CLEARWATER CAMPUS
2465 Drew Street
Clearwater, FL 33765-2816
Telephone 727-791-2400

HEALTH EDUCATION CENTER
7200 66th Street North
Pinellas Park, FL 33781-4005
Telephone 727-345-7752

TARPON SPRINGS CAMPUS
600 Klosterman Road
Palm Harbor, FL 34683-1299
Telephone: 727-712-5750 or
            727-938-3744

ST. PETERSBURG/GIBBS CAMPUS
6605 Fifth Avenue North
St. Petersburg, FL 33710-6801
Telephone 727-345-7752

SEMINOLE CAMPUS
9200 113th Street North
Seminole, FL 33772-2800
Telephone 727-345-7752

SPC DOWNTOWN
USF ST. PETERSBURG
700 3rd Street South
Piano Man Building #101
St. Petersburg, FL 33701-5016
Telephone 727-893-9584

FLORIDA INTERNATIONAL MUSEUM
100 2nd Street North
St. Petersburg, FL 33701-3312

St. Petersburg College

(formerly known as St. Petersburg Junior College)

2002–2003 CATALOG

SPC'S Preferred
Mailing Address (all campuses)
P.O. Box 13489
St. Petersburg, FL 33733-3489

WORLD-WIDE WEB ADDRESS
http://www.spcollege.edu

ALLSTATE CENTER
3200 34th Street South
St. Petersburg, FL 33711-3829
Telephone 727-345-7752

DISTRICT OFFICE
8580 66TH Street North
Pinellas Park, FL 33781-3829
Telephone 727-345-7752

SPC @ ICOT CENTER
14044 ICOT Boulevard
Clearwater, FL 33760
Telephone 727-341-4445

SPC @ AT STAR CENTER
7887 Bryan Dairy Road
Largo, FL 33777
Telephone 727-341-4390

Campus Security/Crime Information

A copy of St. Petersburg College's Annual Security Report, which includes statistics for the previous three (3) years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by St. Petersburg College; and on public property within or immediately adjacent to and accessible from the campus and which includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters, can be obtained by contacting either the Associate Provost's Office, Site Administrator's Office, the Campus Security Office or the Office of Human Resources.

Equal Access/Equal Opportunity

St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at (727) 341-3602 or (727) 341-3257 or by mail at PO Box 13489, St. Petersburg, FL 33733-3489.

Accreditation

St. Petersburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Associate and Bachelor Degrees.
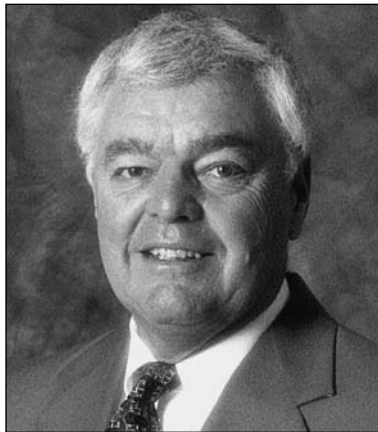
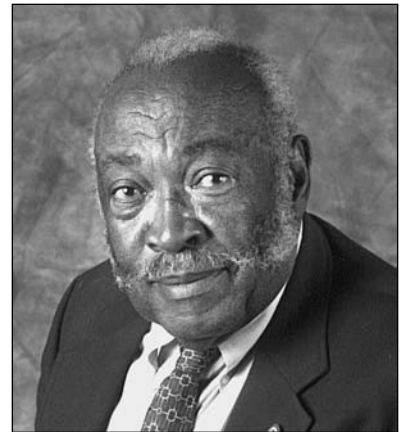# Board of Trustees

Susan Davis Jones, Chair

Kenneth P. Burke, Vice Chair

Evelyn M. Bilirakis

W. Richard Johnston

Cecil B. Keene

Carl M. Kuttler, Jr.
President

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Notice Regarding Policies Found in This Catalog and Changes to Policies

Students need to review Board of Trustees (BOT) Rules and Procedures to determine complete policies. Students may review BOT Rules at the library or provosts' office. This catalog is for information only and does not constitute a contract between the applicant/student and the College. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information in this catalog. The College further reserves the right to change any provision or requirement when such action becomes necessary.

FALL SEMESTER 2002 – Session I – 20021

June 3-4	Registration – Special Programs
June 5-18	EARLY Registration
June 19 – August 16	OPEN Registration
July 5	International students – Last day to apply with assurance of completion of all requirements
August 15	Faculty report for duty
August 15-16	Faculty In-service Days – no classes meet
August 19 (M)	**REGULAR CLASSES BEGIN**
August 19-23	Regular classes – Last week of registration without late fee
August 23 – 2 p.m. (F)	Regular classes – Last day to drop and receive refund and last day to register to change to Audit
August 25 (Sun)	**TELECOURSE CLASSES BEGIN**
August 26 – August 30	Telecourse classes – Last week of registration without late fee
August 26 (M)	Senior Citizen registration for regular classes
August 30 – 2 p.m. (F)	TV classes – Last day to drop and receive refund and last day to register to change to Audit
September 2 (M)	**COLLEGE CLOSED** – Labor Day
September 6	CLAST registration deadline
September 13 – 2 p.m. (F)	Last day to apply for December 2002 graduation for timely receipt of diploma, name in program and participation in ceremony
September 16 (M)	**EXPRESS CLASSES BEGIN**
September 20 – 2 p.m. (F)	Express classes – Last day to drop and receive refund and last day to register to change to Audit
September 23 (M)	Senior Citizen registration for express classes
October 5 (S)	**CLAST**
October 15 (T)	Faculty In-service day – No classes
October 20 (Sun)	College Night – Off Campus
October 28 (M)	Regular classes – Last Day to Withdraw with a Grade of "W"
November 11 (M)	Telecourse and Express classes – Last Day to Withdraw with a Grade of "W"
November 27-30 (W-Sun)	**COLLEGE CLOSED** – Thanksgiving Vacation
December 7, 9-10	Final examinations for Telecourse classes
December 9-13	*Final examinations for Regular and Express classes
December 13 – 3 p.m. (F)	Final Grades due in Campus Registration Office
December 15 (Sun)	**COMMENCEMENT**

