners (ELLs) and students  
with exceptionalities. This course  
requires 18 hours of field experience in  
a K-6 classroom setting. Prerequisites:  
EDG 3410C and EDE 3301; upper  
division standing and permission of  
department chair.
EDE 4930C
Seminar in Elementary Education, 1 Credit Hour, (Fall, Spring)
This course is designed to prepare the pre-service teacher to transition into the workplace. Includes resume writing, professional dress and demeanor, interview techniques, refining professional portfolio, class discussion of issues common to teacher interns, and review strategies for certification exams. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. This course requires a minimum grade of “C”. Prerequisite: upper division standing with permission of department chair.

EDE 3131
Learning and the Developing Adolescent, 3 Credit Hours, (Summer)
This course covers adolescent growth and development, learning theory, and behavioral analysis applied to instruction and to the organization and management of the classroom. This course requires a minimum grade of “C”. Prerequisites: EDG 3410C and EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDG 3343.

EDE 3214
Human Development and Learning, 3 Credit Hours, (Summer)
This course is designed to cover the principles of learning and student development with applications to learning/teaching situations. Identification and analysis of students’ academic, physical, cognitive, emotional, motivational, and social development is to be emphasized. This course requires a minimum grade of “C”. Prerequisites: EDG 3410C and EDE 3301; upper division standing; Corequisites: EDG 3410C, EDG 3343.

EDE 3430
Measurement, Evaluation, and Assessment in Education, 3 Credit Hours, (Summer)
This course studies the basic principles and methods of measurement, evaluation, and methods of test construction. Students will interpret standardized test scores, construct teacher-made tests and other classroom assessments, and evaluate portfolio and performance assessment. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of “C”. Prerequisites: EDG 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C, and EDE 3301 or EDG 3343.

EFD 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.

EFD 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.

EFD 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.

EDF 3910C
Internship, 9 Credit Hours, (Offered as needed)
Supervised teaching in a public or private school. Student teaching assignments will be made by the department of teacher education field placement coordinator. Graded on a satisfactory/unsatisfactory basis only. Prerequisite: upper division standing with permission of department chair.
ECO 2013 and ECO 2023 may substitute an upper division elective for this course. Prerequisite: upper division standing and ACG 3083; or upper division standing and ECO 3083. Prerequisite: 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.)

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 3320
Principles and Methods for Teaching Early Childhood Social Studies, 3 Credit Hours, (Offered as needed)
This course is designed to prepare students to teach social studies in the early childhood classroom. Emphasis is on implementing the project approach to investigate components of social studies to include: individual development and identity; people, places, and environments, technology and our world; and civic ideals and practices. The student will increase and apply knowledge and skills in the Florida Early Learning and Developmental Standards relevant to this content area.

GEB 3402
Methods of Inclusion and Collaboration, 3 Credit Hours, (Summer)
This course examines the basic identification techniques and strategies used to promote academic and social integration and interaction of “mainstreamed” exceptional students. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of "C". Prerequisites: EDG 3340C or ENC 3340; or upper division standing and ACG 3083; or upper division standing with permission of department chair; Corequisites: EDG 3340C and ENC 3340.

EME 3410C
Integrating Technology in the Classroom, 3 Credit Hours, (Fall, Spring)
In this course students will learn how to design a technology-rich classroom while contemplating the changing role of the teacher as a mentor/guide and student as a self-directed learner. Students will explore models of technology integration, classroom management, and administrative tasks that can be performed more efficiently using technology and learn strategies to select software and deal with legal and ethical issues when planning for technology integration. This course requires a minimum grade of "C".Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDE 3301 or EDG 3343, and EDG 3410C; upper division standing with permission of department chair; Corequisites: EDE 3301 or EDG 3343, and EDG 3410C.

FIN 4402
Financial and Economic Management, 3 Credit Hours, (Fall, Spring)
This course addresses the application of contemporary theory and practice in business resource allocation. Topics include: capital budgeting, equity and capital financing, capital management, analysis of financial statements, pricing theory, management of working capital and other topics relevant to the acquisition, financing and management of business assets and business decision making. Both the economic and financial perspectives will be presented. Prerequisites: upper division standing and ACG 3083; or upper division standing and ACG 2001 and ACG 2011; or upper division standing and ECO 2013 or ECO 2023. ECO 2013 or ECO 2023 is strongly recommended. (With advance approval, students who have completed both ECO 2013 and ECO 2023 may substitute an upper division elective for this course.)

GEB 3031
Contemporary Business Practices, 3 Credit Hours, (Fall, Spring, Summer)
This course includes an orientation to and examination of opportunities and challenges facing managers in contemporary business organizations. Introduces the competencies of teamwork, communication, creative thinking, adapting to change, decision making and customer service through application to issues and problems across the general business spectrum. Prerequisite: upper division standing.
GEB 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)
Prepares students to manage high
technology firm or a traditional entity
operating in the high technology
environment; addresses software/
information security, recruiting
technical personnel, outsourcing,
equipment security, updating
equipment, telecommuting and similar
issues. Prerequisite: upper division
standing and permission.

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.

ISM 3220
Network Technologies for
Information Professionals,
3 Credit Hours,
(Fall, Spring)
This course is designed to give the
student an understanding of the
various networking technologies
and their practical application
in the management of a business. The
course also covers the technical
issues involved in designing and
implementing an efficient network for
voice, data, and information networks.
Prerequisites: upper division standing/admission to any B.A.S. program and
at least two information technology or
computer science courses at a college
or university level.

ISM 3232
Software Essentials,
3 Credit Hours,
(Fall, Spring)
This course covers a broad range
of software topics as they apply to
software management and systems
analysis and design. Topics include, but
are not limited to programming, the
environment where software is designed and developed
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.
Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 3233
Applications in Information Security,
3 Credit Hours,
(Fall, Spring)
This course helps develop the
important security concepts relative
to software application development
and access control that provide the
knowledge and skills necessary for the
successful management of information
security in an organization. Students
will understand the environment where
software is designed and developed
as well as the critical role software
plays in providing security to an
organization’s information systems.
The course focuses on software
development concepts that relate
to security, and how access control
methodologies fit into the entire
enterprise architecture. Prerequisites: upper division standing/admission to any B.A.S. program.
ISM 4480
Electronic Commerce Systems and Strategies,
3 Credit Hours,
(Fall, Spring)
This course is designed to familiarize the student with the management approach to designing and implementing e-commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC, such as internationalization, electronic payment methods, Internet fraud, mobile e-commerce, and current implementation technologies. Architectures and inter-dependence (i.e. integration) of systems will be covered. Prerequisites: upper division standing/admission to any B.A.S. program.

ISM 4930
Special Topics - Technology Management,
3 Credit Hours,
(Fall, Spring)
This is an individual or group course designed to provide students with the opportunity to pursue a special topic(s) in depth; may be repeated as topics change. Prerequisites: upper division standing and permission of instructor. May be taken up to 2 times for credit.

ISM 4931
Internship - Technology Management,
3 Credit Hours,
(Offered as needed)
This is an individual or group course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisites: upper division standing and permission of instructor.

MAD 3107
Applied Discrete Mathematics
3 Credit Hours,
(Offered as needed)
This course builds on the foundation established in Introduction to Discrete Mathematics with further exploration in logic, mathematical reasoning, and mathematical proof writing. Topics include logic, set theory, boolean algebra, combinatorics, and graph theory with applications. Prerequisite: Completion of MAC 2312 with a grade of “C” or better or concurrent enrollment in MAC 2312.

MAE 3350C
Principles and Methods for Teaching Mathematics K-8
3 Credit Hours,
(Fall, Spring)
In this course, students will apply knowledge of teaching strategies, methods and materials for teaching mathematics in grades K-8. 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.

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 4930C
Seminar in Math Education,
1 Credit Hour,
(Fall, Spring)
This course is designed to prepare the pre-service teacher to transition into the workplace, and includes resume writing, professional dress and demeanor, interview techniques, refining professional portfolio, class discussion of issues common to teacher interns in mathematics, and review strategies for certification exams. This course requires a minimum grade of “C”. Prerequisite: upper division standing with permission of department chair.

MAE 4940C
Teaching Methods in Middle Grades Math Field Experience,
1 Credit Hour,
(Fall, Spring)
In this course, students will apply knowledge of teaching strategies, methods and materials for teaching mathematics in a middle school classroom. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: Completion of all core professional courses; upper division standing with permission of department chair.

MAN 3052
Management Philosophy and Practice,
3 Credit Hours,
(Offered as needed)
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,
(Offered as needed)
An applied leadership course with a focus on case studies, projects and group interaction; includes theoretical background on group dynamics, small group behavior and motivation, power, types of groups, verbal and non-verbal communication skills and team-building. Emphasis will be placed on sociological and psychological dimensions of inter-group relations, including analysis and problem-solving through simulations, cases and similar activities which reflect a general business perspective, as well as leadership and group dynamics across a variety of business units/ functions. Prerequisites: upper division standing; GEB 3031 and MAN 3052 recommended, but not required.
MAN 3310
Issues in Human Resource Management, 3 Credit Hours, (Fall, Spring, Summer)
Introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. Approach will focus on current issues and applications. Prerequisite: upper division standing; MAN 3052 preferred.

MAN 3320
Employee Staffing and Benefits, 2 Credit Hours, (Spring)
An intermediate level course in employment staffing issues focusing on staffing patterns, organizational structures, job analysis and design, staffing efficiencies, employee assistance programs, staff projection models, and employee services. Prerequisites: upper division standing and MAN 3310.

MAN 3350
Training and Development, 2 Credit Hours, (Fall, Spring, Summer)
Covers various staff training and development models, effective workshop techniques, designing and implementing company-wide training and development programs. Assessment of training needs, training and development as a benefit and setting development goals; students will design and conduct at least one workshop/training session for fellow students. Prerequisites: upper division standing and GEB 3213.

MAN 3574
Acquisition Management, 3 Credit Hours, (Spring, Summer)
Students will be exposed to the fundamentals of government acquisitions. This course provides conceptual material on government acquisitions, to include program planning, execution, and control. Students will be introduced to the elements of program risk and learn risk management techniques. The systems engineering process will be emphasized to include work breakdown structures, cost–benefit analysis, and scheduling. Prerequisites: upper division standing and GEB 3031 or MAN 3052.

MAN 3583
Project Management, 3 Credit Hours, (Fall, Spring, Summer)
In this introductory Project Management course, students will be exposed to the fundamentals of general project management. This course provides conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution. Emphasis will be placed on project oversight issues across the various business units and functions. Prerequisites: upper division standing and GEB 3031 or MAN 3052.

MAN 4401
Labor Relations, 2 Credit Hours, (Fall, Spring, Summer)
This course explores the impact of employee organizations on labor relations, current problems, conflicts and trends and includes the development of managerial approaches to achieve labor management cooperation. Prerequisites: upper division standing and MAN 3310.

MAN 4520
Quality Management, 3 Credit Hours, (Fall, Spring, Summer)
This course examines the strategic role of quality within an organization, as well as strategic issues involved in managing quality. Topics include assessing customer requirements, developing customer focus and measuring quality performance. Prerequisite: upper division standing; GEB 3031 or MAN 3052 preferred.

MAN 4555
Quality Certification: ISO 9000, 3 Credit Hours, (Offered as needed)
A comprehensive study of internationally uniform quality standards (ISO 9000 and the steps to individual and organizational certification) includes management responsibility, quality system documentation, contract review, design control, process control, inspection and testing, corrective actions and other certification topics. Prerequisite: upper division standing; GEB 3031 or MAN 3052 preferred.

MAN 4720
Strategic Planning and Management, 3 Credit Hours, (Fall, Spring, Summer)
This course addresses the integration of organizational functions to achieve competitive advantage and organizational harmony through strategy formulation, implementation and evaluation. Activities include case studies and a strategic planning simulation. Topics include change theory, decision-making, planning models, and strategic planning processes as applied in a variety of business settings, units, and functions. Prerequisites: upper division standing and GEB 3031 and MAN 3052 or permission.

MAN 4901
Independent Study – Management, 1 Credit Hour, (Offered as needed)
A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in depth exploration of a special or advanced management topic, usually in conjunction with another upper division course or an approved lower division course. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

MAN 4930
Applications Seminar: Acquisitions, 3 Credit Hours, (Fall)
In this seminar, students will have the opportunity to participate in hands-on projects applying the techniques in MAN 3574 (Acquisitions Management). Emphasis will be on government acquisition management. Students will create a work-breakdown structure, a project schedule, and perform a cost-benefit analysis of alternatives. Earned value management will be introduced as a method of program control. Students will also identify potential risk areas and suggest mitigation plans. Prerequisites: upper division standing and MAN 3574.
MAN 4931
Applications Seminar: Project Management, 3 Credit Hours, (Fall)
This seminar will build on the basic project management skills by introducing the basic tools used by project managers. The student will learn project management techniques for basic 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 NWSC Teacher Education program requirements, this course requires a minimum grade of “C.” Prerequisite: Grade of “C” or better in MAC 2311 or equivalent.

MHF 4404
History of Mathematics, 3 Credit Hours, (Offered as needed)
This course is for students pursuing an education degree with an emphasis in middle school and secondary mathematics. This course covers the evolution of mathematics from early number systems through modern mathematics. If used to meet NWSC Teacher Education program requirements, this course requires a minimum grade of “C.” Prerequisite: Completion of MAC2311 with a grade of “C” or better or concurrent enrollment in MAC 2311.

NSP 4625C
Transcultural Nursing Immersion Course, 3 Credit Hours, (Offered as needed)
This course unfolds in two phases: a comprehensive Orientation and Education Phase (I) and a Population Service Phase (II). The two phases are designed to be synergistic in nature. Phase I helps students to develop a deeper appreciation for an underserved region of the world. Phase II will set the stage for the immersion and learning that will take place during Phase II. Students will provide basic healthcare and health education to an instructor chosen underserved population in the world. Air and ground travel are required. Current/valid Florida Registered Nursing License, good health, and a clear Background Check/Drug Screen are required. An International Passport may be required. Expenses associated with the course are the responsibility of the student. Prerequisites: Student must be a Registered Nurse and have a clear background check/drug screen.
NUR 3067C
Health Assessment,
3 Credit Hours,
(Fall)
This course is designed to develop
the student’s knowledge for
obtaining and recording a systematic,
comprehensive health history,
psychosocial assessment, and physical
examination of the adult. The course
involves the synthesis of nursing,
biologic, psychologic, and sociocultural
knowledge and theories as they
apply to the findings obtained in the
comprehensive health assessment
of clients of various ages. During the
fieldwork experience, emphasis will
be placed on collection of a database
through physical assessment, history
taking and interviewing. Prerequisite:
 Admission to the RN to BSN program.

NUR 3071
Writing for Success in Nursing,
1 Credit Hour,
(Fall)
This course is designed to develop
the student’s knowledge for writing at
the upper division nursing level. The
course includes information regarding
use of APA format and scholarly
writing resources. Prerequisite:
Student must be a Registered Nurse to
take this course.

NUR 3080
Dimensions of
Baccalaureate Nursing Practice,
3 Credit Hours,
(Fall)
This course will provide Registered
Nurses, who are returning to
school to earn a Baccalaureate
degree, an opportunity to advance
professional practice concepts. As
designed, the course engages the
student intellectually in an ongoing
professional dialogue and journey
with peers, colleagues, and instructors
that serves to broaden the student’s
professional development and
builds on preexisting knowledge and
experiences. The course curriculum
is written for adult learners with the
characteristics of self-direction, prior
experience, applicability to practice,
and motivation to meet the challenge
to expand their knowledge base and
to utilize advanced critical thinking
skills. Prerequisite: Student must be a
Registered Nurse to take this course.

NUR 3678
Nursing Care of
Vulnerable Populations,
3 Credit Hours,
(Summer)
Caring for the vulnerable members of
society is a function nurses perform
without regard for their own ambitions,
personal safety, and financial security.
This course is designed to pull together
material from different cultures and at
risk groups of individuals considered
vulnerable populations. Key concepts
will be discussed that will provide
a basic structure for caring for the
vulnerable, the relevance of nursing
theories to vulnerable populations,
nursing research showing the kinds of
phenomena nurses study, and many
ideas about learning to work with and
advocate for vulnerable individuals.

NUR 3767
Nursing Care of Complex Clients,
3 Credit Hours,
(Spring)
This course assists the RN to BSN student in the assimilation
of pathophysiology, assessment, and
pharmacological nursing concepts
with variety complex client issues. This
course provides expanded concepts
related to nursing care for individuals
experiencing complex alterations
in health problems as they progress
through a variety of healthcare
delivery systems and environments.
Prerequisites: NUR 3067C, NUR 3080.

NUR 3826
Nursing Ethics,
3 Credit Hours,
(Spring)
This course provides an in-depth
exploration of ethical principles and
moral reasoning as the foundation of
nursing practice. The ANA Code of
Ethics will be used as a framework for
examining current issues in healthcare
delivery across the age span from
reproductive issues to end-of-life care.
Prerequisite: Students must be RNs or
enrolled in a nursing program.

NUR 3837
Health Care Issues,
2 Credit Hours,
(Spring)
This course provides a forum for the
exploration and evaluation of concerns
germane to contemporary nursing.
The focus of this course is on the
nursing profession and current major
issues and problems that concern it.
Social forces influencing changes in
the nursing profession are analyzed in
terms of historical antecedents and
their current manifestations. Recently
passed, and pending legislature at
both the national and state levels is
emphasized. Prerequisite: Current RN
Licensure.

NUR 3905C
Independent Study -
Clinical: RN to BSN,
1 Credit Hour,
(Offered as needed)
A defined independent study which is
pursued under direct supervision of a
faculty member and recorded through
departmental procedures. Designed
to provide an in depth exploration,
development, and sharpening of
clinical competencies in the Bachelor’s
level nursing clinical areas. Activities
include targeted readings and research,
as well as a final project or portfolio.
Departmental approval is required.
Prerequisite: Permission of the
Instructor/Department.

NUR 3955
Portfolio I,
1 Credit Hour,
(Fall)
This course will provide RN to BSN
students an opportunity to develop
an electronic professional portfolio
to express one’s professional nursing
expertise and proficiency.

NUR 4125
Clinical Pathophysiology,
3 Credit Hours,
(Fall)
This course examines the underlying
pathogenesis, evolution, clinical
manifestations, and complications of
common disease processes across
the life span. Normal and abnormal
cellular alterations as well as specific
body system alterations are covered
in depth. Evidenced-based therapeutic
clinical treatment modalities and
pharmacological interventions are
examined in an effort to provide the
participants with a comprehensive
clinical overview of disease alterations
and clinical treatment. Prerequisite:
upper division status.

NUR 4165
Evidence-Based Practice:
Incorporating Nursing Research,
3 Credit Hours,
(Fall, Spring)
This course is designed to provide
the RN to BSN student with an
introduction to the research process
and evidence based practice. The
purpose of the course is to stimulate
interest in nursing research; to enable
students to understand and judge the
usefulness of scientific findings; and
to develop an understanding of how
clinical proficiency is combined with
experimental proof to produce nursing
practices based upon evidence. An
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 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 BSN program.

NUR 4827C
Nursing Leadership and Management, 5 Credit Hours, (Spring, Summer)
This course provides students with an evidence-based study of leadership, collaboration, and coordination in healthcare settings. Students develop an evidence based paper to deal with key leadership and management issues related to professional goals. Nursing leadership and management fieldwork focuses on the roles and functions of the professional nurse in these roles. Issues associated with healthcare delivery are explored. Fieldwork provides an opportunity to plan, implement and evaluate a change in the practice of nursing. Prerequisites: NUR 3080, NUR 4165, NUR 3067C, NUR 4615C.

NUR 4956
Portfolio II, 1 Credit Hour, (Spring, Summer)
This course will provide students an opportunity to complete and evaluate their electronic professional portfolio to express their professional nursing expertise and proficiency. Prerequisites: NUR 3955, NUR 3080; Pre or Corequisite: NUR 4827C.

PAD 3003
Public Service Operations, 3 Credit Hours, (Fall)
An introduction to public administration and policy in America. This course is designed to provide undergraduate students a basic understanding and appreciation of the administration of the public sector. It is intended to provide an overview of public administration for students interested in public service and for students, who as good citizens, want an appreciation of the complexities of public management. Prerequisite: upper division standing.

PAD 3393
Advanced Emergency Management, 3 Credit Hours, (Spring)
This course examines functional demands that emergency managers should be aware of in crafting emergency management policies and programs. Students investigate how public policy choices impact emergency planning and the consequences of a disaster. It is designed to help the student develop an in-depth understanding of overall emergency management principles, practices, and standards in the local, national, and international environments. Prerequisite: upper division standing.

PAD 3882
Issues in Public Service Administration, 4 Credit Hours, (Fall)
This course focuses on current issues and trends in the field of public service administration. The course is structured to introduce management and administrative topics in public service, examine the implications to the field, and reformulate recommendations. This course will begin developing skills in project design and presentation. This course will enhance critical thinking skills. Prerequisite: upper division standing.

PAD 4933
Special Topics in Public Administration, 3 Credit Hours, (Spring)
This is an individual or group course designed to provide students with the opportunity to pursue a special topic(s) from the area of public administration in depth; may be repeated as topics change. Prerequisites: upper division standing and permission of the instructor. May be taken 3 times for credit.

PAD 4940
Internship: Public Service, 3 Credit Hours, (Offered as needed)
This is an individualized course in supervised work experience which provides the student with supervised, public service related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: Upper division standing and permission of instructor.

RED 3309C
Early and Emergent Literacy K-2, 3 Credit Hours, (Fall, Spring)
This course is designed to increase the understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. Language theory and current research are used to shape informed practices regarding literacy development. Connections are made among all aspects of literacy learning: reading, writing, listening, speaking and attitude development. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDE 3301; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDE 3301.

RED 3324C
Teaching in the Middle Grades Curriculum, 3 Credit Hours, (Fall, Spring)
This course presents theory and methodology for teaching reading at the middle school level with emphasis on strategies for vocabulary and comprehension, evaluating student progress in reading, and integrating reading and study skills into content area instruction across the middle school curriculum. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDG 3343; upper division standing with permission of department chair; Corequisites: EDG 3410C, EDG 3343.

RED 3335C
Teaching Reading in the Content Areas, 3 Credit Hours, (Fall, Spring)
This course addresses strategies, materials, and skills for teaching reading in content areas. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 3324C.
RED 3511C  
Intermediate Literacy 3-6: Reading and Thinking,  
3 Credit Hours,  
(Fall, Spring)  
This course combines the theory and practice in the teaching of reading/literacy in the elementary intermediate grades. Procedures for meeting individual differences, differentiated instruction, selected use of materials, and classroom organizations will be examined. Prerequisite: RED 3309C. Required for this course. Prerequisite: a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 3309C.

RED 4312  
Integration of Assessment into Classroom Reading,  
3 Credit Hours,  
(Fall, Spring)  
This course introduces formal and informal methods and materials used to identify reading strengths and weaknesses of students. Emphasis is placed on integrating assessments into the curriculum to strengthen instructional strategies and student success. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of “C”. Prerequisite: RED 3311C.

RED 4519C  
Diagnostic and Instructional Interventions in Reading,  
3 Credit Hours,  
(Fall, Spring)  
This course introduces formal and informal methods and materials used to identify reading strengths and weaknesses of students. Emphasis is placed on diagnosis of reading problems, administration of assessments, evaluation of results and planning instructional interventions to remediate reading difficulties. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 4312.

RED 4854C  
Reading Field Experience,  
2 Credit Hours,  
(Fall, Spring)  
This course provides application of knowledge of reading development to reading instruction. Emphasis is placed on increased reading proficiency for struggling students, including students with disabilities and students from diverse populations. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: RED 4519C.

SCE 3350C  
Principles and Methods for Teaching Science K-8,  
3 Credit Hours,  
(Fall, Spring)  
This course provides techniques, methods and materials of instruction for teaching science in grades K-8. 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.

SCE 4930C  
Seminar in Science Education,  
1 Credit Hour,  
(Fall, Spring)  
This course is designed to prepare the pre-service teacher to transition into the workplace, and includes resume writing, professional dress and demeanor, interview techniques, refining professional portfolio, class discussion of issues common to teacher interns in science, and review strategies for certification exams. This course requires a minimum grade of “C”. Prerequisite: upper division standing with permission of department chair.

SCE 4940C  
Teaching Methods in Middle Grades Science Field Experience,  
1 Credit Hour,  
(Fall, Spring)  
In this course, students will apply knowledge of teaching strategies, methods and materials for teaching science in a middle school classroom. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisite: TSL 3081C.

TSL 3081C  
TESOL Issues and Practice,  
3 Credit Hours,  
(Fall, Spring)  
This course is designed to integrate the theories and principles of the Teaching of English to Speakers of Other Languages and applying them to classroom instruction. ESOL methodology and curriculum will be emphasized as they relate to current best practice in ESOL instruction. The student will increase and apply knowledge and skills in the Uniform Core Curriculum relevant to this content area. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Prerequisites: EDG 3410C and EDE 3301 or EDG 3343; upper division standing with permission of department chair; Corequisite: EDG 3410C and EDE 3301 or EDG 3343.

TSL 4140C  
ESOL Methods, Curriculum and Assessment,  
3 Credit Hours,  
(Fall, Spring)  
This course is designed to build on the candidate’s knowledge of applied linguistics and cross cultural communication. Candidates will extend their understanding of the role of language and culture in the classroom. This course will prepare candidates for effective planning, instruction, and assessment of ELLs in the classroom. This course requires a minimum grade of “C”. Current background check (fingerprinting) acceptable to the District in which the field experience will take place is required for this course. Requires an 18 hour field experience working with ELLs in a classroom setting. Prerequisite: TSL 3081C.
A CG 2001 △ Accounting I, 3 Credit Hours, (Fall, Spring, Summer)
This course covers the fundamental principles and procedures of double entry accounting as applied to the financial records of a business entity. The preparation of an income statement, statement of owner’s equity and balance sheet are emphasized. Specific transactions and internal control associated with cash, accounts receivable and inventory will be examined in detail. The code of professional ethics will be highlighted throughout the course. Prerequisite: although not required, MTB 1103 is highly recommended.

A CG 2011 Accounting II, 3 Credit Hours, (Fall, Spring, Summer)
This course covers recording of specific transactions and internal control associated with investments, fixed assets, liabilities, international operations and stockholders’ equity. Preparation of the statement of cash flow will be emphasized. The code of professional ethics will be highlighted throughout the course. Prerequisite: ACG 2001.

A CG 2071 Managerial Accounting, 3 Credit Hours, (Fall, Spring, Summer)
This course covers the basic principles of accounting techniques for the preparation of internal reports related to management of the firm and the interpretation of financial data useful in the decision-making process within the economic framework of the entity. Prerequisite: ACG 2011.

A CG 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.

A CO 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.

A MH 1041 American Civilization, 3 Credit Hours, (Offered as needed)
Unified history of social and intellectual issues. A study of major American concerns and issues, the proposals, their formative ideas, the resolution attained in an emerging pattern of American character and heritage. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

A MH 2061 Southern Cultural History, 3 Credit Hours, (Offered as needed)
Southern Cultural History – describing the social, political, and economic development of the South. Particular emphasis on Southern community, music, folk art, folklore and other elements associated with the American South from the Civil War to the present.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
△ Technology-Across-the-Curriculum Course.
AMH 2071  
Survey of Later History of Florida,  
3 Credit Hours,  
(Offered as needed)  
A survey of Florida history from the Territorial Period to the 21st Century.