SPRING SEMESTER 2003 – Session II – 20022

November 1	International students – Last day to apply with assurance of completion of all requirements
November 11-12	Registration – Special Programs
November 13-15; 18-22	EARLY Registration
November 25-26	EARLY Registration
December 2-19; 27 & 30	OPEN Registration
January 2-3; 6-11	OPEN Registration
December 16-31	Holidays for students and faculty – Winter break
December 20-26; 28-29, 31	**COLLEGE CLOSED** – Winter break
December 27 & 30	**COLLEGE OPEN – ADMISSIONS, BUSINESS OFFICE, COUNSELING, FINANCIAL AID, REGISTRATION, TESTING**
January 1	**COLLEGE CLOSED** – Winter break
January 1-9	Holidays for students and faculty – Winter break
January 10	Faculty report for duty – (Faculty In-service Day)
January 13 (M)	**REGULAR CLASSES BEGIN**
January 17 – 2 p.m. (F)	Regular classes – Last day to drop and receive refund and last day to register to change to Audit
January 17 (F)	CLAST registration deadline
January 19 (Sun)	**TELECOURSE CLASSES BEGIN**
January 20-24	Telecourses – Last week of registration without late fee
January 20 (M)	**COLLEGE CLOSED** – Martin Luther King's birthday observed
January 21 (T)	Senior Citizen registration for regular classes
January 24 – 2 p.m. (F)	Telecourses – Last day to drop and receive refund and last day to register to change to Audit
February 7 – 2 p.m. (F)	Last day to apply for May 2003 commencement for timely receipt of diploma, name in program and participation in ceremony
February 10 (M)	**EXPRESS CLASSES BEGIN**
February 14 – 2 p.m. (F)	Express Classes – Last day to drop end receive refund and last day to register to change to Audit
February 15 (S)	**CLAST**
February 17 (M)	Senior Citizen registration for express classes
March 9-15	**SPRING VACATION** – No classes
March 14-15 (F-S)	**COLLEGE CLOSED** – Spring Break
March 24 (M)	Regular Classes – Last Day to Withdraw with a Grade of "W"
April 14 (M)	Telecourse and Express classes – Last Day to Withdraw with a Grade of "W"
April 18-20 (F-Sun)	**COLLEGE CLOSED** – Good Friday – Spring Holiday
May 3, 5-6	Final examinations for Telecourse classes
May 5-9	*Final examinations for Regular and Express classes
May 9 – 3 p.m. (F)	Final Grades due in Campus Registration Office
May 12 (Mon)	**COMMENCEMENT**

*Final exams for Friday evening and Saturday classes will take place during the last class meeting.
**Subject to change

SUMMER SEMESTER 2003 – Session III – 20023

April 4	International students – Last day to apply with assurance of completion of all requirements
April 1-2	Registration – Special Programs
April 3-4; 7-11; 14-16	EARLY Registration
April 21-25; 28-30	OPEN Registration
May 1-2; 5-9; 12-16	OPEN Registration
May 2 (F)	CLAST registration deadline
May 19 (M)	Faculty report for duty
May 19 (M)	**REGULAR CLASSES BEGIN**
May 19-23	Regular Classes – Last week of registration without late fee
May 23 – 2 p.m. (F)	Regular Classes – Last day to drop and receive refund and last day to register to change to Audit
May 25 (Sun)	**TELECOURSE CLASSES BEGIN**
May 26-30	Telecourse Classes – Last week of registration without late fee
May 26 (M)	**COLLEGE CLOSED** – Memorial Day Observance
May 27 (T)	Senior Citizen registration for regular classes
May 30 (F)	Telecourse classes – Last day to drop and receive refund and last day to register to change to Audit
June 7 (S)	**CLAST**
June 14 – 2 p.m. (F)	Last day to apply for July 2003 graduation for timely receipt of diploma, name in program and participation in ceremony
June 16 (M)	**EXPRESS CLASSES BEGIN**
June 18 (W)	Express Classes – Last day to drop and receive refund and last day to register to change to Audit
June 19 (R)	Senior Citizen registration for express classes
June 30 (M)	Regular Classes – Last Day to Change to Withdraw with a Grade of "W"
July 4 (F)	**COLLEGE CLOSED** – Fourth of July Holiday
July 11 – 2 p.m. (F)	Telecourse and Express classes – Last Day to Withdraw with a Grade of "W"
July 19, 21-22	Final examinations for Telecourse classes
July 23-24	Final examinations for Regular and Express classes
July 25 – 3 p.m. (F)	Final Grades due in Campus Registration Office
July 27 (Sun)	**COMMENCEMENT**

**Subject to change

ST. PETERSBURG COLLEGE · LOCATIONS
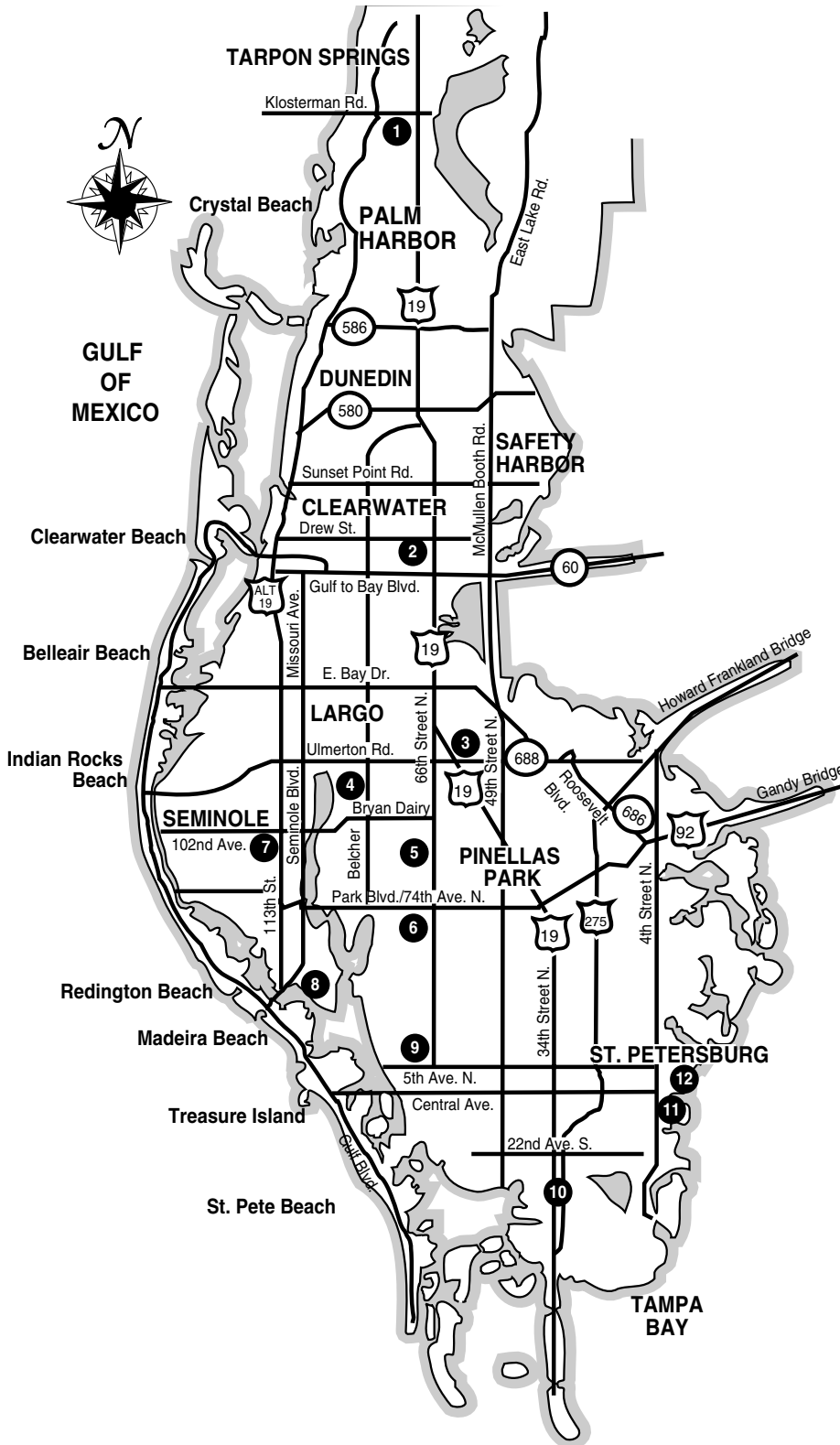
1 TARPON SPRINGS CAMPUS
600 Klosterman Road
Palm Harbor