AML 2010  
American Literature I,  
3 Credit Hours,  
(Offered as needed)  
A course in American Literature from the Colonial period to the Civil War. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: ENC 1101.

AML 2020  
American Literature II,  
3 Credit Hours,  
(Offered as needed)  
A course in American Literature from Civil War to present. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: ENC 1101.

ANT 2000  
Introduction to Anthropology,  
3 Credit Hours,  
(Offered as needed)  
Introduction to the fundamental principles, concepts, methods and theories in Anthropology. Includes a brief introduction to the subdisciplines of anthropology: cultural anthropology, biological anthropology, archaeology, and linguistics. A cross-cultural perspective will be paramount in the study of anthropology.

ANT 2100  
Introduction to Archaeology,  
3 Credit Hours,  
(Offered as needed)  
Introduction to the fundamental principles, methods, and theories in archaeology. Includes a history of the development of archaeology, and examination of the nature of archaeological data and research, an introduction to archaeological data and analysis, and an examination of approaches to synthesis and interpretation. North and South American archeology is studied, but non-western examples are also studied to enhance an understanding of the development of the discipline in Europe and the Americas.

ANT 2159C  
Florida Southeast US Archaeology,  
3 Credit Hours,  
(Offered as needed)  
Introduction to special topics in anthropology and archaeology. Example: field experience in archaeology, brief introduction to prehistoric native American cultures in Florida and the southeastern United States and field experience excavating a prehistoric site in Okaloosa County.

ARC 1111  
Architectural Presentation,  
3 Credit Hours,  
(Summer)  
This course introduces basic ideas and presentation techniques directed towards developing design skills, such as drawing, perspective sketching, and graphics using a variety of media to include: pencil, ink, colored pencils, markers, and model building to be used in architectural presentations. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ENC 1101.

ARC 1301C  
Design 1.1,  
4 Credit Hours,  
(Fall)  
The primary foci of this course are the development of two and three-dimensional graphic skills and the ability to think spatially and to manipulate elements in space. Analysis and design exercises are located primarily in abstract two/three dimensional space and deal with topics such as figure/ground relationships, line/plane/mass, the idea of systems, networks, repetition, and the relation of part to the whole. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ENC 1101.

ARC 1302C  
Design 1.2,  
4 Credit Hours,  
(Spring)  
This course continues the emphasis and topics studied in Design 1.1, with increased expectation with regard to graphic and spatial manipulation ability. Students study exemplary works of architecture and art, beginning the process of developing an understanding of the role history plays in their creative explorations. By the end of the course, site and the human being are part of the design environment. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ENC 1101.

ARC 2201  
Theory of Architecture,  
3 Credit Hours,  
(Spring, Fall)  
An introduction to architectural theory, selected contemporary architectural theories and movements, and their evolution and historical basis. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ETD 1102.

ARC 2303A  
Design 2.1,  
6 Credit Hours,  
(Fall)  
Application of two and three-dimensional design principles learned in first-year design, in preparation for whole building design in the third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ETD 1102.

ARC 2304  
Design 2.2,  
6 Credit Hours,  
(Spring)  
Application of two and three-dimensional design principles learned in first-year design, in preparation for whole building design in the third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making, and human behavior. Prerequisite: ETD 1102.

This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
ARC 2472
Introduction to the Technology of Architecture, 4 Credit Hours, (Summer)
This course is the beginning of the technology sequence in the areas of structures, environment technology, and materials and methods of construction. It introduces themes such as the response of buildings to the natural environment, the strength, stiffness, and durability in building materials, and the quantitative method of analysis and design of building assemblies and support systems. It explores the relationship between building technology and the social, aesthetic, environmental and economic aspects of the settings in which buildings are located, and how these factors relate to the process of architectural design. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2501
Architectural Structures I, 3 Credit Hours, (Offered as needed)
The emphasis of the course is on the development of the principles of statics and the application of these principles to the analysis and design of structural systems, primarily column, beam, slab systems, and the truss systems. The course builds on the basic ideas of structural form and material properties developed in Introduction to the Technology of Architecture. Prerequisites: any college level physics or calculus course, and concurrent enrollment in ARC 2472. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2701
Survey of History of Architecture, Part I, 3 Credit Hours, (Offered as needed)
A critical exploration of the history and theory of architecture from pre-history through the end of the 13th century. Examination of the making and intent of significant buildings and sites tracing the developments that have given meaning to the built environment and brought order to the tectonics of architecture. This course is designed as part of an articulation agreement with Florida A&M University; students interested in transferring to another upper division school should consult with an advisor.

ARH 1000
Humanities Art, 3 Credit Hours, (Fall, Spring, Summer)
This course offers a study in the basic concepts of art, including function, style and structure with emphasis on the interaction of medium and meaning and problems of art criticism. This class does not fulfill the art history requirements for art majors, but compliments the art major’s course of study as an elective. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2050 †
Art History: Pre-Renaissance, 3 Credit Hours, (Fall, Spring, Summer)
Survey of significant contributions in art from prehistoric through Renaissance. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2051 †
Art History: Renaissance - 18th Century Neo-Classicism, 3 Credit Hours, (Fall, Spring, Summer)
Survey of significant contributions in art from Renaissance through Contemporary. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2060 †
Architecture History, 3 Credit Hours, (Fall, Spring, Summer)
Survey of significant contributions in architecture from prehistoric to modern times. Architecture will be considered in terms of stylistic qualities, structural type, and intended usage. Topics will be addressed according to historical content, societal background, and geographical location. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2402 †
Art History: Modern Art, 3 Credit Hours, (Summer and as needed)
Surveys and analyzes the major artistic periods and movements from 18th century Neo-Classicism to present. Required for all Art majors. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

ARH 2930
Art History – Special Topics, 3 Credit Hours, (Fall, Spring Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

† 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 1201C
Two-Dimensional Design,
3 Credit Hours,
(Fall, Spring)
An introductory course, both theoretical and applied, dealing with the principles of organization and the elements of design in a two-dimensional format. This is a foundation course for all of the graphic arts: painting, printmaking, and the two-dimensional crafts. See page 54 regarding audit enrollment.

ART 1203C
Three-Dimensional Design,
3 Credit Hours,
(Fall, Spring)
An introductory course, both theoretical and applied, dealing with principles of organization and the elements of design in a 3-dimensional format. Various materials, tools, and surfaces are used to explore 3-D form. This is a foundation course. See page 54 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 54 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 54 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 54 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 54 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. The course includes Writing-Across-The-Curriculum. If used to meet Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisites: Approval from department chair, a passing score on the standardized placement test measuring communication/verbal/ reading achievement or successful completion of ENC 0025 and REA 0017.

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 54 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 54 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 54 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 54 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 54 regarding audit enrollment.

ART 2541C
Water Color II,
3 Credit Hours,
(Fall, Spring)
This course is a continuation of Painting I ART 2540C with emphasis on further exploration of subject matter through demonstrations and various lab experiences. Open to all students. See page 54 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 54 regarding audit enrollment.

ART 2541C
Water Color II,
3 Credit Hours,
(Fall, Spring)
This course is a continuation of Painting I ART 2540C with emphasis on further exploration of subject matter through demonstrations and various lab experiences. Open to all students. See page 54 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.

△ Technology-Across-the-Curriculum 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 54 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 54 regarding audit enrollment.

ART 2834C
Gallery Practices,
3 Credit Hours,
(Offered as needed)
The principles of Art Gallery practices and operations. Both theoretical and practical experiences will be obtained through lectures, field trips and class projects.

ART 2930
Art – Special Topics,
3 Credit Hours,
(Fall, Spring Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

ART 2955
Portfolio Development,
3 Credit Hours,
(Spring)
Development of a working portfolio through studio project aimed at fulfilling the general requirements the average company, university, art school or advertising agency looks for in a portfolio presentation. Prerequisites: ART 1201C, ART 1203C, ART 1300C, ART 1301C.

ASL 1140 ◆
American Sign Language I,
4 Credit Hours,
(Fall)
To introduce the student to the basic vocabulary and finger spelling of American Sign Language. Emphasis will be on learning to express this language in a simple form and have a basic receptive language competency.

ASL 1150 ◆
American Sign Language II,
4 Credit Hours,
(Spring)
To increase the student’s American Sign Language vocabulary and use more complex expression of thoughts, ideas, and emotions. To increase the receptive and expressive proficiency of the student in both sign and finger spelling. Prerequisite: ASL 1140 or an equivalent course with a grade of “C” or better.

ASL 2160 ◆
American Sign Language III,
4 Credit Hours,
(Spring)
A conversational course in American Sign Language utilizing skills and vocabulary from American Sign Language I and II and building on these to form more complex expressions in American Sign Language. Impromptu and planned stories, dialogues and skits will be performed. Receptive and expressive finger spelling will be advanced. No voice will be used for the majority of classroom time. Prerequisite: ASL 1150 or an equivalent course with a grade of “C” or better.

AST 1002
Astronomy,
4 Credit Hours,
(Fall, Spring, Summer)
This non-lab one-semester course is designed to meet the general education requirements in physical science for non-science majors and for students in related scientific fields needing a scientific elective. The course includes topics in planetary astronomy, the sun and stellar evolution, galaxies, and cosmology. Also covered are basic physical laws, light, and telescopes. Exercises require only basic math with some very limited algebra.

BCN 1040 *
Introduction to Sustainability and Measurement Systems,
3 Credit Hours,
(Offered as needed)
This course provides the fundamentals of blueprint reading in light construction for use by the building trades. Includes current standards, design characteristics, structural relationships, and the use of building materials.

BCN 1041 *
Introduction to Sustainable Sites,
3 Credit Hours,
(Offered as needed)
This course describes how to develop a sustainable site and the variables that regulate it. It gives background information for the variables and their effect on people and for the planning and design of a site and systems to create a safe, healthy, and sustainable environment. The course goes on to list the credits offered for optimizing the site conditions by the USGBC LEED NC rating system and the requirements for achieving the credits. Prerequisite: BCN 1040.

BCN 1042 *
Introduction to Sustainable Water Systems,
3 Credit Hours,
(Offered as needed)
This course describes sustainable water systems and the variables that regulate them. It gives background information for the variables and their effect on people and for the design of buildings, sites, and systems to create a safe, healthy, and sustainable environment. The course goes on to list the credits offered for optimizing the water efficiency by the USGBC LEED NC rating system and the requirements for achieving the credits. Prerequisite: BCN 1041.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

◆ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
BCN 1043 *  
Introduction to Sustainable Design  
Materials and Resources,  
3 Credit Hours,  
(Offered as needed)  
This course describes sustainable materials and resources for sites and buildings and the variables that regulate them. It gives background information for the variables and their effect on people and for the design of sites, buildings, and systems to create a safe, healthy, and energy efficient environment. The course goes on to list the credits offered for materials and resources by the USGBC NC rating system and the requirements for achieving the credits. Prerequisite: BCN 1042.

BCN 1044 *  
Introduction to Indoor Environmental Air Quality,  
3 Credit Hours,  
(Offered as needed)  
This course describes the indoor environment quality (IEQ) of buildings and the variables that regulate it. It gives background information for the variables and their effect on people and for the design of buildings and systems to create a safe, healthy, and productive environment. The course goes on to list the credits offered for optimizing the indoor conditions by the USGBC LEED NC rating system and the requirements for achieving the credits. Prerequisite: BCN 1043.

BCN 1045 *  
Introduction to Integral Sustainable Design Theory,  
4 Credit Hours,  
(Offered as needed)  
This course outlines a new, rigorous, theoretical, and practical approach to understanding sustainable design. The course covers all of the major ways of thinking about sustainable design. We will use an integral lens to view sustainable design from four fundamental perspectives: technology, ecology, art, and culture. We will also examine the four major contemporary world views on sustainable design: traditional, modern, post modern, and integral. Using the integral approach, the student will develop a design project according to the USGBC LEED NC rating system and the requirements for achieving the credits. If you are taking this course as part of the certificate in sustainable design and green building, it is highly recommended you take this course as it provides opportunity to implement all the material covered in the previous courses in a final design project. Prerequisite: BCN 1044.

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.

BCT 1763 *  
Construction Safety and Health,  
3 Credit Hours,  
(Spring, Summer, Fall)  
A basic course in construction safety and health, covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA construction standard and safety practices; environmental safety; violence in the workplace; ergonomics; ethics and safety; workers’ compensation; and stress on the job.

BCT 2761 *  
Structural Systems in Construction,  
3 Credit Hours,  
(Spring, Summer, Fall)  
A course to familiarize students with structural terminology, practices, methods, code requirements and safety, and health criteria in construction.

BCT 2770 *  
Construction Estimating,  
3 Credit Hours,  
(Spring, Fall)  
A course in estimating as it relates to the construction industry covering references, estimating methods, take-off organization and presentation; material take-off, cost estimating in heavy construction, mathematical formulas for estimating, quantity take-off from plan review, and computer estimating overview. Prerequisites: BCN 1230, BCN 1272.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
BOT 1010C
Botany,
4 Credit Hours,
(Fall, Spring)
This course covers the structure and function of seed plants, basic information on plant metabolism, including photosynthesis and water relations, and a survey of lower plants, algae and fungi. It introduces basic concepts of ecology and plant geography and stresses the importance of plants to humans. Laboratory sessions illustrate concepts from the lecture using specimens, microscope slides and field trips.

BSC 1005 △
General Biology,
4 Credit Hours,
(Fall, Spring, Summer)
The principles of biology are included. Human Biology is emphasized. Man’s effect on the environment is considered wherever appropriate.
(NO LABORATORY — Not for majors in Biology).

BSC 1005C (NWFSC Collegiate High School Students Only)
General College Biology,
5 Credit Hours (1 HC)
The principles of biology are included. Human Biology is emphasized. Man’s effect on the environment is considered wherever appropriate.
General biology uses experimental methodology and technique and includes a survey of bacteria, protist, fungi, plants and animals. The lab content will include a survey of organisms, dissection of plants, invertebrates and vertebrates.

BSC 1005L
Biology Lab,
1 Credit Hour,
(Offered as needed)
Laboratory for General Biology. Experimental methodology and technique. Not recommended for Biology majors. Pre or corequisite: BSC 1005 or equivalent.

BSC 1010C △
Principles of Biology I,
4 Credit Hours,
(Fall, Spring)
A study of the structure and function of the major biological molecules and the organization of these molecules at the subcellular level; of cellular growth including bioenergetics, metabolism and its control, and the movement and incorporation of macromolecules as related to cell expansion and repair; and the study of the control of cellular growth including both genetic and biochemical control mechanisms.
Required for Biology, Pre-Med, and most Pre-Professional Science majors.
Prerequisites: high school biology and chemistry or CHM 1025 and eligibility to enroll in MAC 1105.

BSC 1011C
Principles of Biology II,
4 Credit Hours,
(Fall, Spring)
This course is a continuation of BSC 1010C. It provides an overview of the history of life on Earth, a summary of the concepts of phylogeny and classification, and a survey of organisms with emphasis on plants and animals. Structure, evolution, taxonomy, and ecology of the major phyla will be included. This course is required for Biology, Pre-Med, and most Pre-Professional Science majors.
Prerequisite: BSC 1010C.

BSC 1080
Essentials of Anatomy and Physiology,
3 Credit Hours,
(Offered as needed)
This course surveys basic structure and function of the human body with emphasis on terminology and anatomy.

BSC 1085C △
Anatomy & Physiology I,
4 Credit Hours,
(Fall, Spring, Summer)
A study of the human organism to include cells, tissues, skeleton, muscular system and nervous system.

BSC 1086C
Anatomy and Physiology II,
4 Credit Hours,
(Fall, Spring, Summer)
A study of the human organism to include the cardiovascular system, the fluid electrolyte balance, and the respiratory, excretory, endocrine, reproductive, gastrointestinal and immune systems.

BSC 1905
Independent Study – Biology,
1 Credit Hour,
(Fall, Spring, Summer)
A course designed to (1) allow a student to complete part of a course taken elsewhere and thereby complete general education requirements, (2) to go deeper into special areas of interest. This course may be taken up to four times for credit.

BSC 2020C
Human Structure and Function,
4 Credit Hours,
(Fall, Spring, Summer)
A study of the structures and functions of the human body with emphasis on system integrations (homeostasis) and an introduction to system disorders and pathologies.

BSC 2946
Directed Work Study – Biology,
1 Credit Hour,
(Offered as needed)
Practical experience with use and maintenance of lab equipment and materials. Participation in support activities and organizational routines of lab courses. Course fees may be waived. May be taken up to four times for credit. Departmental approval following interview is required.

BUL 2241
Business Law I,
3 Credit Hours,
(Fall, Spring, Summer)
Introductory course in business law with objective of presenting the law underlying business transactions. Course includes the study of the Law of Contracts, the Law of Bailments, and the Law of Sales based on the Uniform Commercial Code. Recommended for Business degree students.

BUL 2242
Business Law II,
3 Credit Hours,
(Fall, Spring, Summer)

CAP 2777
Data Mining,
3 Credit Hours,
(Offered Fall, or as needed)
This course offers exploration of data mining methodologies. Topics may include decision tables, decision trees, classification rules, association rules, clustering, statistical modeling, and linear models and will focus on data warehousing, data mining and data drilling. Prerequisite: CGS2541 or any programming language.

△ Technology-Across-the-Curriculum Course.
CCJ 1000 *  
Introduction to Criminology,  
3 Credit Hours,  
(Spring)  
A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific behavioral problems of addicts, compulsive and habitual offenders and juvenile offenders. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 1020  
Introduction to Criminal Justice,  
3 Credit Hours,  
(Fall, Spring, Summer)  
An introduction to the philosophical and historical background of law enforcement and the administration of criminal justice. Organization and jurisdiction of local, state, and federal law enforcement agencies, court and criminal procedures, career opportunities in the Criminal Justice field are also covered.

CCJ 1935 *  
Criminal Justice Seminar,  
3 Credit Hours,  
(Offered as needed)  
Exploration, development and discussion of contemporary problems in the Criminal Justice System.

CCJ 1941 *  
Internship – Criminal Justice,  
3 Credit Hours,  
(Offered as needed)  
On-the-job training in the programs in which the student is enrolled. The student is under the supervision at work of a qualified supervisor appointed by the respective agency. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness and total performance. A project paper or approved project will be submitted by the student two weeks prior to the close of the semester. This course may be repeated twice for a total of 6 semester hours.

CET 1600C *  
Networking Fundamentals,  
3 Credit Hours,  
(Spring, Fall)  
This course introduces the student to the basics of Internetworking technology. This is also the first of four courses designed to prepare a student to take the CISCO Certified Network Associate Exam. The student will study networks and layers, networking devices, IP addressing, ARP and RARP, media and design, topology, structured cabling, electricity, and electronics and network management.

CET 1610C *  
Routing Protocols and Concepts,  
3 Credit Hours,  
(Spring, Fall)  
Basic Router terminology and configurations are studied in this course. The student will study router components, router configuration, IOS, TCP/IP, IP addressing, and router protocols. This is one of the four courses designed to prepare a student to take the CISCO Certified Network Associate Exam (CCNA). Prerequisite: CET 1600C.

CET 1660 *  
Introduction to Network Security,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course is designed to introduce students to the terminology and concepts associated with network security, including communication security, infrastructure security, cryptography, access control, authentication, external attack, as well as operational and organizational security. The course is also intended to assist with preparation for the CompTIA Security+ certification.

CET 2172C *  
Microcomputer Servicing,  
4 Credit Hours,  
(Spring, Fall)  
This course introduces the PC system, how it works and how the operating system controls it. Also studied are the components which make up the PC system, how to use multimeters and logic probes to make measurements and troubleshoot the system with the aid of diagnostic software. Students will perform fault analysis of simulated PC defects. In addition, students will learn to disassemble, reassemble and modify the PC hardware components.

CET 2179C *  
PC Operating Systems A+,  
3 Credit Hours,  
(Spring, Summer, Fall)  
This course is designed to help prepare the student to take the A+ Certification exams by making the student proficient in personal computer operating systems, including Win 2000, Win XP, and Win Vista. Major topics include disk and file management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, remote assistance, and security essentials and security practices.

CET 2182C *  
PC Hardware A+,  
3 Credit Hours,  
(Spring, Summer, Fall)  
This course is designed to prepare the student to take the A+ Certification exam, by teaching the student basic technical skills needed to understand the function and operation of the major elements of personal computer systems, and how to localize and correct common hardware and software problems.

CET 2615C *  
LAN Switching and Wireless,  
3 Credit Hours,  
(Offered as needed)  
This course introduces the student to fundamentals of LAN configurations. This is also the third of four courses designed to prepare a student to take the CISCO Certified Network Associate Exam. The student will study LAN Switching, VLANS, OSPF, EIGRP, VTP, classless routing and Access Lists. Prerequisites: CET 1600C, CET 1610C.

CET 2620C *  
Accessing the WAN,  
3 Credit Hours,  
(Offered as needed)  
This course introduces the student to advanced router configurations and network design. This is also the last of four courses designed to prepare a student to take the CISCO Certified Network Associate Exam. The student will study WAN technology and design, PPP, ISDN, Frame Relay, and network management. Prerequisites: CET 1600C, CET 1610C, CET 2615C.

CET 2685C *  
Fundamentals of Network Security,  
3 Credit Hours,  
(Offered as needed)  
Introduction to network security and overall security processes. This hands-on, skill-based course focuses on the design and implementation of security solutions to reduce the vulnerability of the network, using VPNs, network routers and a firewall. This course helps prepare the student for the CISCO Security Specialist certification. Prerequisites: CET 1600C, CET 1610C.

* 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 2854C *△
Fundamentals of Wireless LANs,
3 Credit Hours,
(Fall, Spring)
Develop, implement and troubleshoot wireless networks. This hands-on, skill-based course focuses on the design, planning and operation of wireless networks, with an overview of technologies, security, and design best practices. This course helps prepare the student for the CISCO Wireless Certification. Prerequisites: CET 1600C, CET 1610C.

CET 2892C*
Advanced Network Security
3 Credit Hours,
(Fall, Spring, Summer)
This course examines advanced network security topics including, but not limited to, advanced topics in integration of hardware firewalls, advanced topics in Intrusion Detection Systems (IDS), advanced topics in Internet Protocol-security (IPSec), and advanced topics in Virtual Private Networking (VPN) in network security design. Students will implement designs using equipment in a laboratory setting. Prerequisite: CET 1660.

CET 2905 *△
Independent Study
Computer Engineering,
1 Credit Hour,
(Offered as needed)
This is a directed study course to provide computer engineering students with individual projects designed to meet specific needs in areas of computer engineering technology for which present course availability is limited. Prerequisite: instructor or departmental chair approval.

CET 2940 *△
Computer Engineering Internship,
1 Credit Hour,
(Offered as needed)
On the job training in the Associate in Science or Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester. May be taken four times for a total of 4 semester hours. Prerequisite: active enrollment in a technical degree program.

CET 2941 *△
Computer Engineering Internship,
2 Credit Hours,
(Offered as needed)
On the job training in the Associate in Science or Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester. May be taken four times for a total of 8 semester hours. Prerequisite: active enrollment in a technical degree program.

CET 2942 *△
Computer Engineering Internship,
3 Credit Hours,
(Offered as needed)
On the job training in the Associate in Science or Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester. May be taken four times for a total of 12 semester hours. Prerequisite: active enrollment in a technical degree program.

CGS 1030
Computer Basics,
3 Credit Hours,
(Fall, Spring)
This is an introductory course for basic computer use, including the Internet. It addresses the use of computers for personal, business, and college purposes. It introduces the Windows operating system and Microsoft Office applications, including Word, Excel, and PowerPoint. Hands-on use of a personal computer is required.

CGS 1100△
Microcomputer Applications,
3 Credit Hours,
(Fall, Spring, Summer)
This is a hands-on course using computer software including discussion and practical applications of the Windows operating system, computing concepts, Internet, word processing, spreadsheets, database management, presentation software, and various communications topics.

CGS 1550△
Introduction to World Wide Web,
3 Credit Hours,
(Offered as needed)
This course provides an introduction to the required hardware, software, procedures, uses and building web pages on the World Wide Web and the Internet. Prerequisite: demonstrated competencies in Word processing and keyboarding skills.

CGS 1570△
Computer Applications for Business,
3 Credit Hours,
(Fall, Spring, Summer)
This is a hands-on course using computer software (word processing, spreadsheet and database) to facilitate the activities involved in the business environment. Prerequisite: CGS 1100 or competency exam.

CGS 1843△
Intro to E-Commerce,
3 Credit Hours,
(Offered as needed)
This course is designed to provide students with an overview of the dynamics of electronic commerce and how it links information technology to business objectives. Course may not transfer to all State University System institutions.

CGS 2541△
Introduction to Database Concepts,
3 Credit Hours,
(Offered as needed)
This course will provide an introduction to data modeling and the design and implementation of relational databases and extend the students’ understanding of the principles and techniques used in the design and implementation of modern database systems. Prerequisite: CGS 1100.

CGS 2544△
Advanced Database Concepts,
3 Credit Hours,
(Offered as needed)
The aim of this course is to explore advanced database concepts including an advanced exploration of data modeling and the design and implementation of relational databases. This course will extend the students’ understanding of advanced principles and techniques used in the design and implementation of modern database systems and explore database problems and potential solutions. Prerequisites: CGS 1100, CGS 2541.

* 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 2820  
Web Authoring with HTML,  
3 Credit Hours,  
(Offered as needed)  
An introduction to the design, creation and maintenance of web pages and websites. Students learn how to critically evaluate website quality, learn how to create and maintain quality web pages, learn about web design standards and why they’re important, and learn to create and manipulate images.

CHIM 1120  
Mandarin Chinese I,  
4 Credit Hours,  
(Fall, Spring)  
This course focuses on pronunciation and grammatical structures of Mandarin Chinese, with emphasis upon balanced development of all four skills: listening, speaking, reading and writing. Covers all basic structures of the language and develops a foundation for further study of the language. Designed for students with no previous knowledge of Chinese.

CHIM 1121  
Mandarin Chinese II,  
4 Credit Hours,  
(Fall, Spring)  
This course is a continuation of Mandarin Chinese I with additional vocabulary and grammar. Pronunciation and grammatical structures of Mandarin Chinese, with emphasis upon balanced development of all four skills: listening, speaking, reading and writing. Covers all basic structures of the language and develops a foundation for further study of the language. Prerequisite: CHI 1120 or an equivalent course with a grade of “C” or better.

CHIM 1025  
Chemical Science,  
4 Credit Hours,  
(Fall, Spring, Summer)  
Fundamental principles and theories of matter and energy. Atomic theory, periodicity, properties, structure, kinetic molecular theory, bonding, solutions, scientific method, carbon compounds. This course serves as an introduction to chemistry for non-science majors, satisfying the General Education requirement for the A.A. degree; and as a preparatory course for students intending to enter college chemistry.

CHIM 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.

CHIM 1045C  
College Chemistry I,  
4 Credit Hours,  
(Fall, Spring, Summer)  
Quantitative approach to modern theoretical and descriptive chemistry with appropriate development of laboratory techniques. Includes symbols, formulas, equations, atomic structure, bonding, states of matter, stoichiometry, thermo-chemistry, solutions, colloids, molecular orbitals, periodicity and properties. A two semester sequence in general chemistry with laboratory exercises and demonstrations. University transfer credit. Prerequisites: MAC 1105 required; high school Chemistry or Physics, CHM 1025 or PHY 1020 advised.