2 CLEARWATER CAMPUS
2465 Drew Street
Clearwater

**3 SPC@ICOT
CORPORATE TRAINING CENTER**
14044 ICOT Boulevard
Clearwater

4 SPC AT STAR CENTER
7887 Bryan Dairy Road
Largo

5 DISTRICT OFFICE
8580 66th Street North
Pinellas Park

**6 CARUTH HEALTH
EDUCATION CENTER**
7200 66th Street North
Pinellas Park

7 SEMINOLE CAMPUS
9200 113th Street North
Seminole

8 BAY PINES FACILITY
4755 Welch Causeway
St. Petersburg

9 ST. PETERSBURG/GIBBS CAMPUS
6605 Fifth Avenue North
St. Petersburg

10 ALLSTATE CENTER
3200 34th Street South
St. Petersburg

**11 SPC DOWNTOWN
AT USF ST. PETERSBURG**
700 Third Street South
St. Petersburg

**12 SPC DOWNTOWN
AT THE FLORIDA INTERNATIONAL
MUSEUM**
100 Second Street North
St. Petersburg

MAILING ADDRESS:
PO Box 13489
St Petersburg FL 33733-3489

GENERAL INFORMATION

A TRADITION OF EXCELLENCE

In September 1927, Florida's first two-year institution of higher learning – St. Petersburg Junior College – opened in an unused wing of the then-new St. Petersburg High School. Enrollment: 102, taught by a faculty of 14.

Full accreditation followed in 1931. In 1948, the private college became public. In 1965, the African-American Gibbs Junior College was merged with this ever-expanding institution. By the 1990s, the college occupied a dozen sites throughout the county.

In June 2001, SPJC became St. Petersburg College, a four-year institution. Starting this year, it offers fully accredited baccalaureate programs leading to bachelor's degrees in Education, Nursing and Technology Management. However, the college's commitment to its two-year curriculum, which has earned it wide recognition and annually wins it high national ranking, remains as strong as ever.

SPC, which is accredited by the Southern Association of Colleges and Schools and governed by its local Board of Trustees, has five traditional campuses – in St. Petersburg, Clearwater, Tarpon Springs, Seminole and at the University of South Florida in downtown St. Petersburg.

In addition, allied health courses are taught at the Caruth Health Education Center in Pinellas Park, Corporate Training is at ICOT Center and the college's Southeastern Public Safety Institute is at the Allstate Center in St. Petersburg. A college learning facility is at the Pinellas County STAR Center in Largo, and classes convene at St. Petersburg's Florida International Museum. The District Office is in Pinellas Park, and an undeveloped site is at Bay Pines.

Besides the developing baccalaureate programs mentioned above, all of the following are available through SPC:
- An Associate in Arts degree (A.A.), transferable to virtually any college or university worldwide.
- Associate in Science (A.S.) degrees, designed to prepare students dually – for workforce entry and for transfer to some baccalaureate programs.
- Applied Technology Diplomas in five fields.
- Certificates, with credit programs in 40-plus fields, which provide fast paths to professional credentials.
- Bachelor's and graduate degrees obtainable via SPC's University Partnership Center at the Seminole and Clearwater campuses. Through the UPC, degrees from 11 Florida universities and colleges and The George Washington University in Washington, D.C. are made available to students without having to leave Pinellas County.

St. Petersburg College stands astride a 75-year tradition of excellence wrought by dedicated faculty and visionary leadership. Affordable, accredited, comprehensive in its offerings, responsive to community needs and committed to student success, SPC has been a major player in Pinellas County's pursuit of progress.

Alumni include an astronaut, an aquanaut, war heroes, film stars, major leaguers, judges, CEOs, a rock star, a Davis Cup captain and a co-founder of the Peace Corps. But perhaps SPC's proudest legacy is the difference it has made for thousands upon thousands of men and women who, through their studies, have acquired what they needed to better their lives and thereby embellish their communities.

Opening enrollment in credit classes for Session I of 2001-02 was 4376 full-time students and 13,780 students part-time for a total of 18,156. Enrollment for all of 2000-01 numbered 31,079 in credit classes and 29,622 in non-credit. Total: 60,701.

MISSION AND GOALS
(College Policy 6Hx23-1.02)

The mission of St. Petersburg College is to provide accessible, learner-centered education for students pursuing selected baccalaureate degrees, associate degrees, technical certificates, applied technology diplomas and continuing education within our service area as well as globally in program areas in which the College has special expertise. As a comprehensive, multi-campus postsecondary institution, St. Petersburg College seeks to be a creative leader and partner with students, communities, and other educational institutions to deliver enriched learning experiences and to promote economic and workforce development.

St. Petersburg College fulfills its mission led by an outstanding, diverse faculty and staff and enhanced by advanced technologies, distance learning, international education opportunities, innovative teaching techniques, comprehensive library and other information resources, continuous institutional self-evaluation, a climate for student success, and an enduring commitment to excellence. In support of our mission, the specific goals of the College are to:
- provide equal educational opportunities to a diverse student body;
- prepare students for work in selected professional fields through Bachelor of Science, Bachelor of Arts, and Bachelor of Applied Science degree programs and in partnership with other colleges/universities through St. Petersburg College's University Partnership Center.
- prepare lower-division students for transfer into baccalaureate programs through the Associate in Arts program and articulated Associate in Science degree programs;
- prepare lower-division students for careers requiring postsecondary education through Associate in Science, Associate in Applied Science, selected Technical Certificate and Applied Technology programs;
- provide under-prepared students with opportunities to achieve college entry-level skills in reading, writing and mathematics through the college preparatory programs;
- promote expanded educational opportunities for area high school students through dual enrollment and similar programs;
- provide opportunities to improve employability, enhance career skills and attain personal enrichment through courses, seminars, workshops and other continuing education programs;
- promote economic development for the state through special education and training programs including technical courses, workshops and services designed to enhance the competitiveness of individuals, agencies, businesses and industries in the local, state, national and global economies;
- contribute to the international education of students through a variety of courses, foreign study tours, faculty and student exchanges, linkages with international institutions distance learning and other special programs;
- serve target populations beyond the borders of Pinellas County through distance learning programs and other means that emanate from the institution's history of services and specialized expertise; and
- provide an open admission general education curriculum that results in students' achievement of the following educational outcomes:
  - communicate effectively by demonstrating the ability to speak, listen, read and write in an organized and analytical manner;
  - demonstrate effective mathematical skills emphasizing practical problem solving and data interpretation;
  - utilize the scientific method as it applies to understanding scientific and social phenomena;
  - recognize basic scientific principles underlying human influence upon the earth and its inhabitants;
  - implement appropriate forms of existing and evolving technology for personal, educational, and professional purposes;

- demonstrate the ability to work effectively with others in a variety of settings;
- demonstrate an understanding and appreciation of the humanities and fine arts including participating in cultural activities featuring art, music, literature, dance and/or theater;
- participate as informed and responsible citizens in solving social, economic and political problems in a multicultural and global society;
- recognize ethical issues and dilemmas in the personal, business and social areas of their lives and apply ethical principles and logical problem-solving skills when making ethical decisions;
- think logically, critically and creatively to solve problems and make decisions;
- recognize the importance of lifelong learning process in the pursuit of personal, intellectual and career development;
- analyze and assess personal values and future goals; and
- adopt positive lifestyle behaviors through the application of wellness concepts.

CREDIT AND STANDINGS

Standard freshman and sophomore college courses and specific junior and senior courses are taught at St. Petersburg College. Because of the high standard maintained in the classroom by an excellent teaching staff and good physical facilities, the College has been accredited since 1931 by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees and since December 2001 to award Bachelor of Science in Education (Elementary, Exceptional Student, Secondary Mathematics and Secondary Science) and Nursing and Bachelor of Applied Science Degree in Technology Management. Thus it is possible for students to have credits transferred to any college or university that accepts transfer students.

EQUAL ACCESS/EQUAL OPPORTUNITY

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant State and federal laws, rules and regulations. Discrimination on the basis of race, color, religion, marital status, national origin, sex, age or disability against a student or an employee is prohibited. The College accepts the commitment to provide equal access and equal opportunity for all services made available by the College and to conduct all programs and activities without discriminating against a person because of race, color, national origin, sex, religion, age, disability or marital status. In addition, the College continues to take affirmative action to ensure that applicants are employed and employees are treated during employment without regard to their race, color, national origin, sex, religion, age, disability or marital status.

EVENING PROGRAM

The college offers an extensive evening program, which includes many of the credit courses, offered in the daytime, as well as noncredit courses for adults and special community organizations and businesses.

The availability of credit courses in the evening allows working students to coordinate their school activities with employment. Students may enroll for both evening and daytime classes.

In some programs it is possible to complete all requirements for graduation by attending evening classes only.

SUPPLEMENTAL SERVICES

Bookstore

http://www.efollett.com

A College bookstore is located at the St. Petersburg/Gibbs and Clearwater Campuses and Health Education and Tarpon Springs Centers where all books and supplies may be purchased. Students attending the Seminole Campus can purchase their textbooks on campus each session beginning one month prior to the start of classes through the end of the first week of classes. At all other times, books for the Seminole Campus can only be purchased from the St. Petersburg/Gibbs bookstore or online at http://www.efollett.com. The cost of books and supplies varies with the student's program. Students attending SPC Downtown may purchase their textbooks at the St. Petersburg/Gibbs bookstore or during the first two weeks of the semester in the Piano Man Bldg., USF St. Petersburg Campus.

Computer Labs

(College Policy 6Hx23-4.9111)

Computer laboratories are available on the Clearwater, St. Petersburg/Gibbs and Seminole Campuses and the Health Education and Tarpon Springs Centers and are to be used only by students currently registered. The use is restricted to college-related educational matters.

SPC students taking classes at USF-SP will have access to their open-use computer labs.

Food Service

On the St. Petersburg/Gibbs Campus food is available for breakfast and lunch on regular college days. On the Clearwater Campus, The Hard Drive Café is open Monday – Thursday 7:30 a.m. to 7:00 p.m. and on Friday and Saturday 8:00 a.m. to 2:00 p.m. Snack vending machines are available at the Allstate, Health Education and Tarpon Springs Centers and the Seminole Campus. SPC Downtown has food available at the Bayboro Cafe located in Coquina Hall.

Housing

(College Policy & Procedure 6Hx23-4.41)

St. Petersburg College has no dormitories or housing facilities. Students must make their own residence arrangements. Listings of available housing are maintained in the Student Activities offices and updated frequently. The college assumes no responsibility for supervising housing for students.

Supplemental Instructional Centers

The Learning Support Centers supplement and enrich the existing programs at the College. They are located in the Language Arts Building on the Clearwater Campus, in the Information Commons on the Seminole Campus, in the SA Building on the St. Petersburg/Gibbs Campus and in the Learning Support Center at the Tarpon Springs Center. These centers offer alternative-learning opportunities for all currently enrolled students to develop strengths and to eliminate deficiencies. These centers aid students with academically deficient backgrounds through tutoring and supplementary materials in reading, writing and mathematics; supplement and enrich other existing courses through the use of additional materials; provide alternate learning strategies through audio-visual, tutorial, individualized, self-paced, one-on-one tutorial and computer-assisted work; provide learning opportunities for disabled students; provide lifelong learning opportunities for all adults in the community and provide testing facilities for students.

MICHAEL M. BENNETT LIBRARIES

Using the Library

Library services and resources are available on each campus of the College. Campus libraries are open Monday through Saturday (excluding holidays and session breaks). Online resources can be accessed at any time via the Internet. The library collections are selected to support the curriculum of the College and for scholarly and personal enrichment. Books, periodicals and journals are available both in print and electronically. Audiovisual materials such as videotapes and CDs are included in the collections. Facilities and services are available for disabled users.

When classes are in session the four campus libraries are open according to the schedule below:

Monday – Thursday	7:30 a.m. until 9:00 p.m.
Friday	7:30 a.m. until 4:00 p.m.
Saturday	10:00 a.m. until 5:00 p.m.

Using the Library Online –

http://www.spjc.edu/central/libonline

The library electronic collections can be used at any time from any computer connected to the Internet. The Library Online address is http://www.spjc.edu/central/lib. More than 2,000 journals and periodicals are online in full text and more than 10,000 electronic books can be accessed online through the NetLibrary collection. Use the Library Online address to connect to **LINCC,** (Library Information Network Community Colleges), the community college online catalog. **LINCC** also connects to the library collections of other colleges and universities and state licensed databases. Databases require either a login (your student ID number) or a password available at all of the libraries.

Learning About the Library Resources

Librarians, career library employees, student workers and volunteers work in the library to help students use library resources. Individual and group instruction in using library resources is available in person both in the campus libraries and at any other campus location requested. Online instruction is part of the Library Online. Credit courses in research skills and in the use of electronic resources are taught by librarians. The Library Online has a virtual reference desk. Assistance is also provided via the telephone.