CHIM 1046C  
College Chemistry II,  
4 Credit Hours,  
(Fall, Spring, Summer)  
Continuation of CHM 1045C. Includes kinetics, chemical equilibrium, acids and bases, thermo-dynamics, non-metals and their compounds, electrochemistry, redox, the atmosphere, hydrocarbons, biochemistry, nuclear chemistry, coordination compounds, and qualitative analysis. Prerequisite: CHM 1045C.

CHIM 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.

CHIM 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 carbanionic condensation reactions, the interconversions of carboxyl compounds and the nucleophile 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. 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 in Science and Associate in Applied Science degree programs in which the student is enrolled. The student is under the direction of a full-time faculty member and under the supervision at work of a qualified supervisor. The faculty member in concert with the student and the student’s supervisor will design a plan of study. The faculty member will periodically meet with the student and the supervisor to evaluate and if necessary modify the plan as deemed appropriate. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the term. May be taken four times for a total of 12 credit hours. Prerequisite: permission of the instructor.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.
CJL 1100
Criminal Law,
3 Credit Hours,
(Fall, Spring, Summer)
Includes the study of the fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility, as well as, classification and analysis of Florida Statutes.

CJL 1400
Criminal Procedure,
3 Credit Hours,
(Fall, Spring, Summer)
Includes the study of the fundamentals of constitutional, criminal and civil law; principles, duties and mechanics of criminal procedures in Florida as applied to arrest, search, seizure, and court processing; and a functional analysis of the rules of evidence in court procedures.

CJL 2500
Courts and the Judicial Process,
3 Credit Hours,
(Offered as needed)
This course is designed to teach the student the major structures and basic legal concepts of the American criminal court system. The students shall learn the components, personnel, and inherent social issues in our present criminal court system.

CLP 1000
Personal Adjustment,
3 Credit Hours,
(Fall, Spring, Summer)
Psychology of adjustment, application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.

CLP 2140
Abnormal Psychology,
3 Credit Hours,
(Offered as needed)
A study of the different problems in psychopathology, including anxiety, depression, social deviance, psychosis, schizophrenia, mental retardation and general brain dysfunction of both children and adults, with emphasis on descriptive etiology, known causes, and treatments. Prerequisite: PSY 2012.

COP 1000
Introduction to Programming Concepts and Logic,
3 Credit Hours,
(Fall, Spring, Summer)
General survey of programming/problem solving techniques. Includes an introduction to structured programming. Algorithm development will employ the use of a modern programming language.

COP 2011
Advanced Applications Programming in Visual Basic,
3 Credit Hours,
(Fall, Spring, Summer)
This course introduces the advanced features of Visual Basic.Net. The student will learn to create advanced versions of innovative and useful Windows programs using Rapid Application Development techniques. Topics to be discussed include: basic and advanced graphical user interface development; sequential file processing; advanced object-oriented programming; ActiveX components; advanced database management development including interfacing to external applications and Visual Basic’s internal database manager; multimedia, networking; and advanced data structures. Prerequisite: COP 2010.

COP 2176
Visual Basic ADO.Net,
3 Credit Hours,
(Offered as needed)
The aim of this course is to provide an advanced level of knowledge in database programming using Visual Basic’s ADO.Net, using normalization, object and relational types, modeling, data validation, and structured query language (SQL) in creating database applications. Prerequisites: CGS 2541, CGS 2544, COP 1000, COP 2010, and COP 2011. Corequisites: CGS 2544, COP 2011.

COP 2220
Programming in C, 3 Credit Hours,
(Fall, Spring, Summer)
An introduction to C programming language using microcomputers. Prerequisite: COP 1000 or equivalent.

COP 2222
Advanced Programming in C, 3 Credit Hours,
(Offered as needed)
An advanced exploration of the C programming language using microcomputers. Prerequisite: COP 2220 or equivalent.

COP 2224
Programming in C++, 3 Credit Hours,
(Fall, Spring, Summer)
An introduction to C++ programming using microcomputers. Prerequisite: COP 1000.

COP 2228
Advanced Programming in C++, 3 Credit Hours,
(Offered as needed)
An advanced exploration of the C++ programming language using microcomputers. Prerequisite: COP 2224 or equivalent.

COP 2360
Programming in C Sharp (C#), 3 Credit Hours,
(Offered as needed)
An introduction to the C# programming language using microcomputers. Prerequisite: COP 1000 or equivalent.

* 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 2564
Programming for Mobile Devices: iOS (iPhone/iPad),
3 Credit Hours,
(Offered as needed)
This class teaches the fundamentals and provides a broad perspective of the iPhone SDK platform. It begins with an overview of the Objective-C language and progresses into the details of the UIKit, as well as several other frameworks essential for development on the iPhone and iPad. Prerequisite: COP 1000.

COP 2660
Programming for Mobile Devices: Android,
3 Credit Hours,
(Offered as needed)
This class teaches the fundamentals and provides a broad perspective of the Android development platform. It begins with an overview of the Java language and progresses into the details of the developing for Android-based mobile devices and tablets. The curriculum also covers several other frameworks essential for development on the Android platform. Prerequisite: COP 1000.

COP 2700
Introduction to SQL,
3 Credit Hours,
(Offered as needed)
An introduction to SQL and the design and creation of object-oriented databases (using SQL). Topics include storing, retrieving, updating and displaying data using Structured Query Language (SQL). Prerequisite: CGS 1100; Corequisite: CGS 2541 recommended.

COP 2800 △
Introduction to Java Programming,
3 Credit Hours,
(Fall, Spring, Summer)
An introduction to programming using the Java language. Students will develop and apply individual programs. Prerequisite: COP 1000 or equivalent.

COP 2805 △
Advanced Java Programming,
3 Credit Hours,
(Fall, Spring, Summer)
An advanced level programming course using advanced Java techniques. Prerequisite: COP 2800 or equivalent.

COP 2833
Databasing for Internet Applications,
3 Credit Hours,
(Offered Fall, or as needed)
This course will expose students to basic relational database concepts used in web programming, including structuring data and making queries. Prerequisites: CGS2541 and COP2840.

COP 2840 △
Web-based Programming I,
3 Credit Hours,
(Offered as needed)
This course is designed to extend the student’s understanding of web-based programming techniques, and give them practical experience in the use of a range of technologies for creating e-Commerce applications. Prerequisite: CGS 2820.

CRW 2001
Creative Writing I,
3 Credit Hours,
(Offered as needed)
Instruction and practice in writing various forms of poetry, short story, drama, and/or other modes and in submitting for publication.

CRW 2002
Creative Writing II,
3 Credit Hours,
(Offered as needed)
Advanced work in poetry and prose modes. Student creativity in prose, poetry, and drama. Students submit creative work to publisher market. Prerequisite: CRW 2001 or equivalent or demonstrated publication at equivalent or higher level.

CRW 2100
Introduction to Fiction Writing,
3 Credit Hours,
(Offered as needed)
This course offers extensive practice writing fiction. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Upon agreement with the instructor, students may elect to develop either individual short stories or novel chapters with synopsis. Prerequisites: none, but CRW 2001 and CRW 2002 recommended.

CRW 2300
Introduction to Poetry Writing,
3 Credit Hours,
(Offered as needed)
This course offers extensive practice writing poetry. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Prerequisites: none, but CRW 2001 and CRW 2002 recommended.

CRW 2302
Intermediate Poetry Writing,
3 Credit Hours,
(Offered as needed)
This course builds on poetry writing skills developed in CRW 2300. Students will examine styles and techniques of contemporary poets and develop a portfolio of original work with attention to the revision process. Students will submit work for publication. Prerequisites: CRW 2300.

CRW 2600
Writing Scripts for Film and Television,
3 Credit Hours,
(Offered as needed)
This course offers an introduction to the theory and practice of writing scripts for television and film. Students will develop a body of original work with a goal toward publication.

CTS 1106 *△
Fundamentals of UNIX,
3 Credit Hours,
(Offered as needed)
This course is designed to introduce the UNIX operating system to new users. The student will learn fundamental features of the operating system, including file system navigation, file permissions, editors, command shells, and basic network use. Provides a foundation for more advanced courses in administration and certification.

CTS 1156C *△
Desktop Support,
3 Credit Hours,
(Fall, Summer, Spring)
This course introduces the help desk skills to troubleshoot hardware or software operation and application problems for end users on the desktop or client-side, based on the Windows operating system. It is designed to help prepare the student to take the two core exams (70-620 and 70-622) required for certification as an MCITP: Enterprise Support Technician students should have user-level competency with Windows and MS Office. Prerequisites: none, although CTS 2162C, CGS 1100, and CGS 1570 would be useful.

* 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 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. Required  
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 1383C *
Windows Server Administration  
Fundamentals,  
3 Credit Hours,  
(Offered as needed)
This course provides basic concepts  
of server administration in a Microsoft  
server environment. Introduction to  
server installation, server storage  
concepts, administering services,  
Active Directory infrastructure  
and configuration, server roles,  
remote access, troubleshooting  
and performance monitoring,  
and maintenance. Prerequisite:  
recommended level of knowledge:  
Windows 7 configuring.

CTS 2104 *△
Introduction to Windows,  
3 Credit Hours,  
(Fall, Spring, Summer)
An introduction to operating systems  
in general with emphasis on Windows.

CTS 2134 *△
Network Technology,  
3 Credit Hours,  
(Fall, Spring, Summer)
This course is designed to introduce  
students to the terminology and  
concepts of the network industry,  
including data communications  
and network services, OSI Model,  
topology, network media,  
connectivity devices and security.  
This is preparation for the CompTIA  
Network+ certification and the  
first course in the MCSE/MCSA  
certification program.

CTS 2143C *
CompTIA Server+,  
3 Credit Hours,  
(Offered as needed)
This course provides advanced  
concepts in server hardware  
components and troubleshooting in  
a non-vendor-specific environment.  
Introduction to server installation,  
server storage concepts, administering  
services, server roles, virtualization,  
performance monitoring, security,  
data protection, and maintenance.  
Prerequisite: recommended level of  
knowledge: CompTIA A+ Certification.

CTS 2162C *△
Windows Vista Operating System,  
3 Credit Hours,  
(Fall, Spring, Summer)
This course addresses the  
implementation and desktop support  
needs of the MS Vista software,  
including installation, configuration  
and management of hardware and file  
systems, user profiles, remove users,  
and monitoring of resources and  
performance. This course prepares  
the student for the MCP exam, a core  
requirement for Windows MCSE or  
MCSA.

CTS 2163C *△
Windows 7 Client Operating System,  
3 Credit Hours,  
(Offered as needed)
This course addresses the  
implementation and desktop support  
needs of the MS client software,  
including installation, configuration  
and management of hardware and file  
systems, user profiles, remote users,  
and monitoring of resources and  
performance. Recommended level of  
knowledge: A+, Network +, Security  
+. This course prepares the student  
for the MCTS exam, a core requirement  
for Windows MCITP.

CTS 2302C *△
Windows Active Directory,  
3 Credit Hours,  
(Offered as needed)
This course focuses on a Windows  
server directory service environment,  
including forest and domain structure,  
DNS, site topology and replication,  
organizational unit structure and  
delegation of administration, Group  
Policy, and user/group/computer  
account strategies. Recommended  
level of knowledge: A+, Network +,  
Security +. This course prepares the  
student for the MCTS exam, a core  
requirement for Windows MCITP.  
Prerequisites: none, although  
CET 2182C, CET 2179C, CTS 2134,  
CTS 2162C and CET 1660 would be  
useful.

CTS 2321 *
UNIX Administration,  
3 Credit Hours,  
(Offered as needed)
This course is designed for network  
administrators in a UNIX operating  
environment. UNIX operating  
system concepts, architecture and  
administration will be explored using  
Linux. Includes shell programming,  
database managements, rapid  
application development, and  
programming tools such as PERL and  
C++. Prerequisites: CTS 2134,  
CTS 1106.

CTS 2334 *△
Windows Server Environment,  
3 Credit Hours,  
(Offered as needed)
This course will provide students with  
the opportunity to develop the skills  
required to manage accounts and  
resources, maintain server resources,  
monitor server performance, and  
safeguard data. This course prepares  
the student for the MCP exam, a core  
requirement for Windows MCSE or  
MCSA.

CTS 2342C *
Windows Server 2008  
Enterprise Administration,  
3 Credits Hours,  
(Fall, Spring)
This course focuses on the skills  
necessary to design and plan a  
Windows Server 2008 Network and  
Active Directory infrastructure in  
large environments. Topics include:  
designing for network access,  
planning for Terminal Services,  
designing Active Directory forests  
and domains, designing an enterprise-level  
group policy strategy, designing  
branch office deployment strategies,  
designing and implementing a Public  
Key Infrastructure, designing for  
software updates and compliance  
management, designing operating  
system virtualization strategies, and  
planning for business continuity and  
data availability. A strong background  
in Microsoft networking and Active  
Directory Services is required.

* 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 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 2362  
Advanced Programming in C Sharp (C#),  
3 Credit Hours,  
(Offered as needed)  
This hands-on course examines how to utilize advanced features in the .NET Framework using the C# programming language in order to build sophisticated applications. Students will work with advanced object-oriented programming topics, including inheritance, partial classes and generics. Prerequisites: COP 1000, COP 2360.

CTS 2438 *  
Advanced SQL Server Database,  
3 Credit Hours,  
(Fall)  
This course provides students with advanced topics required to install, configure, administer and troubleshoot the client-server database management system of Microsoft SQL Server. This course is designed to prepare the student for certification, an elective requirement for the Windows MCSA/MCSE. Prerequisites: CGS 2541, CTS 2440, CTS 2437.

CTS 2440 *  
Introduction to Oracle,  
3 Credit Hours,  
(Offered as needed)  
An introduction to Oracle and the design and creation of relational databases (using Oracle). Topics include storing, retrieving, updating and displaying data using Structured Query Language (SQL) integrated into Stored Procedures, Functions, Packages and Triggers (PL/SQL Programming). Prerequisites: CGS 1100, CGS 2541.

CTS 2445 *  
Advanced Oracle,  
3 Credit Hours,  
(Offered as needed)  
Advanced topics in Oracle and advanced topics in the design and creation of relational databases (using Oracle). Topics include advanced storing and retrieving techniques, advanced topics in updating and displaying data using Structured Query Language (SQL) integrated into Stored Procedures, advanced topics in functions, packages and triggers (PL/SQL Programming). Prerequisites: CGS 1100, CGS 2541.

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.

* 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 1520
Beginning Tap,
1 Credit Hour,
(Offered as needed)
This course includes instruction in tap dance technique and the introduction of time steps commonly used in musical theater auditions. It may be taken up to four times for credit.

DAA 1521
Tap II,
1 Credit Hour,
(Offered as needed)
The Tap II dance class includes a more in-depth history of tap dance, instruction and practice utilizing tap and exploring its various styles. Prerequisite: DAA 1520. This course may be taken up to four times for credit.

DAA 1580
Musical Theater Dance I
1 Credit Hour,
(Offered as needed)
This beginning course covers the study of musical theater dance techniques and styles as related to a specific performance experience, usually Creative Dramatics. Students must participate in designated rehearsals and performances. Prerequisite: level of competency determined by audition. This course may be taken up to four times for credit.

DAA 1680
Dance Workshop,
1 Credit Hour,
(Offered as needed)
This course includes instruction and participation in dance as required by specific productions, i.e., Theater/Show Choir. This course may be taken up to four times for credit.

DAA 1681
Dance Ensemble,
1 Credit Hour,
(Offered as needed)
The student shall participate in the preparation and performance of original dance compositions to include Dance Line and Show Choir performances. Prerequisite: level of competency determined by audition. This course may be taken up to four times for credit.

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 as 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.

DAN 1750
Dance Conditioning,
1 Credit Hour,
(Offered as needed)
This course is 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.
DAN 2120  
History of Dance,  
3 Credit Hours,  
(Offered as needed)  
This course is a study of the development of dance as an art form, as entertainment, and how it relates to the history of cultures and societies, emphasizing the evolution of dance in the specific genres such as ballet, modern dance, jazz dance, and world dance forms. Designed to heighten student awareness of dance as an integral part of society and establish an appreciation of dance’s impact on the making of art. This course will give the student a foundation level understanding of dance as an art form and its historical and cultural significance. The major periods of dance history, master choreographers, and their works will be explored through lecture, discussion and media presentation. DAN 2120 is not an activity course.

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,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course covers the growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, and principles and theories of development.

DSC 1002 *  
Domestic and International Terrorism,  
3 Credit Hours,  
(Offered as needed)  
This course is designed to assist students in recognizing and understanding the elements and objectives of terrorism and 4th Generation Warfare and how they effect public safety planning and response operations.

DSC 1004 *  
Introduction to NRF and NIMS,  
3 Credit Hours,  
(Offered as needed)  
Designed to inform emergency responders and planners of the key elements in the National Response Framework (NRF) and the National Incident Management System (NIMS) and their relationship to planning and response operations. The curriculum includes classroom exercises.

DSC 1222 *  
Psychological Management of Disaster Victims,  
3 Credit Hours,  
(Offered as needed)  
This course introduces students to a general overview of terrorism and the potential psychological effect of terrorist events on victims.

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.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
EDF 1005. An additional fingerprinting Education program. Prerequisite: for entry into a Bachelor of Teacher a minimum grade of “C” if used to multiculturalism. This course requires the student’s understanding of educational materials will enhance field experience and examination of the issues of teaching in culturally theoretical component will examine toward cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. A thirty-hour field experience and examination of educational materials will enhance the student’s understanding of multiculturalism. This course requires a minimum grade of “C” if used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program. Prerequisite: EDF 1005. An additional fingerprinting cost may be associated with this course.

EEC 1401. The Family In Early Childhood 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.

EEC 1949. Internship, Early Childhood Education, 3 Credit Hours, (Fall, Spring, Summer) On-the-job training (OJT) in the Associate in Science degree program in which the student is enrolled. The student is under the supervision, at work, of a qualified supervisor appointed by the respective agency, who works with the NWFSC instructor regarding student’s OJT objectives based on student’s goals and prior training. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness based on OJT performance. NWFSC instructor will evaluate student OJT experience in consultation with agency supervisor regarding OJT performance and project paper on approved project submitted two weeks prior to close of semester. This course may be repeated four times for a total of 12 semester hours. Prerequisites: DEP 2100, EEC 1001, EEC 1309.

EEC 2200. 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.

EEC 2202. Curriculum for Young Children, 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.

* 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.
EC 2218  
Instructional Strategies in Early Childhood Education,  
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: EEC 1309.

EC 2220  
Language and Literacy Instruction In Early Childhood Education,  
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: EEC 2218.

EC 2222  
Math and Science Instruction In Early Childhood Education,  
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: EEC 2220.

EC 2732  
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.

EC 2930 *  
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.

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.

EET 1084C *  
Introduction to Electronics,  
3 Credit Hours,  
(Fall, Spring)  
This course introduces the fundamentals, terminology, and applications used in the electronics industry. The topic coverage will include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments. The course will also include some basic laboratory exercises to strengthen the topic coverage as it pertains to measurement involving both analog and digital circuits.

EGS 1101C  
Engineering Graphics,  
3 Credit Hours,  
(Fall, Spring, Summer)  
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 1102 or equivalent: prerequisite only applies to Architectural Drafting and Design students.

EGS 1130C  
Descriptive Geometry,  
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.

EME 2040 Δ  
Introduction to Technology for Educators,  
3 Credit Hours,  
(Fall, Spring Summer)  
This course will develop competencies necessary to integrate technology into classroom instruction. Students will survey a variety of instructional technology materials, software, and systems, as well as learn to use these in the classroom environment. This course requires a minimum grade of “C” if used to meet state prerequisite requirements for entry into a Bachelor of Teacher Education program.

EMS 1119C *  
Emergency Medical Technician,  
6 Credit Hours,  
(Offered as needed)  
Emergency Medical Technician is designed to prepare the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic. There is emphasis on assessment based learning and complies with National DOT EMT Basic curriculum. Prerequisites: permission of the EMS Director and AHA CPR for the Healthcare Provider; Corequisite: EMS 1401L.

EMS 1335 *  
Emergency Vehicle Operators Course,  
1 Credit Hour,  
(Offered as needed)  
Students receive basic education and information on the safe and effective operation of emergency vehicles. Prerequisite: permission of the EMS Program Director.

EMS 1337 *  
Defensive Tactics,  
1 Credit Hour,  
(Offered as needed)  
Designed to provide EMS personnel with fundamental knowledge of the recognition of aggressive/violent behavior, and use of appropriate verbal and physical skills to control aggressive behavior in the course of providing emergency care. Prerequisite: admission to the Paramedic program or permission of instructor.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Δ Technology-Across-the-Curriculum Course.

& This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
EMS 1401L *
EMT Lab,
4 Credit Hours,
(Offered as needed)
An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in the laboratory environment, area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT-Basic curriculum. Prerequisites: permission of the EMS Director and AHA CPR for the Healthcare Provider; Corequisite: EMS 1119C.

EMS 2231C *
Paramedic Processes I,
5 Credit Hours,
(Fall)
First course in the sequence necessary for Paramedic program completion. Designed to integrate concepts and clinical skills learned at the EMT level with advanced life support concepts and skills. Emphasis on patient assessment, pulmonary anatomy and physiology, advanced airway management, pathophysiology and clinical management of shock, medical emergencies and traumatic injuries. Course is consistent with most current Department of Transportation (DOT) curriculum. Prerequisite: admission to the Paramedic program.

EMS 2232C *
Paramedic Processes II,
5 Credit Hours,
(Spring)
Second course in the sequence necessary for Paramedic program completion. Integrates and reinforces concepts and clinical skills learned in Paramedic Processes I, with emphasis on pharmacology, cardiology and Advanced Cardiac Life Support (ACLS) skills. Other topics include assessment and management of OB/GYN emergencies, psychiatric emergencies, pediatric emergencies, musculoskeletal injuries and mass casualty situations. Consistent with the most current DOT curriculum. Corequisite: EMS 2436L.

EMS 2233 *
Paramedic Processes III,
2 Credit Hours,
(Spring)
The final course necessary for Paramedic program completion. Designed to prepare the student for both Florida State Board and National Registry examinations. Emphasizes the integration of paramedic knowledge, attitudes and behaviors. Course consistent with the most current DOT curriculum. Corequisite: EMS 2425L.

EMS 2342 *
Advanced Extrication,
1 Credit Hour,
(Offered as needed)
Focus is on advanced principles of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. Packaging of patients to protect against possible spinal injury is demonstrated and assessed. The course takes place with a mock scene and “junk” cars are used for experience with rescue tools.

EMS 2425L *
Paramedic Externship,
4 Credit Hours,
(Offered as needed)
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 2233.

EMS 2436L *
Paramedic Lab II,
5 Credit Hours,
(Spring)
This course is the clinical companion course to EMS 2232C, Paramedic Processes II. It is designed to provide instruction in the advanced paramedic skills and the opportunity to apply them in the clinical setting. By state rule, the instructor-to-student ratio will not exceed six students to one instructor. Prerequisite: EMS 2435L; Corequisite: EMS 2232C.

EMS 2438C *
Advanced Clinical Internship,
2 Credit Hours,
(Offered as needed)
This course serves to reinforce and enhance knowledge learned throughout the paramedic course. Students will learn advanced assessment techniques for patients dealing with neurological, cardiovascular, airway, pulmonary, GI, urinary, renal, endocrine, hematological, immune system and trauma complaints. Specialized clinical lab time will be included with this course. Prerequisites: EMS 2232C, EMS 2436L.

EMS 2526 *
Twelve-Lead EKG Interpretation,
1 Credit Hour,
(Offered as needed)
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 “ACLS Provider” and successfully pass the course. Prerequisites: EMT certificate and CPR for Health Care Providers certification.
EMS 2553 *
Pediatric Advanced Life Support (PALS), 1 Credit Hour, (Offered as needed)

Designed for the EMS student. Fundamentals of recognizing infants and children who are at risk for cardiopulmonary arrest, including the strategies that are needed to prevent cardiopulmonary arrest in infants and children and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. Prerequisite: EMT certificate or permission of the instructor.

EMS 2555 *
International Trauma Life Support (ITLS), 1 Credit Hour, (Offered as needed)

Fundamentals of managing traumatic injuries at the basic and advanced levels in accordance with the national Basic Trauma Life Support committee. The recognition and treatment of specific traumatic injuries such as pneumothorax, closed head injury, hemothorax, compensated and decompensated shock, fractures, uncontrolled bleeding, internal injuries of the abdomen and thorax. Emphasis is on rapid assessment, management and transport with discussion on mechanism of injury and kinematics of trauma. Prerequisite: EMT certification or permission from the instructor.

EMS 2905 *
Independent Study: Emergency Medical Services, 1 Credit Hour, (Offered as needed)

A defined independent study which is pursued under direct supervision of a faculty member and recorded through departmental procedures. Designed to provide an in-depth exploration of a special or advanced topic in the Emergency Medical Services field. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required. Prerequisite: permission of the instructor/department. This course may be taken up to three times for credit.

EMS 2940 *
Internship: Emergency Medical Services, 3 Credit Hours, (Offered as needed)

An individualized course in supervised work experience; provides the student with supervised, business-related work experience and the opportunity to build upon existing management skills and experience. Prerequisite: permission of the instructor.

ENC 1101 △
English Composition I, 3 Credit Hours, (Fall, Spring, Summer)

Instruction and intensive practice in expository and argumentative writing including a documented paper. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on a standardized placement test measuring communications/verbal achievement or successful completion of ENC 0025 and REA 0017.

ENC 1102
English Composition II, 3 Credit Hours, (Fall, Spring, Summer)

Interpretative and critical reading of fiction, drama, and poetry. The student will write analytic discourse and research papers as part of the essay process. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. 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. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: ENC 1101.
ENL 2022
English Literature II,
3 Credit Hours,
(Offered as needed)
A study of English literature from the
Romantics through the modern era,
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
Gordon Rule requirements for general
education, a minimum grade of “C” is
required. Prerequisite: ENC 1101.

ESC 1000
Earth Science,
4 Credit Hours,
(Fall, Spring, Summer)
This course provides an introduction to
materials, processes, and interactions
of Earth’s global environments – the
lithosphere (solid earth), hydrosphere
(water earth), atmosphere (gaseous
earth), and biosphere (living earth).
It also includes a survey of sciences
pertaining to the Earth, including
basic astronomy, meteorology,
oceanography, and geology.

ESC 1000L
Earth Science Lab,
1 Credit Hour,
(Fall, Spring, Summer)
Laboratory experiences pertaining to
the physical environment: observation,
measurement, data analysis, mapping,
map interpretation, and properties
of earth materials. This is an optional
course serving students who transfer to
universities which require a laboratory
course to satisfy the General Education
requirement in Physical Science.

ETD 1102 *
Introduction to Technical Drawing,
3 Credit Hours,
(Spring, Summer, Fall)
A course in the fundamental principles
of the graphic language (the language
of industry) and is developed for
students without previous mechanical
drawing experience. Topics include:
use and care of instruments, lettering,
geometric construction, multiview
projection, sketching techniques,
ingking, 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 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
dustry-level qualified as technical
illustrators. Prerequisites: ETD 1112 or
EGS 1130C, and ETD 1340C.

ETD 2150 *
Industrial Print Reading,
3 Credit Hours,
(Spring, Summer, Fall)
The beginning level aspects of reading
industrial prints such as drawing notes,
title blocks, revision blocks, legends,
schedules, multiviews, and parts list.