Using Other Libraries

Students have borrowing privileges at all of the state supported community college and university libraries. In addition, students have borrowing privileges with St. Leo University and all of the public libraries in Pinellas County and in the libraries participating in the Tampa Bay Library Consortium. At the Seminole Campus electronic resources are provided and students are encouraged to use the Seminole Community Library nearby for reference books and other print resources. A joint use library between the College and the community is planned for the Seminole Campus. Students enrolled in courses taught at the University of South Florida St. Petersburg have privileges at the Nelson Poynter Library on that campus. Students enrolled in the Legal Assisting program have privileges at Stetson University College of Law Library and the county law libraries. Students enrolled in University Partnership Center (UPC) have access to the library resources of the university or college they are enrolled in as well as St. Petersburg College.

Photo ID/Library Cards

Students are issued official College photo identification cards. A proof of fee payment is required to obtain the card. The ID card is also used as a library card. Students are financially responsible for all library materials charged on their ID card. The ID card also is used to gain admission to student computer labs, wellness centers and other college activities; and is a debit card for library copy machines and printers.

Students attending SPC Downtown at the USF/St. Petersburg Campus, must obtain a special SPC/USF identification card. This card allows students' access to SPC libraries and student events, as well as access to the Nelson Poynter Memorial Library USF-SP, and the USF-SP open-computer labs. Photo ID cards are issued in the A/V department on the second floor of the Nelson Poynter Memorial Library.

The University Partnership Center (UPC) also issues identification cards for students.

GENERAL INFORMATION

Health and Accident Insurance for Students

Students may obtain optional health and/or accident insurance at their personal expense as St. Petersburg College does not provide such insurance for students. Such coverage may be obtained from the vendor selected by the College, for which application forms are available in the Student Activities offices or obtained in the marketplace.

Laboratories and Clinicals for Students

Laboratory and/or Clinical participation by a student is at the student's own risk. The College does not provide health or accident insurance for students. Please refer to the paragraph above describing Health and Accident Insurance for Students.

Personal Property

Students who bring personal property to the College and/or leave personal property at the College do so at their own risk as the College provides no insurance in the event the student's personal property is stolen or damaged while on College premises.

Photography

All students agree to College policy that college-sponsored motion and still photography taken of them while on St. Petersburg College grounds, hallways, classrooms or at college functions may be used in college materials without prior written permission, remuneration or contract.

Professional Liability Insurance for Students

Those students in a program of study leading toward a degree or certificate in a health care profession who will be providing health care services to a patient or clinic under the direction of a faculty member of the College as a part of the course of study are required to have student professional liability (malpractice) insurance for which a special fee is charged. (See liability insurance fee listing in the Financial Information.) Students in the health programs are also required to carry clinical accidental insurance, which must be obtained through the College and for which a special fee will be charged. The professional liability coverage does not protect the student in the event of illness or injury.

Transportation

There are no free buses providing transportation to any campus. Public buses are available to the Clearwater, St. Petersburg/Gibbs, Seminole and USF/St. Petersburg Campuses and the Health Education and Allstate Centers.

Volunteer Information

Students and community members can volunteer at all college sites in a variety of positions at St. Petersburg College. Opportunities range from tutors to clerical assistants, lab assistants to fitness room monitors. Volunteers can learn to develop their own personal skills, learn more about the working environment of the college, meet interesting people and gain the satisfaction of helping St. Petersburg College reach its fullest potential in the community. No specific number of hours per week is required. Contact the Special Services Office at 341-4303.

ADMISSIONS

ADMISSIONS INFORMATION

Enrollment: Step by Step

Step 1.   Submit Application and Fee

Step 2.   Placement Test/Assessment

Step 3.   Orientation and Advisement – On-line or In-Person

Step 4.   Register for Classes – On-line, SPIRIT or In-Person

Step 5.   Pay Registration Fees – On-line, SPIRIT or In-Person

Step 6.   Get Student Photo ID card

Step 7.   Buy Textbooks – On-line or In-Person

Step 8.   Attend Classes! – On-line, TV or In-Person

STUDENTS, ADMISSION, PROGRAMS AND ACTIVITIES – GENERAL

(College Policy 6Hx23-4.01)

I.   In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason, which is deemed to be in the best interest of the College.

II.   It is the policy of the College to provide equal access to and equal opportunity within all College programs and activities including admissions, without regard to race, color, religion, marital status, national origin, sex, age or disability. It is also the responsibility of the College to establish policies which identify and examine qualitative measures of College climate, support services and extra-curricular services in an effort to clearly identify students with reasonable potential for success.

   A.   The College recognizes that sexual harassment constitutes discrimination on the basis of sex and violates this Rule and the College shall not tolerate such conduct. Also see Rule 6Hx23-2.011.

   B.   The College will not discriminate in any services program or activity against any qualified individual with a disability. The term "qualified individual with disability" means an individual with a disability who, with or without reasonable modifications to Rules, policies or practices, the removal of architectural, communication and transportation barriers or the provision for auxiliary aids and services meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the College.

III.   Each student, by the act of registering, pledges to accept and obey the rules and regulations of the College.

IV.   Any person whose past actions have been found to have disrupted or interfered with the orderly conduct, processes, functions or programs of any other school, university, college or community college may be denied admission by the President.

V.   To be considered for **general admission to St. Petersburg College**, a student must have the following items in the Admissions/Registration Office on the student's home campus or center before the registration deadline for the session the student is planning to attend.

   A.   A completed and signed Application for Admission that includes the student's certification that the student will not unlawfully possess, use, sell, purchase, manufacture, deliver or possess with the intent to sell, purchase, manufacture, or deliver any controlled substance while enrolled at St. Petersburg College and a nonrefundable application fee for the amount established by the Board of Trustees must accompany the application form.

   B.   An official high school transcript or General Education Development (GED) equivalency transcript with date of graduation. When transcripts reflecting the date of graduation are unavailable because of reasons beyond the applicant's control, an affidavit in a form established by the college registrar certifying graduation will serve as adequate documentation for meeting this requirement. Official transcripts from the secondary institution must be received by the Central Records' Office (to be sent directly from the institution) by the end of the 1st academic session in which the student is enrolled.

   C.   Official transcripts from all fully accredited postsecondary institution(s) the student has attended.

VI.   **Matriculation into Upper-Division Programs by Transfer Students**
Transfer students who desire to matriculate into upper-division programs at the College shall present transcripts for evaluation of grades and credits for purposes of meeting specific program admissions requirements. Upon acceptance and for the duration of the required course of study, the transfer student's academic standing and progress shall be based solely on coursework taken after matriculation into the upper division. No lower-level coursework shall be factored into the upper-division cumulative grade point average unless approved by the appropriate upper-division dean or senior vice president of Baccalaureate Programs and University Partnerships.
NOTE: Official transcripts must have the seal of the institution and the signature of a person authorized by the institution to authenticate the transcript affixed. Transcripts must be sent directly from each school or college to the Central Records Office.