ETD 2218 *
Geometric
Dimensioning and Tolerancing,
4 Credit Hours,
(Summer, Fall)
An introductory course in geometric
dimensioning and tolerancing using the
geometric method nationally accepted
according to ASMEY 14.5M. Topics
covered include: definition and
terms, symbols, datum referencing,
locational tolerancing, form
tolerancing, profile tolerancing,
orientation and runout tolerancing, and
math for positional tolerancing.
Prerequisites: ETD 1217 or equivalent.

ETD 2219 *
Advanced Geometric
Dimensioning and Tolerancing,
4 Credit Hours,
(Offered as needed)
An advanced course in geometric
dimensioning and tolerancing using the
geometric method nationally accepted
according to ASMEY 14.5M. Topics
covered include: definitions and
terms, symbols, datum referencing,
locational tolerancing, form
tolerancing, profile tolerancing,
orientation and runout tolerancing,
math for positional tolerancing, quality
assurance methods and techniques,
and manufacturing methods and
techniques. Prerequisite: ETD 2218
or equivalent.

* This college credit course is not intended for
transfer and may not be applied toward the
A.A. degree.

\[ \triangle \text{Technology-Across-the-Curriculum Course.} \]
ETD 2250 *
Tolerance Stacks I,
4 Credit Hours,
(Offered as needed)
A course for engineers, designers, inspectors and other engineering personnel. This course consists of learning how to perform tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2218 or equivalent.

ETD 2251 *
Tolerance Stacks II,
4 Credit Hours,
(Offered as needed)
A second course for engineers, designers, inspectors and other engineering personnel. The course continues the learning and adds more advanced concepts relative to performing tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2219 and ETD 2250 or equivalent.

ETD 2350C *
AutoCAD III,
3 Credit Hours,
(Spring, Summer, Fall)
An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, explanatory drawings, multiview projections, exploded assemblies, pictorial drawings, auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1340C.

ETD 2357C *
Inventor I,
3 Credit Hours,
(Spring)
A basic course in Parametric Solid Design using AutoDesk Inventor Software. Topics include: basic concepts of parametric part sketching, 3D part creation, Revolve, Sweep and lofted features, and surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1102.

ETD 2358C *
Inventor II,
3 Credit Hours,
(Summer)
The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using Inventor Software. Topics include: sheet metal modeling, assembly concepts, assembly modeling approach and tools, advanced constraints, motion simulation, adaptive technology and drawing presentation. Prerequisite: ETD 2357C.

ETD 2360C *
AutoCAD 3-D Modeling II,
3 Credit Hours,
(Spring, Summer)
An advanced course in mechanical design using advanced computer techniques. Contents will include: 3D concepts, wire modeling, surface generation techniques, and solid modeling techniques. Prerequisite: ETD 1355C or equivalent.

ETD 2364C *
SolidWorks I,
3 Credit Hours,
(Fall)
A basic course in Parametric Solid Design using SolidWorks Software. Topics include: basic concepts of parametric part sketching, 3D part creation, Revolve, Sweep and lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1320C or higher or equivalent.

ETD 2368C *
SolidWorks II,
3 Credit Hours,
(Spring)
The second course in a series designed to develop skill and proficiency in Parametric Solid Design using SolidWorks Software. Topics include: sheet metal modeling, assembly concepts, assembly modeling approach and tools, advanced constraints, motion simulation, adaptive technology and drawing presentation. Prerequisite: ETD 2364C or higher or equivalent.

ETD 2377C *
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 2395C *
Structural Drafting,
3 Credit Hours,
(Offered as needed)
A 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 2543C *
Structural Drafting II,
3 Credit Hours,
(Spring)
An advanced course in structural drafting covering prestressed concrete drafting, structural steel drafting, and poured-on-site concrete drafting for large commercial and industrial buildings as well as bridges, parking decks, towers, and stadiums. Prerequisite: ETD 2542 or equivalent.

ETD 2571 *
Construction Drafting,
6 Credit Hours,
(Offered as needed)
A course to prepare students to develop shop drawings for large construction projects. Topics covered include: steel, precast concrete, prestressed concrete, poured-in-place concrete, and heavy timber construction projects. Prerequisites: EGS 1110C or ETD 1112 or equivalent.

* 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 2731 *
Mechanical Drafting II,
4 Credit Hours,
(Offered as needed)
A course that continues and completes the student’s study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, diametric, trimetric, oblique, and perspective projection, descriptive geometry, auxiliary views, related mathematics, precision dimensioning developing computer-aided drafting skills. Prerequisite: ETD 1112 or equivalent.

ETD 2734 *
Advanced Mechanical Drafting,
3 Credit Hours,
(Offered as needed)
An advanced course covering mechanical drafting, machine design, advanced dimensioning and tolerancing, and working drawings according to MIC and ASME standards. Prerequisites: ETD 2735, ETD 2218, or equivalent.

ETD 2735 *
Mechanical Drafting III,
4 Credit Hours,
(Offered as needed)
A course that continues and completes the student’s study of the fundamentals intrinsic to all types of drafting. Topics covered include: isometric, diametric, trimetric, oblique, and perspective projection, descriptive geometry, auxiliary views, related mathematics, and precision dimensioning developing computer-aided drafting skills. Prerequisite: ETD 2218 or permission of instructor.

ETD 2802C *
Technical Illustration II,
3 Credit Hours,
(Spring)
The purpose of this course is to help students develop advanced skills, knowledge, and attitudes necessary as technical illustrators, to include oblique, and axiometric projections, perspective and exploded pictorial drawings, and related techniques. Prerequisites: ETD 1340C or equivalent.

ETD 2905 *
Independent Study – Drafting,
1 Credit Hour,
(Fall, Spring, Summer)
Practical treatment of special geometry, graphics, and design with emphasis on individual work projects utilizing such graphical techniques as orthographic projection, perspective drawing, auxiliary views, topographic drawing, and graphing. Prerequisites: EGS 1110C and ETD 1112 or permission of instructor. This course may be taken up to four times for credit.

ETD 2930 *
Special Topics –
A survey of Geometric Dimensioning and Tolerancing,
1 Credit Hour,
(Offered as needed)
This is a review course in Geometric Dimensioning and Tolerancing using the Geo-Metric Method nationally accepted according to ASME Y14.5M. This course is intended for students who have prior training in geometric dimensioning and tolerancing, but require a review covering new and updated information on the subject. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing.

ETG 1941 *
Internship,
3 Credit Hours,
(Offered as needed)
On-the-job training in the Applied Associate in Science degree program in which the student is actively enrolled. The student works under a qualified supervisor on a job related to his/her degree program. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester.

ETI 1410 *
Occupational Safety,
3 Credit Hours,
(Offered as needed)
A basic course in occupational safety and health covering such topics as: theories of accident causation, workplace hazards, hazard analysis and prevention, accident reporting, OSHA, ergonomics, product safety, workers’ compensation, and stress on the job.

ETI 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 1412 *
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 1420 *
ISO 14000 - Environmental Management,
3 Credit Hours,
(Offered as needed)
ISO 14000 is an international standard for Environmental Management Systems that promote environmental protection and prevention of pollution in balance with socioeconomic needs. This course prepares individuals to guide an organization through the steps necessary for ISO 14000 registration and subsequent audits and triennial re-registration, or to be effective participants (employees of any rank) in an organization already registered to ISO 14000.
ETI 2110 *  
Total Quality Tools,  
3 Credit Hours,  
(Spring, Summer, Fall)  
This course prepares students to effectively solve business/process/product problems, track process performance, find process and product improvement opportunities, and validate improvements made, using the necessary intellectual tools and procedures including: Five-S, flow charting, Pareto analysis, cause and effect diagrams, histograms, check sheets, scatter diagrams, stratification, statistical process control, failure mode and effects analysis.

ETI 2111 *  
Quality Tools II,  
3 Credit Hours,  
(Spring, Summer, Fall)  
This course is a continuation of Quality Tools I with an emphasis on inspection methods and layout techniques. Included also are quality costs, planning, probability, statistical control and other related topics.

ETI 2114 *  
Benchmarking,  
3 Credit Hours,  
(Spring, Summer, Fall)  
A course covering the fundamentals of benchmarking. Major topics include: rationale for benchmarking, management's role in benchmarking, obstacles to benchmarking, selection of processes to benchmarking, and acting on benchmarking data.

ETI 2117 *  
Introduction to Total Quality Management,  
3 Credit Hours,  
(Spring, Summer, Fall)  
Total Quality Management (TQM) is the proven management system used by successful world-class private and public organizations of all kinds worldwide. Developed and propagated during the latter part of the 20th century and further evolving in the early 21st century, TQM continues to make organizations more effective and competitive in the global economy. This course provides students with a comprehensive understanding of the contemporary management philosophy, concepts, tools, and techniques of Total Quality and related quality management initiatives including ISO 9000, Six Sigma, and Lean. Individuals employed by organizations contemplating, or already using, TQM, ISO 9000, Six Sigma, or Lean should consider this course as a way to become a more effective employee regardless of rank.

ETI 2131 *  
Statistical Process Control,  
3 Credit Hours,  
(Spring, Summer, Fall)  
A course covering the fundamentals of SPC. Major topics include: rationale for SPC, inhibitors of SPC, management's role in SPC, the quality tools, and control charts.

ETI 2190 *  
Implementing Total Quality,  
3 Credit Hours,  
(Spring, Summer, Fall)  
This course prepares individuals to guide a successful implementation of Total Quality Management in any kind of organization, or to be an effective participant (employee of any rank) in a Total Quality implementation. The course features a 20 step process for implementation, each fully detailed, developed, and sequenced, to apply to any organization. Emphasis is placed on the critical role of executive level leaders, and variation among organizations. Prerequisite: ETI 2117.

ETI 2411C *  
CNC Machining I (MasterCam-Lathe),  
3 Credit Hours,  
(Offered as needed)  
This course will offer students a working knowledge of MasterCam Mill 2-D and Solidworks. This is the first class offered which teaches the student 3-D design using solidworks. An in-depth study of CAD/CAM software, CNC processing methods and the set-up of CNC machining centers. The course lectures and lab offer students hands-on applications using Solidworks generated projects processed with Mastercam tool path software to generate various projects. The student will also learn to calculate machining feeds and Speeds, edit CNC programs and part production for Mill, Lathe and CNC Routers. Prerequisite: ETI 2412C or equivalent.

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.

ETM 1010C *  
Mechanical Measurement and Instrumentation,  
3 Credit Hours,  
(Fall, Spring)  
This course provides the foundation for mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, height gages, digital multimeters and other types of measuring equipment.

ETM 1010C *  
Mechanical Measurement and Instrumentation,  
3 Credit Hours,  
(Fall, Spring)  
This course provides the foundation for mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, height gages, digital multimeters and other types of measuring equipment.

This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
EUH 2032 * The Holocaust, 3 Credit Hours, (Offered Spring)
A survey of European anti-Semitism, the rise of institutionalized and codified racism in Nazi Germany and the resulting Holocaust. Examines the role of the Holocaust and the citizenry in genocide. Also examines the nascent anti-Semitism of the modern world and the rise of Israel as an international power.

EVS 1001C Environmental Sciences, 4 Credit Hours, (Offered as needed)
A study of the physical and biological environment and man's ecology with emphasis upon contemporary biological problems.

FFP 1140 * First Responder for Public Safety Personnel, 3 Credit Hours, (Offered as needed)
This course introduces the student to the skills and techniques used for first response to medical emergencies. Classroom instruction includes a variety of medical related topics encountered by public safety personnel. Practical exercises and scenarios are included to enhance classroom instruction and skill development.

FFP 1301 * Fire Service Hydraulics, 3 Credit Hours, (Offered as needed)
Introduction to the study and characteristics of hydrostatics and hydrodynamics in the fire service; to include basic hydraulic measuring units, facts, theories, and formulas for problem solving. The course covers the relationship between flow and pressure and mathematical hydraulic formulas.

FFP 1302 * Fire Apparatus Operations, 3 Credit Hours, (Offered as needed)
The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as an introduction to fire service hydraulics. Fire ground evolutions and pumping operations make up the practical part of the course. The evolution portion of the course includes the calculation of friction loss in hose and appliances, calculation of gallons per minute needed in fire streams, use of pre-connected lines, tandem pumping, drafting, relays and master streams.

FFP 1505 * Fire Prevention Practices, 3 Credit Hours, (Offered as needed)
This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence.

FFP 1510 * Fire Service Codes and Standards, 3 Credit Hours, (Offered as needed)
This course is a study of building and life safety codes in relation to types of occupancies, building design, fire resistance of building materials, fire problems inherent in structures and life safety considerations. A problem solving emphasis is used to provide opportunities for application of building and life safety code enforcement methods to prevent and correct building design problems.

FFP 1540 * Private Fire Protection Systems I, 3 Credit Hours, (Offered as needed)
This is a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction, preventive maintenance and individual uses.

FFP 1740 * Fire Service Course Delivery, 3 Credit Hours, (Offered as needed)
The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific areas. Also stressed are measuring teaching effectiveness, the use of media and visual aids.

FFP 1800 * Disaster Education for Individuals and the Community, 3 Credit Hours, (Offered as needed)
This course provides a study of the design, development, and delivery of public disaster safety education and programs including: methods of identification of disaster safety programs, the selection of target programs and strategies of affect reduction, methods of designing and implementing information and educational programs, and methods of evaluating a program’s impact. Studies include theoretical and practical skills training in individual, group, and mass media communications, instructional skills, planning priorities, and evaluation techniques.

FFP 1801 * Introduction to Emergency Management, 3 Credit Hours, (Offered as needed)
This course will discuss emergency management practices and how they relate to natural and man-made disasters. It is designed to help the student develop an understanding of overall emergency management principles, practices, and standards in the local, national, and international environments.

FFP 1810 * Firefighting Tactics and Strategy I, 3 Credit Hours, (Offered as needed)
This course is a study of the basic concepts involved in firefighting, including the behavior, firefighting fundamentals and principles of extinguishment, the proper role for a utilization of various fire companies, and pre-planning fire problems.

FFP 1826 * Incident Management, 3 Credit Hours, (Offered as needed)
This course contrasts the major forms of Incident Management/Incident Command Systems. It illuminates these differences and offers a fresh perspective on the concepts on which these systems are founded in order to make them more accessible and user-friendly. It bridges the gap between their theoretical and academic foundations and their real-world applications, and makes them more applicable to the professional’s daily needs.

* 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 and other programs.

184 LOWER DIVISION COURSE DESCRIPTIONS
FFP 1880 *
Public Policy in Emergency Management,
3 Credit Hours,
(Offered as needed)
This course provides the student specialized knowledge and skills necessary to develop public policy related to emergency management, providing public policy leadership in the area of emergency management as part of the larger responsibility to protect the general welfare of the people. Topics of discussion include: government disaster programs; agency participation, policy design and implementation, and administrative processes involved in managing disasters.

FFP 1881 *
Emergency Management Leadership,
3 Credit Hours,
(Offered as needed)
This course provides the student with the knowledge and skills necessary for effective interpersonal relationships, including conflict management and the use of power and influence as they apply to emergency administration and leadership. It addresses the budget process and related administrative duties of an emergency management program manager.

FFP 1890 *
Emergency Management Principles for Tourism and Hospitality Industry,
3 Credit Hours,
(Offered as needed)
This course analyzes emergency management functions and responsibilities within the tourism and hospitality industry. Particular emphasis is placed in the areas of administration, organization, communications, and human relations. Students will learn how historical mistakes can influence human response to disaster situations, and some of the current legal and human challenges posed when dealing with disasters.

FFP 2111 *
Fire Chemistry,
3 Credit Hours,
(Offered as needed)
This course is a study of basic definitions of the chemical characteristics applicable to the chemistry of fire; it also discusses combustion, the principles of fire, heat measurement, heat transfer, and heat energy sources (sources of ignition). Emphasis is on emergency situations and the most favorable methods of handling fire fighting and control.

FFP 2120 *
Fire Service Construction,
3 Credit Hours,
(Offered as needed)
Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. This is not a building course, but rather a course to identify construction features and their hazards under fire conditions.

FFP 2521 *
Construction Documents and Plans Review,
3 Credit Hours,
(Offered as needed)
This course 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 *
Fire fighting Tactics and Strategy II, 3 Credit Hours,  
(Offered as needed)
This course is a study of the principles utilized on the fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations. Emphasis will be on developing thinking skills in relation to crises. Prerequisite: FFP 1810.

FFP 2820 *
Emergency Preparedness, 3 Credit Hours,  
(Offered as needed)
This course teaches all aspects of emergency preparedness and planning related to natural and man-made disasters, and basic principles of emergency management. Planning concepts and the planning process will be discussed.

FFP 2823 *
Technical Applications in Emergency Management, 3 Credit Hours,  
(Offered as needed)
This course explores issues and problems associated with the use of technology in emergency management. It examines strategies to overcome these issues and problems. Some of the subjects treated are: use of the Internet, spatial analysis applications in vulnerability analysis, decision support systems, and emerging technologies.

FFP 2834 *
Societal Issues in Disaster Management, 3 Credit Hours,  
(Offered as needed)
This course examines human response to disaster events, including political and economic factors influencing vulnerability. It examines how individuals and institutions make decisions at all levels of disaster response, it is an introduction to current research pertaining to the sociological aspects of disaster, and it will provide increased awareness of the potential and difficulties in using social science research as a basis for modifying public policy.

FFP 2841 *
Contingency Planning for the Private Sector, 3 Credit Hours,  
(Offered as needed)
This course is designed to assist students in developing effective public sector plans by using the National Incident Management System and the Incident Command System templates. The curriculum includes case studies and development procedures for private sector logistics management and employee support planning.

FFP 2905 *
Independent Study: Emergency 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 topic in the Emergency Management field. Activities include targeted readings and research, as well as a final project or portfolio. Departmental approval is required.

FRE 1120 ✪
French I, 4 Credit Hours,  
(Fall) Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language.

FRE 1121 ✪
French II, 4 Credit Hours,  
(Spring) Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language. Prerequisite: FRE 1120 or an equivalent course with a grade of “C” or better.

GEB 1011
Introduction to Business, 3 Credit Hours,  
(Fall, Spring, Summer) Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.

GEB 1214
Business and Supervision Terminology 2 Credit Hours,  
(Offered as needed) This course is designed for students to achieve mastery of the special vocabulary, jargon, and concept terminology associated with general business and supervision in the modern workplace. Students will apply the terms in common workplace scenarios and hypothetical situations, as well as in standard written documents and assignments.

GEB 1940 *
Internship - Business, 3 Credit Hours,  
(Fall, Spring, Summer) On-the-job training in the Associate in Science/Applied Science Option program in which the student is enrolled. The student is under the supervision at work of a qualified supervisor. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four times for a total of 12 credit hours.

GEB 2430
Business Ethics, 3 Credit Hours,  
(Fall, Spring, Summer) This course addresses the legal, moral, and societal issues of ethical conduct in the business environment. Actual case studies are used to illustrate appropriate relationships among employers, employees, customers, stockholders, and other business stakeholders. Topics include: codes of ethics, laws and regulations related to ethics, conflict of interest, and moral philosophies associated with ethical conduct.

* 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.
GLY 2601C
Intro to Paleontology,
4 Credit Hours,
(Fall or Spring)
This course is a survey of prehistoric life. Topics include fossilization, systematics, evolution, ecology, extinction, and the geological history of life. Laboratory work covers the anatomy, classification, and ecology of major phyla of both extinct and extant organisms, including monerans, protists, plant, macroinvertebrates, and vertebrate animals. The course involves local and regional fossil collecting trips. This course may be used as a General Education science course for any A.S. or A.A.S. program, and may be used as a category III General Education science course for the A.A. degree.

GRA 1151C
Illustration I,
3 Credit Hours
(Offered as needed)
A beginning course to develop basic technical and conceptual skills with a focus on an industry-standard vector-based drawing program. Students will create logos and illustrations typical of graphic design challenges.

GRA 1152C
Illustration II,
3 Credit Hours
(Offered as needed)
An advanced graphic design course building upon the skills covered in Illustration I; the course includes increased challenges relating to conceptual skills and multi-software integration relating to typical print-based design problems. Access to an appropriate high quality digital camera is required. Prerequisite: GRA 1151C.

GRA 2140C
Multimedia I,
4 Credit Hours,
(Fall, Spring, Summer)
An advanced course covering the development of multimedia projects incorporating a variety of digital media elements. Students will learn an industry standard digital video editing application and the aesthetic and technical considerations involved in content acquisition. Access to a miniDV camcorder suggested. Prerequisites: ART 2602C, GRA 1151C and PGY 1801C.

GRA 2141C
Multimedia II,
4 Credit Hours,
(Offered as needed)
An advanced course covering principles of design and information architecture surrounding interactive multimedia presentations. Students will learn an industry standard interactive DVD media authoring software application. Students will produce a finished interactive DVD. Prerequisite: GRA 2140C.

GRA 2142C
Web Design I,
4 Credit Hours,
(Offered as needed)
An introductory course covering the development of websites using an industry standard web development software application. Students will study the aesthetics and technical considerations involved with information architecture and basic interface design. Access to a high quality digital camera required.

GRA 2143C
Web Design II,
4 Credit Hours,
(Offered as needed)
An advanced course where students will study an industry standard website development software application. Students will learn advanced techniques and aesthetics involved in information architecture and advanced interface design. Access to a high quality digital camera required. Prerequisite: GRA 2142C.

GRA 2173C
Projects in Graphic Design,
3 Credit Hours,
(Offered as needed)
An advanced course utilizing the student’s full complement of skills and abilities. The student will work under the advisement of a faculty member to produce a large multifaceted project of their own design. Prerequisites: ART 2602C, GRA 1151C, GRA 2190C and PGY 1801C.

△ Technology-Across-the-Curriculum Course.
**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 2190C, PGY 1801C.

**GRA 2900
Independent Study – Graphic Art, 1 Credit Hour, (Offered as needed)**
This course covers the practical treatment of Graphics/Printing Technology. Emphasis is on individual work projects.

**GRA 2905 △
Independent Study – Graphic Design, 1 Credit Hour, (Offered as needed)**
The student will initiate independent computer related work, utilizing various software and hardware. The course may be taken four times for credit.

**GRA 2950C △
Advanced Graphic Projects, 4 Credit Hours, (Offered as needed)**
An advanced Graphic Design course addressing common Graphic Design problems. Students will explore advanced software application functionality and creative, aesthetic, and portfolio development. Access to a high quality digital camera required. Prerequisites: ART 2602C, ART 2603C, GRA 1151C, GRA 2190C, PGY 1801C.

**HFT 1000
Introduction to Hospitality Management, 3 Credit Hours, (Offered as needed)**
This course is an overview of the hospitality industry, and the many different segments of the hospitality and tourism segments are discussed. Scope, size and industry trends are examined. Theories, examples and industry case studies are used to provide students with examples of problem solving tools of management. Basic industry terminology and management concepts are studied. The important role of service is stressed.

**HIM 1000 *
Introduction to Health Information Management, 3 Credit Hours, (Fall, Spring, Summer)**
Orientation to medical records history and professional associations. Confidentiality, filing, retrieving, indexing, numbering, storage and content of the medical record are also discussed. The course includes job search skills and professional job performance.

**HIM 1273C *
Medical Billing, 2 Credit Hours, (Fall, Summer)**
Introduction to computerized medical billing and reimbursement through various payers. Correct completion of HCFA 1500 forms will be emphasized. Prerequisites: HIM 1000, HIM 1282, knowledge of basic computer and keyboarding skills.

**HIM 1282 *
Basic Coding for Medical Records, 4 Credit Hours, (Spring, Summer)**
Development of nomenclature and classification systems and an introduction to ICD-10-CM and CPT coding. Prerequisites: HSC 1531, BSC 1080, HIM 1432.

**HIM 1432 *
Pathophysiology, 4 Credit Hours, (Offered as needed)**
Introduction to the nature, cause, and treatment of disease entities and the body's defense mechanisms. Commonly used drugs will also be introduced.

**HIM 1442 *
Pharmacology for HIM Professionals, 2 Credit Hours, (Fall, Spring)**
Pharmacology for HIM Professionals provides an overview of the pronunciation, spelling, actions and side effects of the most commonly prescribed medications. The course will examine pharmacological terms, abbreviations, and symbols used by healthcare providers to write prescriptions. Prerequisites: BSC 1080, HSC 1531.

**HIM 2283C *
Advanced Coding for Medical Records with Lab, 5 Credit Hours, (Fall, Summer)**
Advanced instruction in coding/ICD-10-CM diagnoses, and procedures in ICD-10-CM and CPT (both manually and automated). Provides sequencing guidelines, rules and regulations in both the hospital and physician office setting. Introduces the student to Ambulatory Payment Classifications (APCs) and Diagnostic Related Groups (DRGs). Prerequisites: HIM 1000, HIM 1282, knowledge of basic computer and keyboarding skills.

**HIM 2940 *
Medical Coding and Billing Practicum, 3 Credit Hours, (Spring)**
This elective course is designed to offer students the opportunity to gain additional medical coding and billing skills practice. Working with a preceptor and the medical coding and billing faculty, the student will be able to perform all skills learned in the first two semesters in an area health facilities or clinics as arranged by the instructor. Externship clinical experiences are available during daytime hours. A background/drug screen and TB test are required and are at the student's expense. Prerequisites: BSC 1080, HIM 1000, HIM 1282, HIM 1432, HSC 1531; Corequisite: HIM 1273C.

**HIM 2944C *
Medical Coding and Billing Simulation, 3 Credit Hours, (Spring)**
This elective course is designed to offer students the opportunity to gain additional medical coding and billing skills practice. Working in a simulated, online environment, students will endeavor to code and bill using nationally recognized, American Health Information and Management Association (AHIMA) simulation software. Prerequisites: BSC 1080, HIM 1000, HIM 1282, HIM 1432, HSC 1531; Corequisite: HIM 1273C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.
HLP 1081
Wellness: Practice and Theory,
3 Credit Hours, (Fall, Spring, Summer)
A course designed to promote wellness through assessment, instruction and fitness programs which, if applied, will enable the individual to achieve and/or maintain a high quality of health and fitness throughout life. Based on assessment test results a physical examination by a physician may be recommended.

HSA 1100
Introduction to Health Care,
2 Credit Hours, (Fall, Spring)
Introduction to the healthcare delivery system and health related occupations. Also safety, security, and infection control procedures will be discussed.

HSC 1100
Health Education,
3 Credit Hours, (Offered as needed)
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.

HSC 1400
First Aid,
3 Credit Hours, (Offered as needed)
Preparation to meet emergencies that occur in the school, home or on the highway. Instruction and practice in dressing and bandaging, care of wounds, shock, bone and joint injuries, cardiopulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.

HSC 1531
Medical Terminology,
3 Credit Hours, (Offered as needed)
An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems.

HUM 1020 †
Humanities – Introduction,
3 Credit Hours, (Fall, Spring, Summer)
A chronological survey of techniques and forms related to art, dance, film, literature, music, philosophy, religion and theater. Art works and selected readings are utilized as much as possible. The course includes Writing-Across-the-Curriculum and Speaking-Across-the-Curriculum. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 1905
Independent Study –
Arts and Humanities,
1 Credit Hour, (Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval is required. Placement test is required. The course includes Writing-Across-the-Curriculum. If used to meet Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisites: Approval from department chair, a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 1905 †
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. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 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.

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. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 2700 △
Humanities – Foreign Study,
3 Credit Hours, (Offered as needed)
A variable humanities content course designed to allow students first-hand learning experiences outside the United States. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

HUM 2920
Humanities Colloquium,
1 Credit Hour, (Fall, Spring, Summer)
Humanities Colloquium is a lab designed to introduce students to critical visual and listening skills to become an intelligent arts consumer. Initial lecture sessions are devoted to discussions of the elements of analysis of art works, music pieces, theater performances, and dance presentations. Students will be required to attend selected NWSC 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.
IDS 2220 ⊗
Issues in Science and Religion,
3 Credit Hours,
(Fall, Spring, Summer)
The course will explore Eastern and Western religious conceptions of the natural world, and relate them to scientific ways of knowing. This includes a survey of major scientific discoveries and theories that both challenge and inform religious belief, including cosmology, evolution and global change. It also includes an overview of the ecumenical dimensions of Eastern and Western spiritual experience and expression. Emphasis is placed on integrating and harmonizing scientific and religious understandings to develop a meaningful, contemporary worldview.

ISC 1003
Natural Disasters – Causes, Consequences, Human Response,
4 Credit Hours,
(Offered as needed)
This interdisciplinary course investigates natural catastrophic events, such as earthquakes, volcanic eruptions, tsunamis, hurricanes and floods. This class will use an environmental studies approach to examine how modern society exacerbates the damage caused by these natural phenomena and methods to mitigate human suffering. The student will gain an appreciation of humankind’s relationship to the natural environment.

ISC 2210C
Integrated Science and Math,
3 Credit Hours,
(Offered as needed)
This course offers students the opportunity to see and apply fundamental ideas in science and mathematics relative to life on Earth from a qualitative perspective. Students will read about and research contemporary topics from the physical sciences, life sciences, mathematics and engineering and participate in problem solving activities which illustrate and apply the concepts in laboratory and field trip settings. Prerequisite: instructor permission required. This course may be taken up to two times for credit.

ISS 1905
Independent Study – Social Science,
1 Credit Hour,
(Offered as needed)
Directed study and individual projects designed to meet the needs of students interested in a specialized area of the social sciences for which present course availability is limited. This course may be taken up to four times for credit.

LIN 1670
Writing and Grammar,
3 Credit Hours,
(Fall, Spring, Summer)
The course includes practice in writing short essays and encompasses a comprehensive review of grammar and mechanics. Placement is determined by (1) a grade of “C” or better in ENC 0025 or (2) by a score of 99 or above on the PERT. This course is strongly recommended for students scoring 99-112 on the PERT.

LIS 1001
Library Skills,
1 Credit Hour,
(Offered as needed)
A course creating learning situations in which individual students can become effective independent users of Learning Resources facilities. This course is recommended for all degree-seeking students in their first term.

LIS 2004
Introduction to Internet Research,
1 Credit Hour,
(Offered as needed)
Introduction to Internet Research is a one-credit hour course offered by the Florida Public Community College system. This course is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. The World Wide Web, e-mail, discussion groups, chat, FTP, Gopher, and Telnet are some of the topics covered. Prerequisite: a full service Internet account, including an electronic mail address from an Internet Service Provider (ISP), or access through a corporate or educational institution prior to beginning the course.

LIT 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 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 thinking and everyday living. Includes, without regard to national origin, those masterpieces of world literature, from the Renaissance to the present, that reflect cultural and intellectual heritage. May be used as a humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: ENC 1101.
LIT 2335
Introduction to Children's and Adolescent Literature,
3 Credit Hours,
(Offered as needed)
Designed to explore the range and diversity of the children's literary canon, examining the historical development of children's and adolescent literature (pre-school to eighth grade) and the construction of socio-cultural influences. While the focus is predominantly on classic works from the tradition of American and British fiction, poetry, folklore and fairy tales, drama, and picture books, the course nonetheless addresses multi-cultural issues and texts in order to broaden the cultural vision provided by the literary study. This course will be a General Education elective, but will not meet the Humanities or English General Education requirements. Course has international/diversity focus for Teacher Education program common prerequisites. Prerequisite: ENC 1101.

LIT 2603 ▶
Literature of War in the 20th Century,
3 Credit Hours,
(Offered as needed)
Designed to investigate the historical, psychological, and universal issues that face societies in times of war, through analysis of a range of literary genre and texts, including fiction, poetry, drama, letters, and memoirs focusing on wars of the modern era. The approach is global, but concentrates heavily on the war experiences of the United States. This course will be a General Education elective, but will not meet Humanities or English General Education requirements. Course has International/Disversity focus for Teacher Education program common prerequisites. Prerequisite: ENC 1101.

MAC 1105
College Algebra,
3 Credit Hours,
(Fall, Spring, Summer)
This is the first course in a two-course Pre-calculus sequence which includes the following topics: equations; systems of equations and inequalities; polynomial, rational, radical, exponential and logarithmic functions and equations, graphs of functions, exponential and logarithmic, and absolute value functions; inverses; systems of equations and inequalities; exponential and logarithmic functions and equations, equation solving techniques, and systems of equations and inequalities. The laboratory topics are aligned with the concepts and skills of MAC 1105. Prerequisites: MAC 1105; Corequisite: MAC 1105L.

MAC 1105L
College Algebra Lab,
1 Credit Hour,
(Fall, Spring, Summer)
This laboratory course is designed to provide students with the opportunity to actively experience mathematics. Students will get hands-on experience with the skills and concepts covered in college algebra. Topics include, but are not limited to, properties and graphs of functions, exponential and logarithmic functions and equations, equation solving techniques, and systems of equations and inequalities. The laboratory topics are aligned with the concepts and skills of MAC 1105. Prerequisites: completion of MAC 1105 or equivalent with a “C” or better or appropriate placement score.

MAC 1114
Trigonometry,
3 Credit Hours,
(Fall, Spring, Summer)
This is the second course in a Pre-calculus sequence which includes the following topics: definitions, graphs, and properties of the six trigonometric functions and their inverses; trigonometric identities; solving trigonometric equations; solving right and oblique triangles and applications; complex numbers; vectors; and the polar coordinate system. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisites: appropriate placement score and high school trigonometry (with a “B” or better; or special permission of the Mathematics Department.

MAC 1140
Pre-Calculus Algebra,
3 Credit Hours,
(Fall, Spring, Summer)
This is the first course in a two-course Pre-calculus sequence which includes the following topics: equations and inequalities; linear, quadratic, exponential, and logarithmic functions and relations; systems of equations; matrices and determinants, growth and decay). Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: completion of MAC 1140 with a grade of “C” or better or equivalent; or appropriate placement score. This course may be taken concurrently with MAC 1140 with special permission of the Mathematics Department.

MAC 1147
Pre-Calculus Algebra/Trigonometry, 5 Credit Hours,
(Offered as needed)
This course reviews algebra and trigonometry. Topics include the following: polynomial, rational, exponential, logarithmic, and trigonometric functions; inverse functions; trigonometric identities and equations; solutions of triangles; vector algebra; topics from analytical geometry; sequences; series; mathematical induction; and the binomial theorem. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. 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,
2 Credit Hours,
(Fall, Spring, Summer)
This is a calculus course covering limits, continuity, differentiation, and integration with emphasis on business applications. There is some mathematical theory; but, in general, topics are approached from an intuitive and applied point of view. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. 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)
This is the first course in a three-course sequence. The course covers the following: limits and continuity, rules of differentiation, chain rule, derivatives of trigonometric, inverse trigonometric, logarithmic, and exponential functions, applications of derivatives to curve sketching, L'Hôpital'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. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. 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)
This is the second course in a three-course sequence. The course covers the following: techniques for finding areas, volumes, arc lengths and surface areas, methods of integration, including integration by parts, trigonometric substitution, and partial fractions, improper integrals, conic sections, graphing and area in polar coordinates, infinite sequences and series, tests for absolute and conditional convergence of series, and power series. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: completion of MAC 2311 with a grade of “C” or better or equivalent.

MAC 2313
Calculus III
4 Credit Hours,
(Fall, Spring, Summer)
This is the third course in a three-course sequence. The course includes the following topics: vectors, lines and planes in space, quadric surfaces, vector-valued functions and motion in space, functions of two or more variables, partial derivatives, gradients, directional derivatives, and their applications, multiple integrals in rectangular, cylindrical, and spherical coordinates, and their applications, line integrals, and surface integrals. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: completion of MAC 2312 with a grade of “C” or better or equivalent.

MAD 2104
Introduction to Discrete Mathematics,
3 Credit Hours,
(Offered as needed)
This course is designed for those students who are majoring in computer science, mathematics, engineering, mathematics education, and other highly technical fields. Topics include formal logic, set theory, combinatorics, mathematical induction, relations and functions, recursion, and graph theory. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a grade of “C” or better in MAC 1105.

MAN 2021
Management,
3 Credit Hours,
(Fall, Spring, Summer)
Each function of management is analyzed and described in a systematic manner. Both the distilled experience of practical managers and the findings of scholars are presented. Other aspects of management are presented such as management process and concepts analysis of the technical knowledge and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

MAN 2300
Personnel Management,
3 Credit Hours,
(Fall, Spring, Summer)
An introduction to personnel practices and procedures. Topics include the personnel management system, maximizing employee potential, organizational behavior, and labor management relations.

MAP 2302
Differential Equations,
3 Credit Hours,
(Fall, Spring)
This course provides an introduction to ordinary differential equations with an emphasis on first and second order linear equations and applications. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: either completion of MAC 2313 with a “C” or better or concurrent enrollment in MAC 2313. Equivalent courses from other institutions may be used to meet the prerequisite.

MAR 2101
Introduction to Marketing,
3 Credit Hours,
(Fall, Spring, Summer)
An introductory course in the field of marketing including a look at marketing as it exists in our economy today. Consideration of the market, the product, distribution channels. Special emphasis on the study of human behavior in marketing promotion.

MAS 2103
Linear Algebra,
3 Credit Hours,
(Offered as needed)
This is an introductory course in Linear Algebra intended to give students enough insight to enable successful pursuit of more abstract mathematics courses. This course includes the study of matrices and systems of equations, determinants, vector spaces, linear transformations, orthogonality, eigenvalues, and eigenvectors. Exercises using MATLAB will be required. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: completion of MAC 2312 with a grade of “C” or better, or equivalent.

MAT 1033A
Intermediate Algebra,
4 Credit Hours,
(Fall, Spring, Summer)
This is an intermediate algebra course designed to prepare students for general education mathematics/statistics courses. This course emphasizes concepts, techniques, and applications of the following major topics: factoring, algebraic functions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, two-variable linear equations/inequalities and their graphs, systems of linear equations and inequalities, and an introduction to functions. Prerequisites: suitable placement score or completion of MAT 0028 (or equivalent) with a grade of “C” or better and a passing score on the college prep algebra state exit exam. This course may be used as an elective, but does not meet Gordon Rule requirements for B.A.S., A.A., or A.S. transfer students.
MAT 2905
Independent Study – Mathematics, 1 Credit Hour, (Fall, Spring, Summer)
This course is designed to allow a student to complete part of a course taken elsewhere and thereby complete general education requirements or to go deeper into special areas of interest. Prerequisite: passing score on placement exam.

MCB 2010C
Microbiology, Allied Health, 4 Credit Hours, (Fall, Spring, Summer)
This course is designed for students entering programs in the numerous health fields, but primarily for pre-nursing students. The material presented covers the fundamentals of microbiology needed to understand the biology of infectious diseases and the agents that cause them. Not recommended for biology, pre-med, pre-vet, and dentistry. Prerequisite: CHM 1025 or CHM 1045C or BSC 1005 or BSC 1010C or BSC 1085C.

MET 1010
Introduction to Meteorology, 4 Credit Hours, (Fall, Spring)
Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, and economic impact of weather.

MGF 1106
Mathematics for Liberal Arts I, 3 Credit Hours, (Fall, Spring, Summer)
This course is designed for those students requiring only general education mathematics courses. It includes systematic counting, probability, statistics, history of mathematics, geometry, sets, and logic. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. 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. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: completion of MAT 1033A or higher mathematics course with a grade of “C” or better or equivalent or appropriate placement score.

MKA 2021 *
Professional Selling, 3 Credit Hours, (Offered as needed)
Selling, correct attitudes and personal attributes for dealing with the public on a business or professional basis.

MKA 2041 *
Retail Management, 3 Credit Hours, (Fall, Spring, Summer)
This course covers retail store management, location, buying merchandise, control policies, services, pricing, expenses, profits, training and supervision of retail sales force, and administrative problems. Also includes a variety of current perspectives in retailing management.

MKA 2511 *
Introduction to Advertising, 3 Credit Hours, (Fall, Spring, Summer)
Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.)

MKA 1345 *
Supervision I, 3 Credit Hours, (Fall, Spring, Summer)
The course presents the functions of a personnel manager, philosophy of general management, employee 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.

MKA 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.

MKA 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 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 1346 *
Supervision II, 3 Credit Hours, (Offered as needed)
The course presents a continuing study of the functions of a personnel manager, philosophy of general management, employee socioeconomic climate and other information. Included are orientation, training, labor unions, safety, health and other related topics.

MNA 2100 *
Organizational Behavior, 3 Credit Hours, (Fall, Spring, Summer)
Designed to help students develop an understanding of how they may be motivated to work together in greater harmony in all kinds of organizations. The basis of human motivation and how it is influenced by leadership, the organization itself, and the social environment in which the organization exists.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
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 Officering,
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.

MSL 2101
Individual Leadership Studies,
2 Credit Hours,
(Fall)
This course develops knowledge of self-confidence and individual leadership skills. It develops problem solving and critical thinking skills, as well as how to apply communication, feedback, and conflict resolution skills. This course requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times a week and will be evaluated on their performance of the Army Physical Fitness Test.

MSL 2102
Leadership and Teamwork,
2 Credit Hours,
(Spring)
This course focuses on self-development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills. This course requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times a week and will be evaluated on their performance of the Army Physical Fitness Test.

MSL 2905
Independent Study –
Military Science and Leadership,
1 Credit Hour,
(Offered as needed)
Directed study and/or individual project designed to meet the needs and interests of students in ROTC. This course develops knowledge of self, self-confidence, and individual leadership skills. It develops problem and critical thinking skills, as well as how to apply communication, feedback, and conflict resolution skills. This course requires participation in a weekly one-hour leadership laboratory. Students are required to participate in a one-hour physical training session three times a week and will be evaluated on their performance of the Army Physical Fitness Test. Prerequisites: ROTC 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 1103 *
Business Mathematics,
3 Credit Hours,
(Fall, Spring, Summer)
This course presents basic principles used to solve everyday business problems, including a review of basic skills and business terminology. Topics in the course include the following: base, rate and percentage, trade and cash discounts, wage and salary administration, insurance (fire and automobile), depreciation and business profits, distribution of corporate dividends, simple interest and bank discount, and buying and selling of corporation bonds and stocks. Prerequisite: completion of MAT 0028 with a “C” or better or satisfactory test scores.

MTG 2206
College Geometry,
3 Credit Hours,
(Offered as needed)
This course emphasizes Euclidean geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs, constructions, and graphs involve the following: line segments, angles, triangles, polygons, parallel and perpendicular lines, slopes of lines, circles, and similarity. Trigonometry is presented in terms of right triangle relationships. Logic is the basis for deductive reasoning in proofs of theorems. Lines and other geometric figures are graphed in the rectangular coordinate system. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: completion of MAC 1105 or equivalent with a “C” or better.

MUH 1001 †
Humanities – Music,
3 Credit Hours,
(Offered as needed)
Designed to develop a more intelligent understanding and appreciation of music. Brings about an awareness of music as a vital source in human life, including the advantageous utilization of leisure time and developing positive attitudes toward culture and the fine arts. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

MUH 2930
Music Humanities – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.
MUM 1620  Audio and Acoustic Fundamentals,  
3 Credit Hours,  
(Offered as needed)  
Audio and Acoustic Fundamentals explores the basics of audio systems and equipment and the acoustical environment in which they are used. Emphasis is placed on equipment terminology, function and acoustical listening. The two basic fundamentals are summed together to begin laying the basic foundation required to operate audio and recording equipment.

MUM 2300  Introduction to the Music Industry,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course is an introduction to the history, principles, and practices of the music industry. Topics will include music publishing, copyright, distribution, industry organization, producing, and general business functions.

MUM 2600  Recording Techniques I,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course is designed as an introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, and studio etiquette will be studied. In addition the student will study techniques and practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing in a variety of situations. Prerequisite: MUM 1620.

MUM 2600L  Recording Lab,  
2 Credit Hours,  
(Fall, Summer, Spring)  
This course is designed to provide students with “hands on” experience for the instructional material in MUM 1620, MUM 2600, MUM 2601, and MUM 2604. This lab course is required for each of the above listed courses, and may be taken (4) times for credit. Prerequisite: student proficiency in Windows operating system currently in use in the Music Theory Lab.

MUM 2601  Recording Techniques II,  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course explores advanced multi-track recording skills and audio production techniques, edits, use of outboard equipment and live multi-track recording. Prerequisites: MUM 1620, MUM 2600.

MUM 2604  Multi-Track Mixdown  
(Post Production),  
3 Credit Hours,  
(Fall, Spring, Summer)  
This course explores the application of signal processing equipment as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices. Prerequisites: MUM 1620, MUM 2600, MUM 2601.

MUN 1000  Summer Ensemble Workshop,  
3 Credit Hours,  
(Summer)  
An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: experience in high school or a desire to learn.

MUN 1001  Summer Ensemble Workshop II,  
3 Credit Hours,  
(Summer)  
An ensemble workshop and performance to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop II will be expected to participate in several scheduled performances. Prerequisite: MUN 1000.

MUN 1002  Summer Ensemble Workshop III,  
3 Credit Hours,  
(Summer)  
An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied. Students participating in Summer Ensemble Workshop III will be expected to participate in several scheduled performances. Prerequisites: MUN 1000, MUN 1001.

MUN 1310  NWFSC Chorus I,  
1 Credit Hour,  
(Offered as needed)  
A music organization open through auditions to any student having experience in reading music. A variety of musical styles will be studied and performed. Students electing NWFSC Chorus will be expected to participate in scheduled performances. MUN 1310 may be taken four times for credit. Prerequisite: experience in high school choruses or choirs.

MUN 1340A  NWFSC Show Choir I,  
1 Credit Hour,  
(Fall, Spring)  
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: audition, consent of department, music or performance minor. This course may be taken four times for credit.

MUN 1360  Madrigal Singers I,  
1 Credit Hour,  
(Offered Fall, Spring)  
Course teaching madrigal styles to include acappella, Renaissance madrigals (choral settings of love songs), as well as choral folk songs. May be repeated four times for credit. Prerequisites: audition based on vocal quality, musicianship and sight reading ability.

MUN 1390  Symphonic Chorus I,  
1 Credit Hour,  
(Fall, Spring)  
A music organization open through auditions to any student. The Symphonic Chorus will study and perform literature for the large sized chorus. Prerequisite: audition or permission of instructor. May be taken up to four times for credit.

MUN 1421  Flute Ensemble,  
1 Credit Hour,  
(Fall, Spring)  
The study and performance of flute ensemble and flute choir music in a musical group. May be taken four times for credit. Prerequisites: audition or instructor recommendation only.

MUN 1710A  Rock and Jazz Ensembles I,  
1 Credit Hour,  
(Offered as needed)  
Music performing organization open to any student who wants to develop his or her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. Prerequisite: some experience in high school bands, etc. This course may be taken up to four times for credit.
MUN 1711  
Jazz Workshop,  
1 Credit Hour,  
(Offered as needed)  
The study and performance of jazz music in the context of the small ensemble. This will be accomplished through the performance of both stock arrangements and student arrangements. Instrumentation: 5 wind, 4 rhythm, voice. This course may be taken up to four times for credit. Prerequisite: strong music performance background with basic knowledge of the jazz idiom.

MUN 1720A  
Rock and Jazz Ensembles II,  
1 Credit Hour,  
(Fall, Spring)  
Music performing organization open to any student who wants to develop his/her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. Prerequisite: some experience in high school bands, etc. This course may be taken up to four times for credit.

MUN 2211  
NWFSC Symphony Orchestra II,  
1 Credit Hour,  
(Fall, Spring)  
A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theater ensembles. This course may be taken four times for credit.

MUN 2361  
Madrigal Singers II,  
1 Credit Hour,  
(Fall, Spring)  
Madrigal Singers is an advanced choral ensemble composed of approximately 12 to 14 singers. May be taken four times for credit. Prerequisite: MUN 1360.

MUN 2371  
NWFSC Show Choir II,  
1 Credit Hour,  
(Fall, Spring)  
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: MUN 1340A, Show Choir I. This course may be taken four times for credit.

MUN 2392  
Symphonic Chorus II,  
1 Credit Hour,  
(Fall, Spring)  
a music organization open through auditions to any student. The Symphony Chorus will study and perform literature for the large sized chorus. This course may be taken up to four times for credit. Prerequisite: MUN 1390.

MUS 1905  
Independent Study – Music,  
1 Credit Hour,  
(Offered as needed)  
AA 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. The course includes Writing-Across-The-Curriculum. If used to meet Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisites: Approval from department chair, a passing score on the standardized placement test measuring communication/verbal/ reading achievement or successful completion of ENC 0025 and REA 0017.

MUS 2930  
Music – Special Topics,  
3 Credit Hours,  
(Offered as needed)  
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

MUT 1001  
Fundamentals of Music,  
3 Credit Hours,  
(Fall, Spring)  
a pre-theory course for the music major, non-music major, or for the elementary education major.

MUT 1121  
Music Theory I -  
Ear Training and Sight Singing,  
3 Credit Hours,  
(Offered as needed)  
a study of the fundamentals of basic musicianship, music notation, understanding of simple rhythms, key situations, intervals, ear training, dictation, sight singing, major and minor scales, intervals, triads, chords, polyphonic composition and elementary keyboard work. Prerequisite: MUT 1001 or instructor permission.

MUT 1122  
Music Theory II -  
Ear Training and Sight Singing,  
3 Credit Hours,  
(Offered as needed)  
a continuation of MUT 1121. Basic musicianship, writing and reading of music, ear training, dictation, sight singing will be studied, as well as major and minor scales, intervals, triads, seventh chords, inversions, cadences, periods and progressions in all keys. Two, three and four part chords and polyphonic composition. Prerequisite: MUT 1121.

MUT 1641  
Jazz Improvisation I,  
2 Credit Hours,  
(Fall, Spring)  
a course designed to introduce the student to the concepts of Jazz Improvisation. Through active participation the student will develop the basic skills necessary to become a competent jazz soloist. This course may be taken two times for credit. Prerequisite: MUT 1121.

MUT 2126  
Music Theory III –  
Ear Training and Sight Singing,  
3 Credit Hours,  
(Offered as needed)  
a continuation of MUT 1121 and MUT 1122. The harmonization and modulation of melodies through the use of 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.  
△ Technology-Across-the-Curriculum Course.
MUT 2127  
Music Theory IV – Ear Training and Sight Singing,  
3 Credit Hours,  
(Offered as needed)  
The continued study of harmonization of melodies, sequence writing, sight reading, intervals, advanced rhythms and structures. Prerequisite: MUT 2126.

MUT 2351  
Introduction to Jazz Theory/Arranging,  
3 Credit Hours,  
(Offered as needed)  
A lecture-demonstration-workshop, approach to jazz/pop arranging open to any student who wants to begin or understand composing/arranging. Studies include jazz/pop harmonies, arranging fundamentals and techniques, and the use of jazz/pop instrumentation. Workshop practices include assigned arrangements with the arrangements played by the jazz ensemble, and other audio demonstrations. Prerequisite: MUT 1122.

MUT 2642  
Jazz Improvisation II,  
2 Credit Hours,  
(Fall, Spring)  
A continuation of MUT 1641 Jazz Improvisation I. This course is designed to further develop the skills needed to become a competent soloist in the jazz idiom. This course may be taken two times for credit. Prerequisite: MUT 1641.

MVB 1201  
Applied Music Secondary – Brass I,  
1 Credit Hour,  
(Offered as needed)  
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four times for credit.

MVB 2202  
Applied Music Secondary – Brass II,  
1 Credit Hour,  
(Offered as needed)  
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For nonmusic majors and music majors. Course may be taken four times for credit.

MVP 1201  
Applied Music Secondary – Percussion I,  
1 Credit Hour,  
(Offered as needed)  
Private instruction in percussion instruments to develop the student’s performance ability in an applied area. One-half hour private lesson per week. Minimum of one hour daily practice is required. Course may be taken four times for credit. Prerequisite: MVP 1211.

MVP 2202  
Applied Music Secondary – Percussion II,  
1 Credit Hour,  
(Offered as needed)  
Private instruction in percussion instruments to develop the student’s performance ability in an applied area. One-half hour private lesson per week. Minimum of one hour daily practice is required. Course may be repeated four times for credit. Prerequisite: MVP 1201.

MVS 1016  
Applied Strings – Guitar I,  
1 Credit Hour,  
(Fall, Spring, Summer)  
Private instruction on guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four times for credit. Prerequisite: MVS 1017.

MVS 2026  
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 1016.

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.

MVK 1221  
Applied Music – Piano II,  
1 Credit Hour,  
(Offered as needed)  
Private instruction in piano, as a secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four times for credit.

MVK 1211  
Applied Music – Piano I,  
1 Credit Hour,  
(Fall, Spring, Summer)  
Private instruction in piano, as secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice is required. Course may be taken four times for credit.

MVK 2221  
Applied Music – Voice II,  
1 Credit Hour,  
(Fall, Spring, Summer)  
Private instruction in voice, as a secondary instrument, consisting of one half-hour lesson per week. Minimum of one hour daily practice. Course may be taken four times for credit. Prerequisite: MVK 1211.

MVS 1111  
Class Guitar,  
1 Credit Hour,  
(Fall)  
The study of basic techniques for the beginning and continuing student.
MVW 1201
Applied Music Secondary –
Woodwinds I,
1 Credit Hour,
(Offered as needed)
Private instruction: one half-hour
private lesson per week. Minimum
one hour daily practice. For non-music
majors and music majors. Course may
be taken four times for credit.

MVW 2202
Applied Music Secondary –
Woodwinds II,
1 Credit Hour,
(Offered as needed)
Private instruction: one half-hour
private lesson per week. Minimum
one hour daily practice. For non-music
majors and music majors. Course
may be taken four times for credit.
Prerequisite: MVW 1201.

NSP 1721L
Strategies for Nursing Success,
1 Credit Hour,
(Offered as needed)
The purpose of this course is to
provide nursing students with
strategies to become more competent
learners and test-takers. Topics will
include critical thinking and problem-solving
skills, nursing process, application of anatomy and physiology,
test-taking strategies and techniques,
study techniques, time management
and support resources. Through
content lecture review labs, test-taking
skills practice and web-based
instructional tools, students will gain
additional assistance in preparation
for the transition into Associate
Degree Nursing courses. Prerequisites:
permission to the Nursing Program,
permission of the program director.

NSP 2049L
Nursing Practice Readiness,
1 Credit Hour,
(Fall, Spring)
This elective laboratory course
assists the nursing student to prepare
for the RN licensure examination
(NCLEX-RN). Web-based instructional
methodologies allow the student to
complete the course within a self-paced
time frame. Students practice
test taking skills, self-evaluation and
other strategies to gain confidence in
sitting for the NCLEX-RN. Prerequisite:
NSP 2241C or permission from
Nursing Program Director. Special
Nursing Program policies may apply
to this course.