VII.   Students will be eligible for admission to Associate in Arts, Associate in Science, Associate in Applied Science, College Credit Certificate and Applied Technology Diploma Programs at St. Petersburg College as follows:

   A.   High school graduates with a standard high school or college ready diploma.

   B.   Non-graduates of high school who have satisfactorily completed tests of General Education Development (GED).

   C.   Transfer students who are currently eligible to return to the last college attended.

   D.   Early Admission, Credit Bank and Dual Credit students.

   E.   Non-degree students who desire to earn credit in a limited number of courses or for personal objectives but do not intend to pursue a formal degree program.

   F.   Transient students.

   G.   Students from other countries are eligible for admission under Rule 6Hx23-4.02 Item IX. International Students.

VIII.   Audit students are enrolled in credit courses for informational instruction only. Audit courses carry no credit.

IX.   Students will be eligible for admission to the **Bachelor of Arts and Bachelor of Science** degree in **Education Programs** at St. Petersburg College as follows:

   A.   Completion of the Associate in Arts degree with approved common education core prerequisites from a fully accredited postsecondary institution. Students with 60 credits but not an Associate in Arts degree may with permission of the dean enroll in upper-division coursework. However, due to local articulation agreements, students transferring from Florida community colleges must complete requirements for the Associate in Arts degree prior to formal acceptance in the upper-division program.

B. Cumulative grade point average of 2.50 on a 4.00 scale in lower-division A.A. program.
C. Successful completion of all sections of the College Level Academic Skills Test (CLAST). Alternate criteria such as exemptions and/or waivers are not permissible for admission to the College of Education.
D. Successful completion of a background check and fingerprint test.
E. Submission of the uniform upper-division application and formal essay clearly requesting admission to the program, factors influencing the decision to teach, philosophy of education, and previous teaching or related experiences which demonstrate the applicant's potential for success as an educator.

X. Students will be eligible for admission to the **Bachelor of Science** degree in **Nursing Program** at St. Petersburg College as follows:
A. Completion of the articulated Associate in Science degree in Nursing from a fully accredited postsecondary institution, or a diploma in nursing accredited by the National League for Nursing Accrediting Commission
B. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division A.S. program.
C. Presentation of a valid, unrestricted, unencumbered RN license from the state where applicant is practicing, to be kept current throughout the duration of the required course of study.
D. Completion of a minimum of 15 semester hours of transferable general education coursework
E. Completion of the uniform upper-division application form and presentation of official transcripts from all postsecondary institutions attended.

XI. Students will be eligible for admission to the **Bachelor of Applied Science** degree in **Technology Management** at St. Petersburg College as follows:
A. Completion of an Associate in Science degree from a fully accredited postsecondary institution in one of the following program areas:

General Business
Business Administration
Computer Engineering Technology
Computer Information Technology
Computer Programming and Analysis
Computer Service Technology
Database Technology
Networking Services Technology
Electronics Engineering Technology
Industrial Electrical Technology
Industrial Manufacturing Technology
Manufacturing Technology
Plastics Engineering Technology
Information Technology Security Engineering
Quality
Internet Services Technology
Electrical Distribution Technology

Students with an A.S. degree that is not one of the listed areas may be admitted to the upper-division program with permission of the dean.
Students with 60 credits but not an Associate in Science or Associate in Applied Science degree may be admitted to the upper-division program only with permission of the dean.
B. Completion of an Associate in Arts (A.A.) degree, with a minimum of 36 semester hours of transferable general education coursework, from a fully accredited postsecondary institution. (If general education coursework for an A.A. has been completed, the student must complete 21 credits in the major in a single

technical major in place of the additional general education coursework required of students admitted with an Associate in Science degree).
C. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division A.S. program.
D. Completion of a minimum of 15 semester hours of transferable general education coursework.
E. Completion of the uniform upper-division application form and presentation of official transcripts from all postsecondary institutions attended.

ADMISSION REQUIREMENTS
(College Policy 6Hx23-4.02)

To be admitted to St. Petersburg College, a College Credit Certificate, Applied Technology Diploma or degree-seeking student must have the following items in the Admissions/Registration Office on the home campus or center:
1. An application and a nonrefundable application fee.
2. Completed high school transcript stating that the student received a standard high school diploma, college ready diploma or GED transcript with date of graduation. Official transcripts from the secondary institution must be received by the Central Records' Office (to be sent directly from the institution) by the end of the 1st academic session in which the student is enrolled.
3. Transcripts from all previously attended postsecondary institutions(s) that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system meeting the requirements of Florida Statutes 240.115 (fully accredited postsecondary institution), if transferring from another community college, college or university. Transfer students must be eligible to return to the last college attended to be eligible for admission to Associate in Arts, Associate in Science, Associate in Applied Science, College Credit Certificate or Applied Technology Diploma Programs.
Transcripts must be sent directly from each school to the Central Records' Office and must be received by the end of the 1st academic session in which the student is enrolled.

I. Applicants who have received a **Certificate of Completion** or a **special diploma** from a Florida public high school during or after Spring 1983 or who have failed every sitting of the High School Competency Test (HSCT) during or after the 1982-83 school year, shall not be eligible for admission until after such an applicant:
A. receives a standard high school diploma or
B. receives a high school equivalency diploma awarded on the basis of successful performance on the test of General Education Development (GED) or
C. receives an approved waiver.

II. **Special Requirements — Associate in Arts Program**
Under provisions of Section 240.321, Florida Statutes, an applicant must meet one of the following conditions to be eligible for admission to the Associate in Arts Degree Programs.
A. Have a **standard high school or college ready diploma** from a Florida high school awarded pursuant to Section 232.246 F.S. **OR**
Have a high school diploma from a non-Florida high school, provided that the student shall have completed a high school curriculum which included a minimum of:
• 4 years of English (in lieu of the English requirement, an international student may use 4 years of instruction in his native language or another lan-

guage which was the language of instruction in the secondary school attended)
- • 3 years of mathematics
- • 3 years of science
- • 3 years of social studies.
- B. Have a high school equivalent diploma awarded on the basis of successful performance on the test of General Education Development (GED) in English, having received a 45 or above on each of the five tests and an overall average of 45.
- C. Be a high school student utilizing an approved acceleration mechanism.
- D. Previously demonstrated competency in college credit postsecondary coursework.
- E. Have an Affidavit, signed by the student's parent/legal guardian attesting to the fact that the applicant has completed a **home education program** pursuant to the requirements of F.S. 232.0201, with the name of the county public school district to which the applicant is assigned. The Home School Completion Affidavit may be obtained at the Admissions/Registration Office on the applicant's home campus.

Submit the Application for Admission with the Home School Completion Affidavit Form to the Admissions/ Registration Office on the applicant's home campus.

This requirement also applies for admission to any degree program where admission requirements specify a standard high school diploma or GED is needed.