NUR 1021C
Nursing Process I,
6 Credit Hours,
(Fall, Spring)
This course introduces concepts and
principles of holistic nursing care. Students will build on knowledge
obtained in the biophysical and
psychosocial sciences in this first of
four required clinical nursing courses
in the nursing curriculum. Theory
content includes an introduction to
healthcare systems ethical-legal aspects
of nursing practice, health and illness,
communications, functional health
patterns of clients, stress-adaptation,
professional behaviors, and all steps
of the nursing process with emphasis
on assessment of older adult clients.
Students begin socialization into the
role of the Associate Degree Nurse
as a member of an interdisciplinary
healthcare team. Prerequisites:
permission to the Nursing Program or
permission of the Director of Nursing,
BSC 1085C, BSC 1086C, DEP 2004;
Corequisite: NUR 1021L. Special
Nursing Program policies may apply
to this course.

NUR 1021L
Nursing Process I Clinical Experience,
4 Credit Hours,
(Fall, Spring)
This course introduces students to
the role of the Associate Degree Nurse
in providing direct, holistic nursing
care to young, middle-aged and
older adults who are hospitalized or
in community settings. Students are
introduced to all steps of the nursing
process with a focus on assessment
skills. Students will identify self learning
needs and set their own goals for
improvement. Critical thinking and
working effectively with peers and
other healthcare professionals as
a team member is expected. The
demonstration of caring behaviors
and therapeutic communication as
a provider of bedside, technical nursing
care is emphasized. Students must
demonstrate safe performance of
basic nursing skills, including but not
limited to medication administration,
physical assessment, and comfort care.
Prerequisites: admission to the Nursing
Program, BSC 1085C, BSC 1086C,
DEP 2004; Corequisite: NUR 1021C.
Special Nursing Program policies may
apply to this course.

NUR 1141
Pharmacologic Principles in Nursing I,
1 Credit Hour,
(Fall, Spring)
This course introduces students
to concepts and principles of
pharmacology related to safe
administration of therapeutic agents
within the nursing process framework.
Students begin to learn major drug
classifications and selected exemplars
along with principles of safe, effective
administration of drugs. Students will
learn dosage calculations, factors
that affect the absorption, excretion,
distribution, and metabolism of drugs,
as well as drug actions, adverse
effects, and interactions. Prerequisites:
permission to the Nursing Program,
Special Nursing Program policies may
apply to this course.

NUR 1142
Pharmacologic Principles in Nursing II,
1 Credit Hour,
(Fall, Spring)
This course continues to address
concepts and principles of
pharmacology related to safe
administration of therapeutic agents
within the nursing process framework.
Students continue to learn major drug
classifications and selected exemplars
along with principles of safe, effective
administration of drugs, including more
complex dosage calculation skills.
Prerequisites: permission to the Nursing
Program, NUR 1141 or LPN licensure.
Special Nursing Program policies may
apply to this course.

NUR 1200C
Orientation to AD Nursing,
5 Credit Hours,
(Offered as needed)
This course gives LPNs and other
special students an opportunity for
advanced placement in the nursing
program via reviewing and validating
prior learning. Course content includes
review of functional health patterns of
the childbearing adult, selected topics
related to acute care of hospitalized
adults, the geriatric client and the
newborn; the nursing process, holistic
care planning and pharmacologic
principles of nursing. Critical thinking
is stressed as students transition into the
Associate Degree Nursing student role.
Prerequisites: permission to the Nursing
Program or permission of the Director
of Nursing, BSC 1085C, BSC 1086C,
HUN 2201, SYG 2000, DEP 2004 and
LPN license; Corequisite: NUR 1200L.
Special Nursing Program policies may
apply to this course.
NUR 1200L
Orientation to AD Nursing Clinical Experience, 4 Credit Hours, (Offered as needed)
This course is designed for LPNs and other special students; an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Students will learn physical assessment skills, holistic care planning and demonstrate nursing skills at the bedside of clients in acute care settings, i.e., the perioperative client, the obstetrical client and newborn. Critical thinking is stressed as students transition into the Associate Degree Nursing student role. Successful completion of this course will allow students to progress to the second year of the nursing program. Prerequisites: admission to the Nursing Program, BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, DEP 2004 and LPN license; Corequisite: NUR 1200C. Special Nursing Program policies may apply to this course.

NUR 1231C
Nursing Process II, 5 Credit Hours, (Fall, Spring)
Application of the nursing process continues with emphasis on the planning and implementation of nursing care for clients experiencing threats to functional health patterns, including women and infants within a significant support system. Basic concepts and principles of holistic nursing are built upon with interpersonal relationships focusing on the new parent, grandparents and older adult clients. Practice issues focus on legal-ethical cases related to maternal-child and family care. Development of professional behaviors, such as developing therapeutic relationships continues with students working clients through life interactions. Students further develop critical thinking skills through case studies and simulation scenarios designed to provide students with problem solving skills in analyzing, planning and prioritizing care for clients whose health problems are more acute or chronic; the client with psycho-emotional dysfunctions, dysfunctional support systems situations, grief, and loss. Students learn basic management skills as a team member caring for a limited number of clients in hospitals with emphasis on coordination of nursing care and discharge planning. Conflict management skills are highlighted as the student increases role as client advocate. Prerequisites: admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C or LPN licensure; Corequisite: NUR 1750L. Special Nursing Program policies may apply to this course.

NUR 1750L
Nursing Process II - Clinical Experience, 4 Credit Hours, (Fall, Spring)
This course builds on competencies presented in Nursing Process I regarding the role of the Associate Degree Nurse in providing direct, holistic nursing care for adult clients during the childbearing process and/or experiencing dysfunctional health patterns. Clinical experiences in hospitals, clinics, and community settings provide students with opportunities to apply the nursing process in care of clients, including the older adult and newborns. Students continue to develop management skills through conflict management and other professional behaviors. Students demonstrate safe performance of all basic and more complex nursing skills. Prerequisite: admission to the Nursing Program, NUR 1021L or LPN licensure; Corequisites: NUR 1231C. Special Nursing Program policies may apply to this course.

NUR 1940L
Nursing Clinical Externship, 3 Credit Hours, (Summer)
This elective course is designed to offer students the opportunity to gain additional clinical skills practice during the summer semester. Working with a preceptor and the nursing faculty in area hospitals, clinics, or community settings, the student will be able to perform all skills learned in successfully completed nursing courses. Prerequisites: admission to the Nursing Program; NUR 1021L or NUR 1750L. Special Nursing Program policies may apply to this course.

NUR 2233C
Nursing Process III, 6 Credit Hours, (Fall, Spring)
Students will continue to use the nursing process and critical thinking skills in caring for adults and children experiencing threats to functional health patterns, including those whose normal lines of defense have been invaded by stressors to the degree that hospitalization is necessary. Nursing practice issues continue to focus on ethical-legal issues related to acute and/or chronic illness and disability. Management skills include delegation and career development. Prerequisites: permission of the Director of Nursing, NUR 1231C, NUR 1142; Corequisite: NUR 2233L. Special Nursing Program policies may apply to this course.

NUR 2233L
Nursing Process III - Clinical Experience, 4 Credit Hours, (Fall, Spring)
Students will continue to apply knowledge and skills learned in previous nursing courses in providing nursing care for hospitalized adults and children whose health problems are more complex and/or chronic. Clinical sites may include hospitals, clinics, schools, and other community settings. Students adapt therapeutic skills to meet the needs of clients experiencing psycho-emotional dysfunctions to the extent that they may be hospitalized. Students apply conflict resolution skills as needed to meet client and/or peer learning goals; they also begin to practice delegation skills with their peers. Students must maintain all previously learned nursing skills and must perform safely all advanced nursing skills in order to successfully complete this course. Prerequisites: NUR 1750L, NUR 1142; Corequisite: NUR 2233C. Special Nursing Program policies may apply to this course.

NUR 2241C
Nursing Process IV, 5 Credit Hours, (Fall, Spring)
Students integrate knowledge and principles of the biophysical and psychosocial sciences to solve life-threatening problems that affect a limited number of critically ill clients in a variety of clinical settings. Students differentiate holistic nursing care therapies in primary, secondary and tertiary care settings. Students become proficient in applying all steps in the nursing process with emphasis on evaluating nursing care outcomes. Students apply critical thinking skills in exploring case-based practice situations and work together in simulation seminars to select effective client care improvement processes. Self-evaluation is part of the socialization process to prepare students for the work world as competent, caring staff nurses. Nursing practice issues include licensure standards and continued professional development. Prerequisites: permission of the Director of Nursing, NUR 2233C, MCB 2010; Corequisite: NUR 2241L. Special Nursing Program policies may apply to this course.
NUR 2241L
Nursing Process IV –
Clinical Experience,
3 Credit Hours,
(Fall, Spring)
Students apply knowledge and principles of the biophysical and psychosocial sciences to assess, plan, implement and evaluate holistic nursing care of critically ill adults in hospitals, ambulatory care settings, and the home. Students will expand on management of care skills in preparation for their four-week clinical practicum prior to graduation from the program. Students will also shadow a home health/hospice nurse in observing treatment and palliative care of adults and children. Other clinical activities will include experiences in the emergency department and critical care units. Students must demonstrate competency in all behaviors required for an Associate Degree Nursing graduate. Prerequisite: admission to the program; Corequisite: NUR 2241C. Special Nursing Program policies may apply to this course.

NUR 2811L
Nursing Practicum,
3 Credit Hours,
(Fall, Spring)
This course provides a time during the last four weeks of the nursing program in which students begin to transition from the student role into the graduate role as Associate Degree Nurses. Students work with an experienced Registered Nurse preceptor to provide holistic nursing care for a limited number of clients with potentially life threatening health problems. Clinical experiences may take place in a variety of clinical settings and work schedules. Students develop team-leading skills in the clinical setting, delegating and evaluating aspects of care to other health team members. Focus is on demonstration of all professional behaviors and competencies expected of the Associate Degree Registered Nurse graduate at entry level. Prerequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

NUR 2931
Special Topics in
Associate Degree Nursing,
1 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 2932
Special Topics in
Associate Degree Nursing,
2 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 2933
Special Topics in
Associate Degree Nursing,
3 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 2934
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 2935
Special Topics in
Associate Degree Nursing,
5 Credit Hours,
(Offered as needed)
Students work individually to enhance nursing knowledge and skills applicable to selected topics in Associate Degree Nursing. AD nursing competencies provide the framework for learning prescriptions which include critical thinking and problem-solving. Seminars, journals, CAI, written assignments and student – instructor conferences guide students in meeting course objectives. Flexible schedule. Prerequisite: admission to the program; permission of program director.

OCE 1001C
Introduction to Oceanography,
4 Credit Hours,
(Fall, Spring)
A survey of the physics, chemistry, geology and biology of the oceans. Interrelationships between the atmosphere and oceans, methods of measurement and research, processes of coastal change and marine conservation. May be used to satisfy A.A. requirements in physical science for career goals other than the sciences, engineering, and pre-professional healthcare.

OCE 1013C
Aquatic Environmental Science
4 Credit Hours,
(Offered as needed)
This course will investigate living and non-living components of aquatic ecosystems. Students will learn how aquatic ecosystems function naturally as well as how human activity can alter these ecosystems. The course is built around field trip(s) and lab work during which students will obtain water quality data from a local aquatic environment. Through field trip(s) and lab work, students will gain appreciation for the local relevance of course material. For both majors and non-majors, a key outcome of such experiences will be gaining experience in using inquiry and reasoning through the scientific method and becoming comfortable with data, technology, and instrumentation. Problem-solving, interpretation of data, and class discussions will be key.
OST 1107 △
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 △
Word Processing II, 3 Credit Hours, (Spring)
Continuation of Typing and Word Processing I – develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2335
Business Communications, 3 Credit Hours, (Fall, Spring, Summer)
Business Communications is a comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in principle, then illustration, and practice in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters. Prerequisites: passing score on English placement test or passing grade of “C” in ENC 0025.

OST 2401 *
General Office Management, 3 Credit Hours, (Fall, Spring, Summer)
Study of practices and procedures in the modern office. Emphasis on exercising judgment, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: OST 2117.

PEL 1121
Beginning Golf, 1 Credit Hour, (Offered as needed)
Instruction in the fundamental technique and the development of personal skills through participation.

PEL 1212
Advanced Softball, 1 Credit Hour, (Offered as needed)
Instruction, practice, and participation in advanced softball. The continuous development of physical skills is of major importance in this course. May be taken four times for credit. (Athletes)

PEL 1217
Advanced Baseball, 1 Credit Hour, (Offered as needed)
Instruction, practice, and participation in advanced baseball. The continuous development of physical skills is of major importance in this course. May be taken four times for credit. (Athletes)

PEL 1321
Volleyball, 1 Credit Hour, (Offered as needed)
Instruction and practice in the basic skills for full participation and enjoyment of the game of volleyball.

PEL 1341
Beginning Tennis, 1 Credit Hour, (Offered as needed)
The history of tennis, the fundamental techniques and the development of personal skills through participation.

PEL 1622M
Advanced Basketball (Men), 1 Credit Hour, (Offered as needed)
This course is a high intensity, drill oriented program designed to increase the knowledge, skill ability, and endurance levels of individuals interested in basketball. Instruction includes various aspects of the game of basketball including: rules and regulations, basic fundamentals, offensive set, defensive sets, and scouting procedures. Instruction will be given through classroom lectures, as well as on-the-court lectures and activities. It is strongly recommended that students participate in an exercise program outside of class hours. It may be recommended and in some cases required that the student obtain medical approval before participating in this course. May be taken up to four times for credit.

PEL 1622W
Advanced Basketball (Women), 1 Credit Hour, (Offered as needed)
This course is a high intensity, drill oriented program designed to increase the knowledge, skill ability, and endurance levels of individuals interested in basketball. Instruction includes various aspects of the game of basketball including: rules and regulations, basic fundamentals, offensive set, defensive sets, and scouting procedures. Instruction will be given through classroom lectures, as well as on-the-court lectures and activities. It is strongly recommended that students participate in an exercise program outside of class hours. It 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 2905
Directed Work Study – Physical Education, 1 Credit Hour, (Offered as needed)
Directed experience in instructional, laboratory and/or materials assistance in a designated Physical Education area. Entry by permission of department chair only. May be taken up to four times for credit.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
△ Technology-Across-the-Curriculum Course.
PEM 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.

PET 1000
Introduction to Physical Education,
3 Credit Hours,
(Offered as needed)
A study of the history of physical education and sport with particular emphasis placed on present practices and trends.

PET 2622
Care and Prevention of Athletic Injuries,
3 Credit Hours,
(Offered as needed)
Designed to provide students with a basic knowledge of the care, prevention, and rehabilitation of injuries received during participation in physical education activities to include the effects and dangers of drug use including performance enhancing drugs.

PGY 2221C
Commercial Photography II,
4 Credit Hours,
(Offered as needed)
As advanced a course that allows the student to expand their skill set in producing photographic illustrations for industrial and advertising use. Students may explore product, portrait, and on-location commercial photographic projects. Prerequisites: PGY 1220C and PGY 1801C.

△ Technology-Across-the-Curriculum Course.
PGY 2802C \( \triangle \)
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 \( \triangle \)
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 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 2048C
College Physics I,
4 Credit Hours,
(Offered as needed)
The first half of a two course sequence in calculus-based college physics designed for engineering, physical science, and pre-professional studies majors. This course covers mechanics (statics and dynamics), rigid-body dynamics, fluids, and thermodynamics. Course prerequisite is MAC 2311, however MAC 2311 can be taken concurrently with instructor approval.

PHY 2049C
College Physics II,
4 Credit Hours,
(Spring, or offered as needed)
This course is the second in the physics sequence. Topics covered are wave theory, electrostatics, magnetostatics, EM fields and waves, DC circuits, and AC circuits. This is a preparatory class for students taking circuits and electronics classes in upper division science and engineering courses. Prerequisites: PHY 2048C, MAC 2311, MAC 2312. MAC 2312 can be taken concurrently with instructor approval. In special circumstances PHY 2048C and PHY 2049C can be taken out of sequence with instructor approval.

PLA 1003 *
Introduction to Paralegal Studies,
3 Credit Hours,
(Offered as needed)
This course is designed to give students a broad understanding of the nature of the paralegal profession and the elements contained within the profession, as well as its responsibility.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

\( \triangle \) 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.
PLA 1005 *
Legal Terminology,
3 Credit Hours,
(Offered as needed)
This course is designed to give an explanation of the common legal vocabulary involved in the broad, general principles of substantive and common law.

PLA 1013 *
Introduction to the Legal System,
3 Credit Hours,
(Offered as needed)
A practical introduction to the US legal system, types and sources of law, the courts, and related topics; a beginning course for students seeking careers in legal secretary technology or legal assisting.

PLA 1114 *
Case Analysis and Legal Writing,
3 Credit Hours,
(Offered as needed)
This course is designed to provide the student with necessary skills and knowledge required in legal research/case analysis and legal writing. Prerequisite: PLA 1003.

PLA 1203 *
Introduction to Civil Law,
3 Credit Hours,
(Offered as needed)
This course provides an insight into the system of dispute resolution for private parties and the government provided by the court systems of the various states and the federal government in a non-criminal setting.

PLA 1600 *
Wills, Trusts, and Probate,
3 Credit Hours,
(Offered as needed)
This course is designed to provide the student with an introductory knowledge of 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 *
Tort Law,
3 Credit Hours,
(Offered as needed)
This course is designed to provide the student with an introductory knowledge of tort law with objectives centered on personal injury torts.

PMT 2406 *
Production Technology,
3 Credit Hours,
(Offered as needed)
Production Technology examines the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated assembly, CAD/CAM, numerical control, industrial robots, lasers, flexible manufacturing, computer integrated manufacturing, and other related technologies.

PMT 2512 *
Production Technology II,
3 Credit Hours,
(Offered as needed)
Production Technology II continues to examine the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated manufacturing, control solving processes, and other related technologies. Prerequisite: PMT 2406.

POS 1041
American Government,
3 Credit Hours,
(Fall, Spring, Summer)
Examines government, political ideals, and institutions. Strong emphasis is placed on political thought, the origin of the American federal system, and the distribution of powers between state and national governments. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

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,
(Fall, Spring, Summer)
(Offered as needed)
This college-level reading course employs a variety of literary genres as the source material for building student skills in comprehension, context clues, reading speed, critical analysis, vocabulary, and other related reading skills. Students will be exposed to numerous styles and levels of reading material including novels, short stories, critical essays, drama, news reporting. Students will also develop a personal reading preference profile and learn how to identify books, magazines and other reading material commensurate with that profile. Prerequisite: PERT placement score of 104 or higher.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
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 analyzation skills are weak or inadequate for proper text book analysis.

REL 2300 ⊕
Introduction to World Religions,
3 Credit Hours,
(Offered as needed)
This course will explore the principles and practices of the world's major religious traditions. The religions will be studied in their historical and contemporary forms. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

REL 2930
Religion – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

RTE 1000 ⊕
Introduction to Radiologic Technology,
2 Credit Hours,
(Fall)
This course is designed to provide an overview of the history of radiography and the role and scope of practice of the practitioner in the healthcare delivery system. Organizations, accreditation, federal agencies, regulatory agencies (including OSHA) and professional credentialing will be discussed. Content includes a fundamental background in medical law, ethics, human diversity and patient consent. The student will examine a variety of ethical issues and dilemmas found in clinical practice, as well as developing a better understanding of patients, the patient’s families, and professional peers through comparison of diverse populations based on value systems, cultural and ethnic influences, communication styles and socioeconomic influences. Radiographic Medical Terminology will be discussed. Prerequisite: admission to the Radiography Program.

RTE 1111 ⊕
Introduction to Radiographic Patient Care,
2 Credit Hours,
(Fall)
This course is designed to prepare radiography students to provide basic patient care. Basic concepts of patient care will be described, as well as infection control procedures and standard precautions. This course includes hospital specific training. Health risks, life stages, HIV/AIDs and domestic violence will be discussed. This course also includes an introduction to medical and radiographic terminology. Topics include vital signs, venipuncture, body mechanics and transport, verbal/nonverbal communication, and some pharmacology. Prerequisite: admission to the Radiography Program.

RTE 1418 ⊕
Radiographic Techniques I,
3 Credit Hours,
(Fall)
This course is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images. This course introduces the student to a comprehensive study and theory of the production of x-rays and primary exposure factors of radiographic imaging. The image parameters of density, contrast, recorded detail, image distortion and blur will be studied as well as ancillary devices and equipment required to produce a quality radiographic image. Film and digital imaging with related accessories will be emphasized. Class demonstrations and labs are used to demonstrate application of theory. Prerequisite: admission to the Radiography Program.

RTE 1457 ⊕
Radiographic Techniques II,
3 Credit Hours,
(Spring)
This course is a continuation of RTE 1418 Radiographic Techniques I, and is designed to introduce the student to various specific radiographic methods and techniques, such as automatic exposure control, fluoroscopy and image intensification, macroradiography, subtraction radiography, conventional tomography, digital image receptors, and digital image acquisition and manipulation. The student will also be instructed in calculating heat units, tube rating charts, anode cooling chart, and characteristic curves. Prerequisite: RTE 1418. Corequisite: RTE 1613.

RTE 1503C ⊕
Radiographic Procedures I,
4 Credit Hours,
(Fall)
This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremity and lower extremity. An introduction to medical and radiographic terminology, radiographic anatomy, and film critique are also included. Prerequisite: admission to the Radiography program.

RTE 1513C ⊕
Radiographic Procedures II,
4 Credit Hours,
(Spring)
This course is a continuation of RTE 1503C. It is designed to provide the student with instruction in radiographic procedures and anatomy in the distal extremities, hip region, spine, ribs, and sternum and the cranium. Critical thinking, medical and radiographic terminology, as well as image critique are emphasized. Prerequisites: RTE 1503C, RTE 1804L; Corequisite: RTE 1814L.

RTE 1613 ⊕
Radiographic Physics,
3 Credit Hours,
(Spring)
This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. Course content also includes the basics of magnetism, electricity, motors, generators, rectifying systems, x-ray tube and filament circuitry. Topics in electromagnetism such as self and mutual induction, high voltage transformation, and AC rectification will be emphasized. Prerequisites: RTE 1418; Corequisite: RTE 1457.

△ Technology-Across-the-Curriculum Course.

◆ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.

◆ This college credit course may not be applied toward the A.A. degree and normally is not intended for transfer unless the student transfers to a baccalaureate in radiologic sciences degree program that is specified under the Florida Statewide AS to BS Articulation Agreement.
RTE 1804L  Radiography Clinical Education I, 2 Credit Hours,  
(Fall)  
This course involves the practical application of the theories covered in RTE 1503 and RTE 1000. Rotations provide experience with various imaging systems, protocols, and patient care. Students observe, assist and perform basic radiographic procedures (chest, abdomen and extremities) under direct supervision. This course emphasizes patient care and critical thinking. This course meets at the affiliate hospitals. Uniforms, name badges and radiographic markers required. Prerequisite: admission to the Radiography Program.

RTE 1814L  Radiography Clinical Education II, 2 Credit Hours,  
(Spring)  
This course is a continuation of Radiography Clinical Education I. This clinical training emphasizes lower and upper extremity. Medical and radiographic terminology, patient care, critical thinking and communication skills are emphasized. This course meets at the affiliate hospitals. Uniforms, name badges and radiographic markers required. Prerequisite: RTE 1804L; Corequisite: RTE 1513C.

RTE 1824L  Radiography Clinical Education III, 3 Credit Hours,  
(Summer)  
This course is a continuation of Radiography Clinical Education II. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum’s I and II. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, critical thinking, imaging and exposure techniques, radiation protection application and image processing will be emphasized. This rotation covers clinical experience in all phases of fundamental radiologic procedures and image critique. Students will rotate through ancillary departments in this course. Prerequisite: RTE 1814L; Corequisite: RTE 2523C.

RTE 2061  Radiographic Preparation for Practice, 4 Credit Hours,  
(Spring)  
This course is designed review information in preparation for the student to take the American Registry of Radiologic Technologist (ARRT) registry examination. The course will cover patient care and education, image production, equipment operation and maintenance, radiographic procedures and radiation protection. The student will also be given simulated registry examinations for practice and assessment purposes. Prerequisite: RTE 2844L; Corequisite: RTE 2854L.

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 are the various methods of monitoring radiation exposure and acceptable dose limit values. Prerequisites: RTE 1000, RTE 1418, RTE 1457, RTE 2523C; Corequisite: RTE 2844L.

RTE 2473  Radiographic Quality Assurance, 2 Credit Hours,  
(Fall)  
This course is designed to introduce the student to the quality management of medical imaging, including quality control procedures and image analysis/ critique of radiographs. This course will include theory and practical applications to routine quality control check on routine, fluoroscopic, mobile, and tomographic radiography equipment. Quality control tests on ancillary equipment, such as film processor, view boxes, grids and leaded protective equipment are also included. Acceptable parameters for QC tests, as established by various regulatory agencies will also be presented. This course teaches the student to critically analyze radiographic images for image quality and diagnostic value, as well as formulating corrective action as needed. Class demonstrations and labs are used to demonstrate application of theory. Prerequisite: RTE 1418, RTE 1457; Corequisite: RTE 2844L.

RTE 2523C  Radiographic Procedures III, 3 Credit Hours,  
(Summer)  
This course is a continuation of RTE 1513C covering cranium procedures and positioning. It is designed to provide the student with instruction in more complex radiographic procedures such as fluoroscopy, urinary studies, bone age, trauma, pediatrics, mobile and surgical radiography. Included is instruction in additional modalities and studies such as CT, MRI, arthography, myelography, and vascular studies. Attention will be given to the specialized equipment, contrast media, critical thinking and techniques necessary to perform these procedures. Radiographic anatomy, pathology, and critique of images are included in this course. Prerequisite: RTE 1513C; Corequisite: RTE 1824L.

RTE 2782  Radiographic Pathology, 3 Credit Hours,  
(Spring)  
This course is designed to introduce theories of disease causation and the pathophysiologic disorder that compromise healthy persons. Etiology, pathophysiologic responses, clinical manifestations, and radiographic appearance of alterations in body systems will be presented. Emphasis will be placed on pathological findings on diagnostic radiographic images, in both conventional and digital formats. Prerequisite: RTE 2523C; Corequisite: RTE 2854L.

RTE 2844L  Radiography Clinical Education IV, 6 Credit Hours,  
(Fall)  
This course is a continuation of RTE 1824L. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicum’s I, II and III. The student will gain experience and develop clinical competence in specialized imaging procedures, and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue. Prerequisite: RTE 1824L; Corequisite: RTE 2385.

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 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 IV and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue. Prerequisite: RTE 2844L; Corequisite: RTE 2061.

RTE 2910  Radiographic Evidence
Based Practice, 1 Credit Hour, (Fall)
This course is designed to develop the student’s research, writing and oral presentation skills; while completing assignments, both independently and collaboratively, with minimal direction and supervision. Methods of research, appropriate style of writing, citing work, and using APA format will be covered. Prerequisite: RTE 2523C; Corequisite: RTE 2844L.

SLS 1101  College Success, 3 Credit Hours, (Fall, Spring, Summer)
A course designed to focus on developing practical study skills to enhance academic success. Skills taught in this course are time management, concentration/memorization, listening, note taking, test taking, use of college resources, establishing goals, identifying learning styles, developing career choices and learning to cope with personal issues that face many college students.

SLS 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.

SPC 1006  Essentials of Speech, 1 Credit Hour, (Offered as needed)
This course can be used to satisfy missing transfer requirements and/or oral components required in certain programs. Individuals participate in the preparation and presentation of speeches.

SPC 1608   Speech, 3 Credit Hours, (Fall, Spring, Summer)
Emphasis is on assisting the individual to develop his/her potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.

SPC 2300  Interpersonal Communication, 3 Credit Hours, (Fall, Spring, Summer)
This course studies the speech communication principles involved in one-to-one interaction, comprehensive listening, conflict resolution, family and group communication and intrapersonal thought. Learning techniques may include small group participation, role play, as well as formal and informal presentations.

SPC 2511  Discussion and Debate, 3 Credit Hours, (Offered as needed)
This course is designed to provide learning experiences in rational decision making incorporating the techniques of persuasion through organized procedures for argumentation, debate and discussion. Prerequisite: membership on forensic team.

SPN 1120  Spanish I, 4 Credit Hours, (Fall, Spring, Summer)
Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language. Prerequisite: completion of MAT 1033A or equivalent with a “C” or better.

SPN 2220  Spanish III, 4 Credit Hours, (Offered as needed)
Intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: SPN 1121 or an equivalent course with a grade of “C” or better.

SPN 2221  Spanish IV, 4 Credit Hours, (Offered as needed)
Completion of intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: SPN 2220 or an equivalent course with a grade of “C” or better.

STA 2023  Statistics, 3 Credit Hours, (Fall, Spring, Summer)
This course provides a general introduction to understanding and applying statistical terms and concepts. Topics include the following: descriptive statistics, probability, random variables, discrete and continuous probability distributions, sampling distributions, confidence interval estimation, hypothesis testing, two sample inferences, correlation, and simple linear regression. Non-symbolic graphing calculators are required. The TI-83/84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: completion of MAT 1033A or equivalent with a “C” or better, or appropriate placement score.

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.

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.

LOWER DIVISION COURSE DESCRIPTIONS 207
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/Ti-84 Series is recommended. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: MAT 1033A or equivalent with a “C” or better, or appropriate placement score.

SYG 2010 ♦
Social Problems,
3 Credit Hours,
(Fall, Spring, Summer)
Introduction to the sociological study of the nature of social problems to insure understanding of their impact on the individual, the group and social institutions in societal and cultural settings. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisites: Approval from department chair, a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

SYG 2430
The Family and Society,
3 Credit Hours,
(Offered as needed)
An examination of the problems which arise out of participation in marriage, family and community situations. Designed to provide students with a basic understanding of the dynamics of family interaction, the effects upon the children, and the family’s relationship to and participation in the community.

TAR 2121C
Architectural Drafting,
3 Credit Hours,
(Offered as needed)
Architectural design and development of residential and light commercial buildings to include: development and construction of good architectural freehand lettering, VA and FHA approved residential house plans, “Good Sense” house plans as defined in the Arkansas Plan, and heat loss/heat gain calculations. Prerequisite: ETD 1102 or ETD 1112 or equivalent.

TAX 2000
Federal Income Tax: Individual,
3 Credit Hours,
(Offered as needed)

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. The course includes Writing-Across-the-Curriculum. If used to meet Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisites: Approval from department chair, a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

THE 2071 ♦
Humanities – Cinema Appreciation,
3 Credit Hours,
(Offered as needed)
An introduction to the origin, development, cultural aspects and analysis of cinema topics. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. A minimum grade of “C” is required if used to meet Gordon Rule requirements for general education. Prerequisite: a passing score on the standardized placement test measuring communication/verbal/reading achievement or successful completion of ENC 0025 and REA 0017.

THE 2820
Introduction to Creative Dramatics,
3 Credit Hours,
(Offered as needed)
An introduction to creative dramatics and children’s theater. Topics span a wide range of interests; creative experience, children and theater, workshop procedure, script selection, rehearsal and performance.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

✈ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
THE 2821
Introduction to Creative Dramatics II, 3 Credit Hours, (Offered as needed)
Creative dramatics introduces the many elements of theater: dance, voice and musical theater. Topics span a wide range of interests: the creative process, workshop procedures, rehearsal and performance. Creative Dramatics will focus on producing a final performance. Prerequisite: THE 2820.

THE 2930
Theater – Special Topics, 3 Credit Hours, (Fall, Spring, Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

TPA 1210
Stagecraft, 3 Credit Hours, (Offered as needed)
This course is an introduction to the principles of stagecraft: stage terminology, stage safety, instruction in proper use of shop tools, basic theater construction methods, understanding of theatrical rigging, and understanding of general background practices.

TPA 1290
Technical Theater Lab I, 3 Credit Hours, (Offered as needed)
An introduction to technical theater and scene technology. Topics include scene drawings, safety and health, stage facility, basic crafts, two and three-dimensional scenery, scene painting, scene assembly, rigging, properties, special effects and shop organization. Prerequisite: TPA 1210.

TPA 2220
Technical Theater Lab II, 3 Credit Hours, (Offered as needed)
An introduction to stage lighting. Topics include history of stage lighting, fundamentals of light and illumination, lighting control, and lighting practices. Prerequisite: TPA 1210.

TPA 2232
Introduction to Costuming Technology, 3 Credit Hours, (Offered as needed)
An introduction to costume techniques and wardrobe practices. Topics span a wide range: costume construction techniques, problems in costumes, costume history, construction styles, sewing machine practices, seam finishes, flat pattern layout and production techniques. This course is intended to develop practical experiences in theater costumes.

TPA 2276C
Entertainment Technology - Crafts, 3 Credit Hours, (Offered as needed)
This course presents the practices and principles of advanced woodworking, welding, smithing, casting, ceramics, plaster work, fiberglass and plastic technology for the entertainment industry. State of the art tool technology, shop and field practice, safety and health standards will be emphasized. These crafts are entertainment industry oriented that will use items created in a realized production. Prerequisite: TPA 1210.

TPA 2600
Stage Management, 3 Credit Hours, (Offered as needed)
This course is an introduction to the study and application of stage management as it relates to the manager portfolio, the stage manager morgue, rules and regulations relating to I.A.T.S.E., rules related to contracts, competence in stage management, proper communication with directors, technical directors, designers, cast members and crews, competence in technical discussion areas and basic first aid.

TPP 1190
Rehearsal and Performance I, 3 Credit Hours, (Offered as needed)
An ensemble theater performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisite: TPP 1191.

TPP 1192
Rehearsal and Performance III, 3 Credit Hours, (Offered as needed)
An ensemble theater performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1191.

TPP 2110
Acting I, 3 Credit Hours, (Offered as needed)
Through in-class performance the student will develop an understanding and proficiency of those skills of movement, voice, and expression which are required of a theatrical performer.

TPP 2111
Acting II, 3 Credit Hours, (Offered as needed)
Through in-class performance, the student develops an understanding and proficiency in styles of acting from classic through modern. Prerequisite: TPP 2110.

TPP 2118
Acting IV, 3 Credit Hours, (Offered as needed)
This course is a continuation of TPP 2111, Acting II, with specialization in characterization utilizing scripted materials and scene study. Prerequisite: TPP 2111.

TPP 2119
Acting III, 3 Credit Hours, (Offered as needed)
This course is a continuation of TPP 2118, Acting III, with advanced study of acting skills and script analysis with specialization in performance. Prerequisite: TPP 2118.

TPP 2301
Directing I, 3 Credit Hours, (Offered as needed)
A beginning course in the study, development and training in directing for the theater. Although not a prerequisite, students are encouraged to take Acting I and II before Directing I.
TPP 2302
Directing II,
3 Credit Hours,
(Offered as needed)
Directing II is a continued study of the
basic principles of directing for the
theater with emphasis in the continued
study, development and training in
directing for the theater. Prerequisite:
TPP 2301.

TPP 2930
Theater Performance – Special Topics,
3 Credit Hours,
(Fall, Spring, Summer)
A defined special topics course which
is pursued under supervision of a
faculty member and recorded through
usual departmental procedures.
Designed to permit a student to
pursue non-scheduled academic and
labatory 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.

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 formation of theological
dogma and doctrine as well as the
establishment of the hierarchical system
in the numerous Protestant sects; the
major theologians and leaders of the
Protestant movement; the relationship
of the European monarchies and the
sectarian wars; and, special emphasis
on the Protestant movement in the
New World, and in the United States
of America. Prerequisite: WOH 1012.

WOH 2232
The History of Christianity to the
Reformation,
3 Credit Hours,
(Offered as needed)
This course traces the evolution
of the Christian Church from its
founding to the onset of the Protestant
Reformation. Special emphasis shall be
given to: the formation of theological
dogma and doctrine as well as the
establishment of the hierarchical system
prior to the fall of the Roman
Empire; the Fathers of the Church;
medieval power and the relationship
of the Church with the European
monarchies; and, crises within the
Church which culminated in the
Reformation.

ZOO 1010C
Zoology,
4 Credit Hours,
(Offered as needed)
An introduction to the major concepts
of animal life, to include the structure,
taxonomy, evolutionary relationships,
and natural history of the major animal
groups. Prerequisite: BSC 1005
(or equivalent) or permission of
the instructor.

This college credit course qualifies as having
an international and/or diversity focus
for Teacher Education Programs common
 prerequisites.
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Jack Byerley, Women’s Head Softball Coach
B.S. – University of South Alabama

Nicholas Fletcher, Assistant Baseball Coach
B.S. – Falkner University

Steven Forbes, Men’s Head Basketball Coach
A.A. – Muscogee Community College
B.S.E. – Southern Arkansas University

Kim Gibson, Instructional Support Specialist

Taryn Gray, Assistant Fast-Pitch Softball Coach
B.S. – Auburn University

Patrick Harrington, Women’s Head Basketball Coach
B.A. – Rollins College

W. Doug Martin, Head Baseball Coach
B.S., M.Ed. – Auburn University

Tamela McCorvey, Assistant Women’s Basketball Coach
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B.S. – University of West Florida

Jason Shay, Assistant Men’s Basketball Coach
B.A. – University of Iowa
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Army ROTC - Military Science

John Brake, Jr., Captain, Florida Army National Guard
B.S., M.S. – University of West Florida

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B.S. – Troy University
M.S.A. – Central Michigan University

Admissions, Enrollment and Testing
Olivia Little, Director, Admissions/Records & Testing
A.A. – Meridian Community College
B.S. – University of West Alabama
M.S.W. – University of Alabama

Deborah Breihan, Enrollment Services Specialist
A.A. – Northwest Florida State College
B.A. – University of West Florida

Karyn Cooper, Evaluation Specialist
B.A. – University of Florida

Bree Durham, Instructional Services Specialist
A.A. – Northwest Florida State College
B.S. – Florida State University

Loretta “Lori” Harrington, Senior Staff Assistant,
Dual Enrollment and Admissions
B.A. – Colorado State University-Pueblo
M.S. – Kansas State University

Elizabeth W. Kuntz, Enrollment Services Technician
B.A. – University of Cincinnati

Carla Martin, Enrollment Services Specialist/Testing Specialist
A.A. – Northwest Florida State College
B.S. – University of West Florida

Debra Patterson, Admissions Specialist
Certificate – Northwest Florida State College

Jasmin Ricks, Enrollment Services Specialist
A.A. – Northwest Florida State College

Brenda Talbot, Transcript Specialist
B.A. – University of West Florida

Carolina Urena, Admissions Specialist

Jayne Young – Testing Supervisor
B.S. – Ohio State University
M.Ed. – University of West Florida

Counseling and Advising

Sandra Bishop, Educational Advisor, Health Technology
B.S. – Florida State University

Traci Carelly, Enrollment Services Specialist

Nancy DiBattista, Educational Advisor,
International Student Admissions
B.A. – Wright State University
M.S. – Troy University

Elizabeth “Betsy” Hanson, Educational Advisor
B.S. – Florida State University

Josette Horne, Educational Advisor
A.S. – Northwest Florida State College

April Leake, Educational Advisor
A.A. – Northwest Florida State College
B.A., M.Ed. – University of West Florida

Financial Aid

Patricia Bennett, Director, Financial Aid/Veteran’s Affairs
B.A. – Fairmont State College
M.A. – Marshall University

Christa Henderson, Financial Aid Specialist/Pell Grant
A.A. – Northwest Florida State College
B.S. – Florida State University

Suzanne Keithley, Financial Aid Technician
A.A. – Cambridge School of Business

Kymberly Lang, Financial Aid Specialist

Kristen Last, Financial Aid Specialist/Scholarships
A.A. – Valencia Community College
B.S. – Old Dominion University
M.S.A. – University of West Florida

Gregory Mett, Financial Aid Technician/Veteran Affairs

Wanda Morgan, Financial Aid Technician

Anthony Pannelli III, Financial Aid Specialist/Veterans Affairs
A.A. – Northwest Florida State College
B.A. – University of West Florida

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ENROLLMENT AND STUDENT SERVICES (CONT.)

Recruitment
Maddalena Ostrowski, Coordinator of Recruitment
  A.S. – Parkland College
  B.A., M.Ed. – University of West Florida

Student Activities
Aimee Watts, Student Activities Coordinator
  B.S., M.S. – Troy University
  Ed.S. – University of West Florida
Samuel Hill, Advisor/Administrative Assistant - Student Activities
  A.A. – Northwest Florida State College
  B.A., M.S. – University of West Florida

RESOURCE DEVELOPMENT/ COLLEGE FOUNDATION

Cristie Kedroski, Vice President of College Advancement
  B.S. – University of Florida
Carla Reinlie, Associate Director, Resource Development
  & College Foundation
  B.M. – University of Southern Mississippi
  M.M. – University of Louisville
Rosalyn Wik Iovieno, Foundation Office Manager/Analyst
  B.A. – University of Texas at Austin

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
Christine “Liz” Coates, Staff Assistant II,
  Marketing & Public Relations
  B.A. – Centenary College of Louisiana
Gloria Paris, Staff Assistant 1
Tara Sikes, Graphic Designer
  A.A.S. – Hallmark Institute of Technology
  A.A. – Northwest Florida State College

ACADEMIC AFFAIRS

Sasha L. Jarrell, Vice President of Academic Affairs
  B.S., M.S., Ph.D. – Auburn University
Lucy Kisela, Curriculum and Instructional Specialist
  A.A. – Broward College
  B.A. – Florida Atlantic University
  C.M.C. – International Institute of Municipal Clerks
Patricia Mann, Senior Administrative Assistant
  A.S., A.A. – Northwest Florida State College

Institutional Research
Diane Hodgins, Director, Institutional Research
  B.A. – University of Florida
  M.Ed. – State University of West Georgia
  Ph.D. – Florida State University

Collegiate High School
Anthony Boyer, Principal, Collegiate High School
  A.S. – Northwest Florida State College
  B.A.S., M.P.A. – Troy University
  C.P.M. Certification – Florida State University
  Ed.S. – University of West Florida
Lisa Amesbury, Learning Lab Supervisor/Coordinator
  Tutorial Services
    A.A. – University of Florida
    B.B.A. – University of North Florida
  Patricia Belote, Educational Advisor
    A.A. – Northwest Florida State College
    B.A. – University of West Florida
JuliAnne Boretsky, Assistant Professor of History,
  Collegiate High School
    B.A. – University of Southern Mississippi
    M.A. – University of Georgia
Sandra Caudill, Records/Reports Specialist
  A.A. – Northwest Florida State College
Diane “De” Cook, Professor, Mathematics
  B.S. – University of Manitoba
  M.A.T. – University of Alaska Fairbanks
Margrit Criek – Bus Driver
  B.S. – University of West Florida
Christine Cruickshank, Assistant Principal, Collegiate High School
  B.A. – Millersville University of Pennsylvania
  M.S. – North Carolina A&T State University
  Ed.S. – University of West Florida
Alicia Franklin, Coordinator – Collegiate High School Learning Lab
  B.S. – Auburn University
  M.A. – University of Alabama
Ross E. Hamilton, Professor Emeritus, Science
  B.S. – William Carey College
  M.S. – Northeast Louisiana State College
Elizabeth Ritter, Program Specialist
  B.A. – University of Alabama
  M.A., Ph.D. – Southern Illinois University
Mary Jane Robertson, Staff Assistant II
  B.A. – Winthrop College
Robert Schrader, Coordinator – Collegiate High School Student Services
  B.S. – University of Wyoming
  M.A. – Western Kentucky University
Annalisa Wilson, Assistant Professor, English
  B.A. – Gonzaga University
  M.A. – California State University Northridge
Suzanne Wood, Professor, Reading
  B.A. – Clemson University
  M.A. – University of West Florida

CAREER AND TECHNICAL EDUCATION

Brian Shonk, Dean, Career and Technical Education
  A.S. (2) – Northwest Florida State College
  B.S. – Troy University
  M.P.A., Ed.D. – University of West Florida
Wanjiku Jackson, Coordinator of Career and Technical Education
  B.S., M.S. – Troy University

Advanced Technology and Design
Raymond L. Rickman, Chair/Professor,
  Advanced Technology and Design
  A.A. – Northwest Florida State College
  B.S., M.Ed. – University of West Florida
Benjamin Gillham, Professor, Graphic Design
  B.A. – Albian 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
CAREER AND TECHNICAL EDUCATION (CONT.)

Business and Computer Technology

D. Keith Burns, Department Chair/Professor, Business Administration
B.S. – University of Alabama
M.S., M.B.A. – University of Texas at Dallas
Jay Bhattacharya, Professor, Economics
B.A. – Victoria College – India
M.A. – University of North Bengal
Ph.D. – University of Illinois
Gay Lynn Brown, Assistant Professor, Accounting
B.S., M.Ed., M.B.A. – Louisiana Tech University
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
Vy Nguyen, Assistant Professor, Information Technology/Computer Science
B.S. – Louisiana State University
M.S. – University of West Florida
Donald R. Wilke, Assistant Professor, Accounting
B.S. – University of Missouri
M.B.A. – Monmouth College

Criminal Justice and Training Center

Renée Johnson, Director, Criminal Justice Training Center
A.A.S., B.A.S. – Northwest Florida State College
Ron Bishop, Training Center Coordinator
B.S. – Troy State University
Phyllis Davis, Instructional Support Specialist
Certicate – Northwest Florida State College
Sean Lynch, Assistant Professor of Criminal Justice/Training Center Coordinator
Certicate, A.A. – Northwest Florida State College
B.S., M.S. – Florida State University
Lynne Wetzel, Assistant Professor of Criminal Justice Technology
B.A. – University of North Carolina at Charlotte
M.Ed. – University of Louisville
J.D. – St. Mary’s University School of Law

Dental Assisting

Holly Solaas, Instructional Support Specialist
A.A.S. – Northwest Florida State College
B.S. – University of West Florida
Marnita Wilson, Assistant Professor, Dental Assisting
Certified Dental Assistant – Gulf Coast Community College
A.A. – Northwest Florida State College
B.S. – University of West Florida

Emergency Medical Services

Barry Reed, Director - Emergency Services
A.A. (2) – CCAF
B.S. – Midwestern State University
M.S. – University of West Florida

Associate of Science in Nursing (ASN)

Charlotte Kuss, Director, Associate Degree Nursing
B.S.N. – Ohio State University
M.S.N. – University of South Alabama
Candis Carrillo, Professor, Nursing
B.S.N. – St. Louis University School of Nursing
M.S.N. – University of Alabama in Birmingham
April Carter, Professor, Nursing
B.S.N. – Bishop Clarkson College of Nursing
M.S.N. – University of Texas Health Science Center
Toinette Higgins, Professor, Nursing
L.P.N. – Macarthur State Technical College
A.S.N. – Excelsior
B.S.N., M.S.N. – University of Phoenix
Ph.D. – Capella University
Kathleen McNair, Instructional Support Specialist, Health Technology
A.S. – Northwest Florida State College
Henry Lee Moore, Assistant Professor, Nursing
A.S. – Northwest Florida State College
B.S.N. – Florida State University
Janet Place, Professor, Nursing
B.S.N. – California State University
M.S.N. – University of Utah
Vocational Certificate – University of West Florida
Pauline Powell, Assistant Professor, Nursing
B.S.N. – University of South Carolina
M.S.N. – University of South Alabama
Elizabeth Robison, Professor, Nursing
B.S.N. – Georgia Southwestern University
M.S.N. – Troy University

Bachelor of Science in Nursing (BSN)

Beth Norton, Director, Bachelors of Science in Nursing
R.N. – Piedmont Hospital School of Nursing
B.S.N. – Vanderbilt University
M.S.N., D.N.P. – University of South Alabama
Terese 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, Instructional Support Specialist
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

Radiography

Grace Stewart, Radiography Program Director
A.A., A.S. – Pensacola Junior College
B.S. – Florida Hospital School
M.L.S. – Fort Hayes State University
Franklin Sauls, Assistant Professor/Clinical Coordinator, Radiography
Certificate – Academy of Health Sciences
B.S. – Texas State University
M.H.A. – Chapman University
<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS, SOCIAL SCIENCES AND ACADEMIC SUPPORT</th>
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<tbody>
<tr>
<td><strong>Joyce Goldstein</strong>, Dean, English/Communications, Social Sciences &amp; Academic Support</td>
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<tr>
<td>B.A. – University of South Florida</td>
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<tr>
<td>M.A. – Our Lady of the Lake University</td>
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<tr>
<td>Ph.D. – St. Louis University</td>
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<td><strong>Academic Success Center</strong></td>
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<tr>
<td>Iris Strunc, Assistant Professor of Reading/Coordinator, Academic Services Center</td>
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<tr>
<td>B.S. – University of Nebraska</td>
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<td>M.S. – Valdosta State University</td>
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<tr>
<td><strong>English and Communications</strong></td>
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<tr>
<td>Jon Brooks, Professor, English</td>
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<tr>
<td>B.A., M.A. – University of South Dakota</td>
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<td>Ph.D. – University of Alabama</td>
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<tr>
<td>Deborah Fontaine, Professor, Developmental English</td>
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<td>B.A. – Stetson University</td>
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<td>M.Ed., M.A. – Eastern New Mexico University</td>
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<td>Jack Gill, Professor, English</td>
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<td>B.A. – Berea College</td>
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<td>M.A. – Eastern Kentucky University</td>
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<td>Beverly Holmes, Professor, English</td>
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<td>B.S. – Bowling Green State University</td>
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<td>M.S.E. – University of Central Arkansas</td>
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<td>M.A. – University of Denver</td>
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<td>Ph.D. – Florida State University</td>
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<td>Vickie G. Hunt, Professor, English</td>
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<td>B.A. – Georgia State University</td>
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<td>M.A., Ph.D. – Florida State University</td>
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<td>Amy Junger, Instructional Support Specialist</td>
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<td>Maria Helena López, Professor, Spanish</td>
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<td>B.A. – Interamerican University</td>
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<td>A.B.D. – Florida State University</td>
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<td>Deborah Nester, Professor, English</td>
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<td>B.S. – Florida State University</td>
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<td>M.A. – University of West Florida</td>
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<tr>
<td>Ph.D. – University of Miami</td>
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<td>Julie Nichols, Professor, English</td>
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<td>B.A., M.A. – University of West Florida</td>
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<tr>
<td>Dory O’Brien, Professor, English/Foreign Languages</td>
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<tr>
<td>B.A., M.A., Ph.D. – University of Iowa</td>
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<tr>
<td>Donna Pierson, Assistant Professor, American Sign Language</td>
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<tr>
<td>B.S. – Auburn University at Montgomery</td>
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<td>M.A. – University of West Florida</td>
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<td>Cheryl C. Powell, Professor, English</td>
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<td>B.A. – Auburn University</td>
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<td>M.A., Ph.D. – Florida State University</td>
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<td>Deidre Price, Professor, English</td>
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<td>B.A., M.A. – University of South Alabama</td>
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<td>Ph.D. - Florida State University</td>
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<tr>
<td>Amy Riddell, Professor, English</td>
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<td>B.A., M.F.A. – University of Alabama</td>
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<tr>
<td>Ronnie Stanley, Professor, Speech</td>
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<tr>
<td>A.A. – Copiah–Lincoln Community College</td>
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<td>B.A., M.S. – University of Southern Mississippi</td>
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<td>Iris Strunc, Assistant Professor of Reading/Coordinator, Academic Services Center</td>
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<td>B.S. – University of Nebraska</td>
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<td>M.S. – Valdosta State University</td>
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<tr>
<td>James Suderman, Professor, English</td>
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<td>B.A. – Earlham College</td>
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<td>M.A. – South Dakota State University</td>
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<tr>
<td>Patrice A. Williams, Professor, English</td>
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<td>B.S. – University of South Alabama</td>
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<td>M.A. – University of Mobile</td>
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<td>Ed.S. – Florida State University</td>
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<th>Learning Resources Center</th>
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<tr>
<td>Janice W. Henderson, Director, Learning Resources Center</td>
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<tr>
<td>B.S. – Spring Hill College</td>
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<tr>
<td>M.S.L.S. – University of North Carolina</td>
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<tr>
<td>Owen Adams, Reference Librarian</td>
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<tr>
<td>A.A. – Gulf Coast Community College</td>
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<td>B.A. – Our Lady of the Lake University</td>
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<td>M.S.L.S. – Florida State University</td>
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<td>M.B.A. – University of West Florida</td>
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<tr>
<td>Deborah Crabtree, Library Technician II</td>
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<td>A.A. – Northwest Florida State College</td>
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<tr>
<td>Steve Fielding, Library Technician III</td>
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<td>A.A. – Northwest Florida State College</td>
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<tr>
<td>Pamela R. Hynes, Library Technician III</td>
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<td>B.A. – Central Michigan University</td>
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<tr>
<td>Overia “Denise” Jones, Library Technician I</td>
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<tr>
<td>A.S. – Northwest Florida State College</td>
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<tr>
<td>Sandra MacDonald, Library Technician II</td>
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<tr>
<td>Kathy Richardson, Library Technician III</td>
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<tr>
<td>B.A. – University of South Carolina</td>
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<tr>
<td>Paula Schrader, Educational Services Librarian</td>
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<td>B.S. – University of Wyoming</td>
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<td>M.S. – Western Kentucky University</td>
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<tr>
<td>Rhonda Trueman, Access Services Librarian</td>
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<td>A.A. – Central Piedmont Community College</td>
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<td>B.A., M.L.I.S. – University of North Carolina</td>
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<tr>
<th>Social Sciences</th>
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<tbody>
<tr>
<td>Theodore “Ted” A. Barker, Professor, Social Science</td>
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<tr>
<td>B.S., M.S., Ph.D. – Florida State University</td>
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<tr>
<td>Amy Junger, Instructional Support Specialist</td>
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<tr>
<td>Aven Loquast, Professor, Social Science</td>
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<tr>
<td>B.A., M.A.T. – College of Notre Dame</td>
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<tr>
<td>Cecelia Rivers, Professor, Social Science</td>
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<tr>
<td>B.S. – Alabama State University</td>
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<td>M.A. – University of South Alabama</td>
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<tr>
<td>David Schjott, Professor, Social Science</td>
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<td>B.A., M.A. – University of South Alabama</td>
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<td>M.S. – Troy University</td>
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<td>Ed.D. – Nova Southeastern University</td>
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<tr>
<td>Robyn Strickland, Professor, Social Science</td>
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<td>B.S. – Troy University</td>
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<td>M.A. – University of West Florida</td>
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<tr>
<th>Students with Disabilities or Special Needs</th>
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<tbody>
<tr>
<td>Elizabeth “Liz” Smith, Counselor for Students with Disabilities or Special Needs</td>
</tr>
<tr>
<td>B.A. – Auburn University</td>
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<tr>
<td>M.S. – University of Central Florida</td>
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</tbody>
</table>
## GENERAL EDUCATION AND GRANTS