III. **High School Students Eligible for Accelerated Admissions Early Admission, Credit Bank and Dual Credit Students**
   1. **Early Admission Students**
   A student, including a student in a Home Education program meeting the requirements of F.S. 232.0201, who wishes to enter St. Petersburg College after the 11th grade of high school may do so if the following requirements are satisfied:
   a. Submission of a high school transcript which indicates that the applicant:
      (1) Has completed the 11th grade. This is interpreted to mean not less than 2 calendar years of attendance. If the student applies before completion of the 11th grade, he/she must submit a high school transcript showing grades for all work completed through the first semester of the 11th year and courses in which he/she is enrolled for the second semester.
      (2) Has completed 2/3 of the minimum high school unit requirement plus 1 unit.
      (3) Has a GPA (grade point average) of at least a 3.0 on a 4.0 scale on all high school work.
   b. Presentation of a passing score on the High School Competency Test (HSCT).
   c. Achievement of an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in BOT Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
   d. Presentation of an Early Admission Recommendation Form signed by the high school principal or designee. No application, matriculation or laboratory fees will be assessed to students in this program.
   e. The student must complete a minimum of 30 semester hours or 46-quarter hours and maintain at least a 2.0 grade point average on a 4.0 scale.
   2. **Credit Bank Students**
   High school students who have at least a 2.0 GPA in all of their coursework for the prior year and who wish to earn college credit while attending high school may

enroll in the College as Credit Bank students. In addition to the College's Application for Admission, Credit Bank students must submit a Credit Bank Verification Form which provides verification of high school enrollment and the minimum required 2.0 GPA and is signed by their high school principal or designee. A separate Credit Bank Verification Form must be completed for each academic session for which a student wishes to enroll at the College.

High school level Home Education students may enroll in College classes as Credit Bank students on a term-by-term basis as approved by the campus coordinator of Admissions/Registration. To be admitted, Home Education students must provide evidence of successful academic work at the high school level through the annual evaluations submitted to the public school system. To remain enrolled as Credit Bank students they must maintain a 2.0 GPA in College classes.

Credit Bank students who wish to enroll at the College in degree-seeking status following high school graduation will be required to meet the usual admission requirements (i.e., provide a high school transcript, take the appropriate placement test(s), etc.)
   3. **Dual Credit Students** (Governor's Dual Credit Program)
   a. Students attending a public or private high school within the Pinellas County School District or a Home Education Program meeting the requirements of F.S.232.0201 who wish to take courses to earn both college and high school credit may do so if the following requirements are satisfied:
      (1) The student has completed the 9th grade.
      (2) The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
      (3) The student has attained at least a 3.0 cumulative unweighted grade point average on a 4.0 scale or when registering for a particular course, the student has demonstrated prior academic achievement in the field of the course by attaining at least a 3.0 cumulative unweighted grade point average on a 4.0 scale within that field.
      (4) The student has submitted a completed St. Petersburg College Application for Admission Form excluding the application fee.
   b. Admission preference will be given to students who have completed the 10th grade.
   c. No application, matriculation or laboratory fees will be assessed students admitted to this program.

IV. **Student's Admitted By Waiver**
The College's general policy is not to admit students without a standard high school diploma or GED; however students may be admitted by waiver include:
A. **Non-Degree Students**
Students who are not high school graduates may be permitted to enroll in College courses as non-degree students provided they meet all other requirements and prerequisites for those courses and provided that they demonstrate the ability to benefit from those courses. Permission to enroll in non-degree status may be granted to students who are not high school graduates by the campus coordinator of Admissions/Registration on the student's home campus. Non-degree students must comply with the non-degree students' requirements

specified in the section VIII. headed Non-Degree Seeking Students.

B. **Students with High School Certificates of Completion**
Although a Certificate of Completion does not qualify a prospective student for admission, a Certificate of Completion student who believes he/she should be considered for admission to the College or to a program of the College should appeal to the associate provost of his/her campus or site. The associate provost or designee will meet with the appropriate faculty, program directors or others and the student to determine if the student has made a clear case for admission. Information to be considered may include such items as scores on one or more of the approved placement instruments, evidence of the student's life experiences, career/work experience, service occupation, other training, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes and/or recommendations from prior teachers and/or other professionals.

C. **Students with Special Diplomas**
1. A student who receives a special diploma and believes he or she should be considered for waiver and/or substitution(s) for requirements for admission to the College or to a program of the College, for a course or courses required in a program or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost or designee will meet with the appropriate faculty, program directors or others and the student to determine if the student has made a clear case for admission. Information to be considered may include such items as scores on one or more of the approved placement instruments, evidence of the student's life experiences, career/work experience, service occupation, other training, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, and/or recommendations from prior teachers and/or other professionals.
2. Credits or degrees awarded by other accredited academic institutions as a result of substitute requirements established under the provisions of State Board of Education Rule 6A-10.041 will be accepted by St. Petersburg College, so long as all other requirements are met.

V. **Transfer Students**
A. Transfer students should have left their previous college(s) in good academic and disciplinary standing, must be eligible to return to the last college attended and:
1. have received a standard high school or college ready diploma or
2. received a GED or
3. have earned a degree from a fully accredited postsecondary institution.
Students may appeal a decision that they are not satisfied with through the procedure set forth in BOT Rule 6Hx23-4.36.
B. A student who has previously applied to, been accepted and registered at a fully accredited postsecondary institution(s) is classified as "transfer" even if the student withdrew before earning any credits.
C. Credits earned at institutions listed in the Transfer Credit Practices (TCP) Booklet and/or other guides published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, the Guide to the Evaluation of Educational Experience in the Armed Services and NAFSA: Association of International Educators and which represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree programs, will be accepted by the College. In addition, the College will honor credits granted through programmatic partnerships with secondary schools (dual credit and inter-institutional articulation agreements) and the Statewide Common Course Numbering System Articulation Coordinating Committee.

Florida Statutes requires that after a Florida university or community college has published its general education core, the integrity of that curriculum shall be recognized by the College and other public universities and community colleges. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, the College shall require no further such general education courses. Further, any transfer student who has provided documentation of completion of an associate in arts, bachelor's degree or higher from a fully accredited postsecondary institution shall be presumed to have met all general education requirements for the associate degree at the College. In addition, the student shall be exempt from the admission requirement of a standard high school diploma.

D. Official transcripts from all previously attended post-secondary institutions must be received by the Central Records' Office (to be sent directly from the institution) by the end of the 1st academic session in which the student is enrolled.

VI. **Matriculation into Upper-Division Programs by Transfer Students**
Transfer students who desire to matriculate into upper-division programs at the College shall present transcripts for evaluation of grades and credits for purposes of meeting specific program admissions requirements. Upon acceptance and for the duration of the required course of study, the transfer student's academic standing and progress shall be based solely on coursework taken after matriculation into the upper division. No lower-level coursework shall be factored into the upper-division cumulative grade point average unless approved by the appropriate upper-division dean or senior vice president of Baccalaureate Programs and University Partnerships.