**Anne Hay Southard**, Dean, General Education and Grants  
**B.A., M.A., Ed.D. – University of West Florida**

Penny Cox, Coordinator, Educational Assessment and Grants  
**B.A. – Coker College**

### Early Childhood Education

**Beverly Sandlin**, Director, Early Childhood Education  
**B.S. – Eastern New Mexico University**  
**M.S. – Northwestern State University**  
**Ed.S. – Florida State University**

**Cora Aaron**, Staff Assistant III  
**A.S. – Northwest Florida State College**

**Sabine Claybrook**, Early Childhood Specialist  
**A.S. – Northwest Florida State College**  
**CDA Credential**

**Cheryl Liddon**, Early Childhood Specialist  
**A.A.S. – Northwest Florida State College**

### Mathematics

**Michelle Ragle**, Professor, Chair, Mathematics Department  
**A.A. – Northwest Florida State College**  
**B.A., M.A. – University of West Florida**  
**M.S., Ph.D. – University of Florida**

**Ryan Adams**, Assistant Professor, Mathematics  
**A.A. – Northwest Florida State College**  
**B.S., M.S. – University of West Florida**

**Douglas Dunbar**, Professor, Mathematics  
**B.S. – Auburn University**  
**M.A. – California State University**  
**M.S. – Florida State University**

**Jean “Jeanie” Eidem**, Instructional Support Specialist  
**A.A.S. – Central Texas College**  
**A.A., B.A.S. – Northwest Florida State College**

**Ronald Ethridge**, Professor, Mathematics  
**B.A., M.A. – University of West Florida**  
**M.S. – Air Force Institute of Technology**

**Guangyu Liu**, Professor, Mathematics  
**M.S. – Nanjing University – China**  
**Ph.D. – University of Connecticut**

**Mary “Priscilla” McAlister**, Assistant Professor, Developmental Math  
**B.S. – Oklahoma State University**  
**M.A.T. – University of West Florida**

**Cynthia McGinnis**, Professor, Mathematics  
**A.A. – Hillsborough Community College**  
**B.A., M.A. – University of West Florida**

**Christopher R. Mizell**, Professor, Mathematics  
**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**, Professor, Mathematics  
**B.S., M.S. – Maharaja Sayajirao University of Baroda**  
**M.A. – University of South Florida**

**Julia K. Polk**, Professor, Mathematics  
**B.S. – Southeastern Louisiana University**  
**M.S. – Clemson University**

**Rajalakshmi Srim, Professor, Mathematics**  
**B.Sc., M.Sc. – University of Mysore**  
**M.A. – State University of New York**  
**Ph.D. – University of Texas**

**Annie Urban**, Professor, Mathematics  
**B.A. – New College of Florida**  
**M.A. – University of Texas**

### Sciences

**Gail S. Baker**, Professor, Biology  
**A.B. – Calvin College**  
**M.A. – Vanderbilt University**  
**Ph.D. – Mississippi State University**

**Jonathan R. Bryan**, Professor, Geology  
**B.S. – Florida State University**  
**M.S. – University of Florida**  
**Ph.D. – University of Tennessee**

**Susan Erickson**, Science Lab Specialist  
**A.A. – Northwest Florida State College**

**Heather “Mae” Giddings**, Chemistry Lab Specialist  
**B.S. – Unity College**

**Philip Heise**, Professor, Biology  
**B.S. – University of New Mexico**  
**M.S. – Penn State University**  
**Ph.D. – University of Tennessee**

**Mark Horrell**, Professor, Earth Science  
**B.S. – Troy University**  
**M.S. – University of Kentucky**  
**Ph.D. – University of Chicago**

**Patrick D. McArthur**, Professor, Biology  
**B.A. – California State University Northridge**  
**M.Ed. – Azusa Pacific University**  
**Ph.D. – The University of Southern Mississippi**

**J. Jean Mitchell**, Assistant Professor, Anatomy & Physiology  
**A.A. – Ocean County College**  
**B.S., Ph.D. – University of Florida**

**Darryl Ritter**, Professor, Biology  
**B.S. – University of Illinois**  
**M.S., Ph.D. – Southern Illinois University**

**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**

**Christopher Sweeney**, Assistant Professor of Physics  
**B.S. – Miami University**  
**M.S., Ph.D. – University of Michigan**

**Kurt A. Teets**, Professor, Chemistry  
**B.S. – Purdue University**  
**Ph.D. – University of Southern California**

**Frank Wilderman, Jr.**, Assistant Professor, Biology  
**B.S. – Allentown College**  
**Ed.M. – Temple University**  
**D.P.M. – Pennsylvania College of Podiatric Medicine**

### Teacher Education

**Lori Anderson**, Staff Assistant Teacher Education  
**A.A. – Northwest Florida State College**

**Lynn Ketter**, Professor, Teacher Education  
**A.A. – Broward College**  
**B.A. – University of Florida**  
**M.Ed., Ed.S., Ed.D. – University of West Florida**
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  

Anthony Borella, Sound Engineer  
B.M. – Ithaca College  
G.P.D. – Longy School of Music  
Certificate – Boston 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 Humanities & 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  

Diana Jernigan, Instructional Support Specialist  
B.A. – California State University Fullerton  

James “Clint” Mahle, Scenic Design Coordinator  
B.F.A., M.F.A. – University of Mississippi  
M.F.A. – University of Exeter, United Kingdom  

Delores Merrill, House Manager  
A.S. – Wallace College  
B.S. – Troy University  
M.F.A. – University of Alabama  

Charles Myers, Professor, Humanities  
B.A. – Tulane University  
M.A., Ph.D. – University of Texas at Austin  
J.D. – University of California, Berkeley  

Sarah Paulk, Professor, Humanities  
A.A. – Northwest Florida State College  
B.A., M.A., Ph.D. – Florida State University  

Leigh Peacock, Assistant Professor, Art  
B.F.A. – Auburn University  
M.F.A. – Georgia State  

Stephen Phillips, Assistant Professor, Art  
B.A., M.F.A. – Florida State University  

Jeremy Ribando, Professor, Music  
B.M. – Cornerstone University  
M.M. – Western Michigan University  
D.M.A. – Michigan State University  

Jeffrey Rink, Mattie M. Kelly Distinguished Endowed Teaching Chair in Music and Conducting/Conductor, Northwest Florida Symphony Orchestra  
B.M., M.M. – University of Maryland  

Carolyn Schlatter, Professor, Music Theory/Piano/Humanities  
A.A. – Northwest Florida State College  
B.A., M.A. – University of West Florida  

Jeanette Shires, Associate Director, Mattie Kelly Fine and Performing Arts Center  
B.S. – Gwynedd-Mercy College  
M.S. – Troy University  

David Simmons, Professor, Film & Humanities  
B.A., M.A. – Brigham Young University  
Ph.D. – Florida State University  

Joseph Taylor, Professor, Dance  
A.A. – Northwest Florida State College  
B.F.A., M.F.A. – Florida State University  

Lois Van Dam, Professor, Music  
B.A., M.A. – Bob Jones University  

D. Ann Waters, Professor, Art History  
A.A. – Chipola College  
B.A. – University of West Florida  
M.A. – University of South Alabama  
E.D.S. – University of West Florida  

Robert Whittaker, Supervisor, Theater Technical Design  
B.F.A. – North Carolina School of the Arts  

Kristen “KC” Williams, Gallery Director  
B.A. – Rhodes College  
M.A. – Indiana University  

Melinda Stein Bowers, Dean, Professional and Continuing Education  
A.A. – Northwest Florida State College  
B.A. – University of West Florida  
M.S. – Troy University  
Ed.D. – University of West Florida  

Adriana Luna Bas, Events Specialist  
B.S. – University Externado de Colombia  
Graduate Diploma – University Jorge Tadeo Lozano  

Bachelor of Applied Science - Project Management  
Caisson M. Vickery, Chair - Bachelors of Applied Science in Project Management  
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  

Lauren Rich, Assistant Professor, Project Management & Business Administration  
B.S. – Florida State University  
M.B.A. – University of Central Florida  

Pamela Walters, Coordinator - Career and Women’s Resource Center  
B.A. – University of West Florida  
M.S. – Troy University  

Edna Washington, Career Advisor  
A.A. – Northwest Florida State College  
B.S., M.S. – Troy University  

Julia Terrell, Director, Choctawhatchee Basin Alliance  
B.S., M.S. – University of Florida  

Sarah Kalinoski, Grant Coordinator  
B.F.A., M.A. – New York University  

Alison McDowell, Senior Grant Manager  
B.A. M.S. – University of West Florida
PROFESSIONAL AND CONTINUED EDUCATION (CONT.)

College Centers

Chautauqua Center
Barbara M. Jones, Center Director
  B.S. – Tennessee Technological University
  M.A. – University of West Florida
Janet Faubel, Educational Advisor
  B.A., M.A. (2) – University of West Florida
Glenn Hutchinson, Facilities Maintenance Specialist
  Tammy D. Lawrence, Staff Assistant III

Eglin Center
Kathy Martin, Campus Specialist
  A.A. – Northwest Florida State College
  B.S. – University of West Florida

Hurlburt Center
Rhonda Duryea, Center Director
  B.S. – Methodist College
  M.S. – Troy University
  Ed.S. – University of West Florida

Robert L. F. Sikes Education Center
Gail C. Kaltz, Center Director
  B.S., M.Ed. – University of West Florida
Marcee Cook, Staff Assistant III
  A.A. – Northwest Florida State College
John “Avery” Matthews, Facilities Maintenance Specialist

South Walton Center & Choctawhatchee Basin Alliance
Julia Terrell, Director, Choctawhatchee Basin Alliance
  B.S., M.S. – University of Florida
Holley Langille, Campus Specialist
  B.S., M.S. – Auburn University
William Arrant, Facilities Maintenance Specialist

Continuing Education
Amanda Barker, Director, Continuing Education
  A.A. – Indian River Community College
  B.S., M.S. – Florida State University

Costa Leadership Institute
Julie Cotton, Director – Costa Leadership Institute and Special Projects
  B.A. – Spring Hill College
  M.S. – Troy University
Adriana Luna Bas, Events Specialist
  B.S. – University Externado de Colombia
  Graduate Diploma – University Jorge Tadeo Lozano

Fort Walton Beach Campus
Mary L. Henderson, Director, Fort Walton Beach Campus, Centers and Dual Enrollment
  B.A., M.A.T., Ed.D. – University of West Florida
Kenneth Goodwin, Groundskeeper
  Lee A. Gouthro, Staff Assistant II
  B.S. – University of North Carolina
Floripes Jettner, Library Technician I
  A.A. – Northwest Florida State College
  B.S.B.A. – University of West Florida
Suzanne Johnson, Counselor
  B.S. – University of Rochester
  M.S. – Troy University
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
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

Literacy Center and Adult Basic Education
Barbara M. Jones, Director
  B.S. – Tennessee Technological University
  M.A. – University of West Florida
Sheron McLaney, Transition Specialist
  B.S. – University of West Florida
Nancy Ordonia, Coordinator, Adult Education Program
  A.A. – Valencia Community College
  B.A. – University of Central Florida
Melissa Shadix, Senior Staff Assistant, Adult Education
  A.A. – Northwest Florida State College
Laurie Von Kaenel, AmeriCorps Director
  B.S. – State University of New York

Mattie M. Kelly Distinguished Chair in Environmental Sciences
Allison Beauregard, Mattie M. Kelly Distinguished Endowed Teaching Chair in Environmental Sciences
  B.S. – University of Maine
  Ph.D. – University of Delaware
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 “Mia” Checkley, Facilities Coordinator/Administrative Assistant
A.A. – Northwest Florida State College

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
Wendy Ates, Fiscal Assistant, Accounts Payable
A.S. – Northwest Florida State College
Nabanita Bhattacharya, Accountant
B.A., M.A. – University of North Bengal
Mary Blanchet, Senior Staff Assistant, Financial Services
Serena Brown, Accountant
B.B.A. – Missouri Southern State University
Stephen “Ben” Collins, Staff Assistant II
B.S. – Sullivan University
Elizabeth “Beth” Dunn, Purchasing Support Specialist
Pamela Kaby, Controller
B.B.A. – Pittsburgh State University
Dedria Lunderman, Purchasing Coordinator
B.S. – Southern University
M.S. – Troy University
Ed.S. – University of West Florida
Sharon Marsh, Cashier Supervisor, Business Office
Sharon Oehler, Fiscal Assistant/Accounts Receivable
A.A. – University of Alaska Anchorage
Anne Puette, Payroll Technician
A.S. – Northwest Florida State College
Robin Stewart, Staff Assistant I, Business Office
A.A. – Northwest Florida State College

Facilities

Sam Jones, Facilities Director
Maria Checkley, Facilities Coordinator/Administrative Assistant
Heinz Falk, Assistant Facilities Director
Elbert Gore, Skilled Craftsman II
James Mayes, Clerk of the Works
B.S. – Livingston University
M.S. – Troy University
David O’Keefe, Skilled Craftsman I
Thomas Schwarz, Skilled Craftsman I
Bobby Sexton, Trades Specialist
A.A. – Northwest Florida State College
William Stewart, Trades Specialist
Dewey Wells, Skilled Craftsman I
Shane White, Renovation Coordinator

Human Resources

Nancy Murphy, Director of Human Resources
A.A. – Northwest Florida State College
B.A. – St. Leo College
Shari Forfa, Human Resources Specialist
A.A. – Northwest Florida State College
B.S. – University of West Florida
M.S. – Troy University
Carol Hanley, Staff Assistant III
Kristine Reed, Staff Assistant II
A.A., B.A.S. – Northwest Florida State College

Information Technology

Greg Eller, Chief Information Officer
A.A. – Gulf Coast Community College
B.S. – University of West Florida
Donna B. Bouchard, Senior Programmer/Analyst
B.S. – University of Rhode Island
Robert “Shawn” Bowman, Web Developer/Programmer
Thuyen Buendia, Network Specialist I
A.S., A.A. – Northwest Florida State College
J.P. Cooper, Web Designer
B.S. – Florida State University
Kenneth Frazier, Senior Programmer/Analyst
A.A. – Northwest Florida State College
B.S. – University of West Florida
Jessie Graves, Senior Network Specialist
A.S., A.A. – Northwest Florida State College
Jesse Hall, Network Specialist II
John Humphrey, Technology Support Services Manager
B.A. – University of West Florida
John C. Hutson, Enterprise Systems Services Manager/DBA
A.A. – Northwest Florida State College
B.S. – Florida State University
Leanne Jordan, Information Technology Specialist
A.A. – Northwest Florida State College
E. Gregg Laird, Network Administrator
A.A. – Northwest Florida State College
B.S., M.B.A. – University of West Florida
Shelton “Woody” W. Mann, Jr., Technology Support Specialist
A.A. – Northwest Florida State College
A.S. – Vernon Regional Junior College
B.S. – Wayland Baptist University
Raquel McKay, Database Specialist
B.S. – AMA Computer College
Robin McNeill, Senior Programmer/Analyst
A.A. – Lurline B. Wallace State Junior College
B.S. – Troy University
Bruce Sava, Senior Systems Administrator
A.A.S. – Northwest Florida State College
A.A. – Community College of the Air Force
Lisa Spikes, SQL Analyst
A.A. – Northwest Florida State College
George Stroh, Mainframe Technical Support Specialist
A.A.S. (2) – Northwest Florida State College
Regina Tucker, Staff Assistant II
B.S.W. – East Tennessee State University
Gregory Tulenko, SQL Analyst
B.A. – Indiana University of Pennsylvania

eCampus & Learning Technologies Support

Mike Van Dyke, Instructional Design & Learning Technologies Manager
A.A. – Northwest Florida State College
B.S., M.S. – Florida State University
Elizabeth Morgan, Technology Specialist
A.A. – Northwest Florida State College
B.S., M.S.M. – Troy University
Ed.S. – University of West Florida
John Patten, Distance Learning Specialist
A.A. – Northwest Florida State College
Laura Stevens, Coordinator of Learning Technologies
A.A. – Valencia Community College
B.A. – Rollins College
M.S. – Rollins College
Ed.D. – Argosy University
Ron Walls, C.E.T., Instructional Technology Specialist

Educational Support

Michael Espeseth, Learning Lab Supervisor
A.A.S., B.A.S. – Northwest Florida State College
**ADMINISTRATIVE SERVICES (CONT.)**

**Physical Plant**

John Rickard, Director, Physical Plant  
A.A. – Northwest Florida State College  
B.S. – Troy University

Louis Aucoin, Groundskeeper  
Fernando Bahamonde, Custodial Worker  
James Barfield, Physical Plant Attendant/Grounds  
Johnny Bell, Custodial Worker  
Gary Cassell, Senior Custodian  
A.A. – Northwest Florida State College  

Thomas Cole, Custodial Worker  
Thomas Crum III, Custodial Worker  
Sang Dang, Custodial Worker  
B.S. – California State University  
Marty Edwards, Senior Groundskeeper  
Patrick Epps, Groundskeeper  

John Feris, Skilled Craftsman II (HVAC Technician)  
A.A. – ITT Technical Institute  
HVAC Certificate – Mississippi Gulf Coast Community College  

Daniel Fife, HVAC Technician  
HVAC Certificate – Locklin Technical  

Robert Freeman, Receiving/Shipping Specialist  
(Central Services)  
A.A.S. – Community College of the Air Force  
A.A.S. – Northwest Florida State College  

Erin Glenn, Senior Custodian  
Don Grace, Grounds Supervisor  
Adam Guiles, Senior Custodian  
B.S. – Crown College  
Michael Hankish, Custodial Worker  
Jean Harris, Custodial Worker  
Jo Ann Hobbs, Custodial Worker  
Sherry Miller, Senior Custodian  
Brandon Monte, Custodial Worker  
Chubbie Moore, Senior Custodian  
Kevin Moore, Custodial Worker  
Thomas Moore, Groundskeeper  

Douglas Picklap, Supervisor of Plant Operations/HVAC  
A.A. – Danville Area Community College  
Gary Plyler, Groundskeeper  
Chris Polazzo, Custodial Worker  
Certificate – Northwest Florida State College  
Gabriele Prewitt, Custodial Worker  
Krystal Pursley, Custodial Worker  
Benjamin Randolph, Bus Driver/Vehicle Maintenance  
B.A. – Saint Leo University  
Tammy Ricchio, Senior Custodian  
Alexander Rich, Custodial Supervisor  
A.A.S. – Community College of the Air Force  
Deborah Rolison, Staff Assistant II  
Mac Shepherd, Custodial Worker  
Janet Strong-Floyd, Custodial Worker  
Lee Roy Thomas, Groundskeeper  
Masaru Uezato, Office Assistant/Courier (Central Services)  
Kevin West, Skilled Craftsman II (HVAC Technician)  
Carl Younger, Central Receivings-Mail Supervisor  
(Central Services)  
A.A.S. – Community College of the Air Force  
B.S. – University of Maryland  
M.S., M.P.A. – Troy University
<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
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<tbody>
<tr>
<td>Doris L. Johnson</td>
<td>1977–2002</td>
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<tr>
<td>Chilton Jensen</td>
<td>1968–1976</td>
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<tr>
<td>Annabelle James</td>
<td>1984–2000</td>
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<tr>
<td>Dorothy Jackson</td>
<td>1969–1991</td>
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<tr>
<td>Myron Howell</td>
<td>1968–1993</td>
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<tr>
<td>Rietta Howard</td>
<td>1968–1992</td>
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<tr>
<td>Elizabeth Jones Hoefflin</td>
<td>1968–1978</td>
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<td>Rosa N. Hilton</td>
<td>1965–1986</td>
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<td>Arnie Hart</td>
<td>1964–1971</td>
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<td>Myrtle B. Beavers</td>
<td>1984–2003</td>
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<td>Eugene S. Benvenutti</td>
<td>1970–1993</td>
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<tr>
<td>Harold Boone</td>
<td>1972–1987</td>
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<tr>
<td>Sue T. Bridges</td>
<td>1988–1998</td>
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<tr>
<td>Gaius Bruce</td>
<td>1968–2004</td>
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<tr>
<td>Janice Buchanan</td>
<td>1976–2011</td>
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<tr>
<td>Roy Bundy</td>
<td>1968–1989</td>
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<tr>
<td>Marilee C. Caldwell</td>
<td>1972–2010</td>
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<td>Louise Campbell</td>
<td>1967–1970</td>
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<tr>
<td>Herbert I. Cash</td>
<td>1968–1989</td>
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<td>George Castle</td>
<td>1972–1985</td>
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<td>Leigh Chapman</td>
<td>1969–1979</td>
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<td>Grady Clark</td>
<td>1973–1983</td>
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<tr>
<td>Jerrilyn “Jb” Cobb</td>
<td>1999–2012</td>
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<tr>
<td>Flora Conger</td>
<td>1971–1992</td>
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<tr>
<td>Charla Cotton</td>
<td>1998–2011</td>
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<td>Ned R. Couey</td>
<td>1971–2004</td>
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<tr>
<td>Margaret A. Crozier</td>
<td>1963–2002</td>
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<td>Jack Culwell</td>
<td>1967–1987</td>
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<tr>
<td>Jennifer Currid</td>
<td>2001–2010</td>
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<tr>
<td>Carl Davy</td>
<td>1974–1992</td>
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<tr>
<td>Reate Davis</td>
<td>1965–1968</td>
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<td>Diane V. Edgington</td>
<td>1995–2005</td>
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<tr>
<td>Michael “Mickey” Englett</td>
<td>1990–2012</td>
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<td>Dorothy Fenstrom</td>
<td>1971–1986</td>
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<td>Gerald Fowler</td>
<td>1973–1988</td>
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<td>Edward Friese</td>
<td>1967–2002</td>
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<td>Edwin A. Gardner</td>
<td>1971–1996</td>
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<td>David L. Goetsch</td>
<td>1972–2011</td>
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<td>James A. Graham</td>
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<td>Wendell Griffith</td>
<td>1989–2012</td>
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<td>John Glasgow</td>
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<td>Earl Gulledge</td>
<td>1971–1984</td>
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<td>William T. Hall</td>
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<td>Ross E. Hamilton</td>
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<td>Dorothy P. Harris</td>
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<td>Ronald A. Head</td>
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<td>Lanny Heath</td>
<td>1964–1997</td>
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<td>Lewis Heckroth</td>
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<td>Tom Hester</td>
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<td>Mark Hilton</td>
<td>1991–2011</td>
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<td>Cecil Johnson</td>
<td>1965–1985</td>
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<td>Doris L. Johnson</td>
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<td>Wesley Johnstone</td>
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<td>Martha C. Jordan</td>
<td>1967–1993</td>
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<tr>
<td>Donald Kampwerth</td>
<td>1980–1993</td>
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<td>Victoria Keller</td>
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<td>Sybil King</td>
<td>1980–1990</td>
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<td>Dianne F. Kostelny</td>
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<td>Kenneth Kuhn</td>
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<td>Charlotte A. Langley</td>
<td>1966–2002</td>
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<td>James LaRoche</td>
<td>1968–1983</td>
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<td>John Leatherwood</td>
<td>1968–2005</td>
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<td>Lionel O. Leon, Jr.</td>
<td>1965–1993</td>
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<td>George Lucas</td>
<td>1970–2003</td>
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<td>Elizabeth Martin</td>
<td>1965–1987</td>
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<td>Victoria Martinez</td>
<td>1993–2006</td>
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<td>J uda McDadoo</td>
<td>1989–2005</td>
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<td>Maurice Mettee</td>
<td>1968–1982</td>
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<td>Robert Miller</td>
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<td>George Muhlilbach</td>
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<td>Albert Nudo</td>
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<td>Alfred S. Pell</td>
<td>1977–1987</td>
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<td>Joel Perdue</td>
<td>1984–1996</td>
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<td>Riley Perdue</td>
<td>1973–1996</td>
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<td>Margaret Phillips</td>
<td>1973–2007</td>
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<td>Charles Pulley</td>
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<td>Lyn Rackley</td>
<td>1997–2012</td>
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<td>Laura N. Ray</td>
<td>1965–1979</td>
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<td>Louan Rathke</td>
<td>1967–1999</td>
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<td>James Richburg</td>
<td>1987–2008</td>
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<td>James Rhoades</td>
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<td>William S. Roberts</td>
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<td>Ray H. Rudolph</td>
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<td>William T. Sadler</td>
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<td>Ronald Senziger</td>
<td>1970–2005</td>
</tr>
<tr>
<td>Jean Sheppard</td>
<td>1972–1989</td>
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<tr>
<td>Naomi Shermer</td>
<td>1971–1992</td>
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<tr>
<td>Walter Shipley</td>
<td>1973–2004</td>
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<tr>
<td>Bernice Shuler</td>
<td>1969–1984</td>
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<tr>
<td>Olivia Simmons</td>
<td>1965–1993</td>
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<tr>
<td>Lester S. Smith</td>
<td>1976–1994</td>
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<tr>
<td>Warren Smith</td>
<td>1976–1999</td>
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<tr>
<td>John W. Stair</td>
<td>1965–1994</td>
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<tr>
<td>Mary L. Stegall</td>
<td>1967–1995</td>
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<tr>
<td>Marty Steinberg</td>
<td>1978–1992</td>
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<tr>
<td>Bruce Stewart</td>
<td>1997–2011</td>
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<tr>
<td>Gwen Street</td>
<td>1977–2012</td>
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<tr>
<td>Jo Nelle Swenson</td>
<td>1986–2008</td>
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<tr>
<td>Merrill A. Symonds</td>
<td>1967–1984</td>
</tr>
<tr>
<td>Glenn Triplett</td>
<td>1990–2001</td>
</tr>
<tr>
<td>David Vaughn</td>
<td>1990–1998</td>
</tr>
<tr>
<td>Mamiruth Walter</td>
<td>1964–1974</td>
</tr>
<tr>
<td>Lucy Warren</td>
<td>1971–1990</td>
</tr>
<tr>
<td>Eugene Weathers</td>
<td>1975–1994</td>
</tr>
<tr>
<td>Jill White</td>
<td>1997–2010</td>
</tr>
<tr>
<td>Mona Williams</td>
<td>1989–2007</td>
</tr>
<tr>
<td>C. Duque Wilson</td>
<td>1964–1991</td>
</tr>
<tr>
<td>William H. Wise, Sr.</td>
<td>1977–1991</td>
</tr>
</tbody>
</table>
RETIRED FACULTY AND PROFESSIONAL STAFF (CONT.)

Honorary Chairs

* Capp, Al
  American Arts Chair – Artist-in-Residence, 1966
* Carter, Hodding
  American Arts Chair – Artist-in-Residence, 1966
* Holzhauer, Emil
  Honorary Chair in the Arts
  Myers, Gordon
  American Arts Chair – Artist-in-Residence, 1966
  Schrader, Arthur
  American Arts Chair – Artist-in-Residence, 1966
* Sikes, Robert L. F.
  Honorary Chair in Government
* deceased
EGLIN AIR FORCE BASE CENTER

HURLBURT FIELD CENTER

TO NICEVILLE CAMPUS, VALPARAISO AND HWY. 20
TO CRESTVIEW
TO NICEVILLE & VALPARAISO

EGLIN PKWY.
EGLIN PKWY.
EGLIN PKWY.

BUILDING 251
NORTHWEST FLORIDA STATE COLLEGE

TO FORT WALTON BEACH

NOT TO SCALE

NOT TO SCALE
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