VII. **Transient Students**
A. **Transient students from another college**
A transient student is one who preserves uninterrupted residency status with the home college while attending St. Petersburg College. Students who wish to attend St. Petersburg College on a transient basis may substitute a Transient Form approved by the home college in lieu of an official transcript. The Transient Form or official transcript must be forwarded along with the Application for Admission and fee, to the Admissions/Registration Office on the campus he/she expects to attend.

B. **Transient students from St. Petersburg College**
Permission to attend another institution on a transient basis will be granted only to students who have at least a 2.0 "C" average or better at St. Petersburg College. Eligibility for transient status and acceptability of courses

is determined by the campus coordinator of Admissions/Registration. The student is urged to bring to the campus coordinator of Admissions/Registration course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given any student for consecutive sessions. A student who requests transient permission and meets the requirement of a 2.0 "C" average is furnished with a Transient Form. Courses listed on the Transient Form will be accepted as equated on the form. If courses other than those listed are taken, they will be accepted under the conditions listed in this Rule for Transfer Students. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.

VIII. **Non-Degree Seeking Students**

A student who does not desire to enroll as a degree-seeking student but would like to earn credit for certification or other purposes may enroll as a non-degree student.

A. Non-degree students must complete an Application for Admission and pay the application fee.

B. Non-degree students are not required to furnish transcripts.

C. A student who is under 18 years of age and has not graduated from high school may enroll as a non-degree student with special permission from the campus coordinator of Admissions/Registration. Students in this category should refer to Section IV.A. above.

D. Courses completed by non-degree students will be entered on their transcripts as credit courses.

E. Coursework completed in non-degree status may not be applied towards a degree from St. Petersburg College unless the student changes to degree-seeking status. A non-degree student who desires to change to degree-seeking status may do so by fulfilling all regular admissions standards. A change to degree-seeking status must be completed prior to the session in which the student plans to graduate.

F. If a student earns credits solely in non-degree status at St. Petersburg College and desires to transfer such credits towards a degree from another institution, it is his/her responsibility to determine the acceptability of the courses towards his/her degree.

G. After completion of 18 credit hours, approval must be provided by a counselor or advisor before attempting any additional credits.

IX. **International Students**

A. An International student is defined as one who has entered the United States under any type of visa other than an immigration visa and for whom an I-20 must be issued by the College. The student is admitted to the U.S. with a student visa and remains a citizen and home country resident. There are three classifications of International students:

- F-1 student – those who enter the College with the intention of receiving a degree.
- Students on any other type of visa and who usually are non-degree seeking.
- Students who are admitted to enroll full-time in the English as a Second Language (ESL) Program only (usually in F-1 visa status).

B. International student applicants who wish to attend the College on F-1 visas must complete and file a Certificate of Financial Ability. This certification must be made on a form supplied by the College. The student must be able to cover travel to and from the United States, matriculation and tuition fees, books and supplies, personal expenses, off-campus room and board and medical expenses for the full academic year.

C. International student applicants who wish to attend the College on F-1 visas must request all schools attended to submit transcripts of all work attempted directly to one of the International Student Offices. Transcripts in a language other than English must be accompanied by an official English translation bearing the seal of the institution from which the transcript was issued or a certified English translation signed and sealed by a member of the U.S. consulate or other authorized government official. International students must provide proof of high school graduation or equivalency translated into English and submitted directly to the campus International Student Office.

D. International student applicants seeking transfer from another U.S. fully accredited postsecondary institution must have completed at least 12 semester hours with a 2.0 grade point average and must request and submit an official transcript. They must also have secured permission from the U.S. Immigration Office that issued their student visa to make such a transfer. An I-20 will be issued by the campus International Student Office only after the official transcript has been received.

E. International students who have not attended another U.S. fully accredited postsecondary institution will be admitted as high school graduates or transfer students upon receipt of appropriate official transcript(s) and other required documentation.

F. Credits earned at international institutions listed in the Transfer Credit Practices (TCP) Booklet and/or other guides published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and NAFSA: Association of International Educators and which represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree programs will be accepted by the College. Credits earned at international institutions not listed in the TCP Booklet may be accepted if evaluated and certified by Josef Silney & Associates or the World Education Service (WES).

G. To be admitted to college-level courses, International students must prove to have sufficient knowledge of English to allow them to pursue a full course of study for credit. Accordingly, every International student who applies for admission to the College must present a satisfactory score on the Test of English as a Foreign Language (TOEFL) unless otherwise exempted by Rule. St. Petersburg College will accept for admission an International student, including a transfer from a fully accredited postsecondary institution, who has a minimum score of 500 on the paper-based or 173 on the computer-based TOEFL and passing scores on the Florida Common Entry Level Placement Test (CPT), SAT, ACT or other approved instrument. The College does not offer the TOEFL test. It must be taken at another institution.

H. International students from countries where English is the official language may be admitted without presenting the required minimum score on the TOEFL, providing they are determined to be sufficiently proficient in English.

I. St. Petersburg College offers a full program of English as a Second Language (ESL). Five levels of instruction are offered covering reading, writing, speaking and listening skills. Students will be placed in the appropriate

EAP level based on the Placement Test for ESL and will be permitted to enroll in a maximum of 12 semester hours in the ESL Program and no other courses at the College while in this category. Placement in the appropriate EAP courses is mandatory. The ESL program is provided primarily to prepare degree-seeking international, resident alien, citizen and refugee students who are non-native English speakers for their college level courses.

J. Final acceptance or rejection of International student applicants who wish to attend the College on F-1 visas will not be made until all of the following items have been received:
1. Completed application
2. Payment of application fee
3. Payment of International student fee
4. Required transcripts evaluated and certified by Josef Silney & Associates or the World Education Services (WES).
5. Certificate of Financial Ability
6. Satisfactory proof of English proficiency (if not entering the ESL program)
7. Supplementary Data Form
8. Proof of health insurance or a signed waiver thereof must be on file at the time of registration and must meet USIA requirements.

X. **Resident Aliens, Refugees, Asylees and Citizens who are Non-Native Speakers of English**
Persons who have resident alien status confirmed by the United States Immigration and Naturalization Service, Cuban nationals, Vietnamese refugees and other refugees or asylees so designated by the United States Immigration and Naturalization Service and citizens who are non-native speakers of English will be admitted to St. Petersburg College without presenting a minimum score of 500 on the paper-based or 173 on the computer-based Test of English as a Foreign Language (TOEFL). These students will, however, be required to take the Placement Test for ESL. Students with acceptable scores on the Placement Test for ESL will not be required to enroll in the ESL Program, but those with lower scores will be placed in the ESL Program on the basis of their scores. Placement of citizens who are non-native speakers of English in the appropriate ESL courses is mandatory. The College reserves the right to require the applicant to present the College with the Test of English as a Foreign Language (TOEFL) minimum score to be admitted to the College.

XI. The President is authorized to permit **substitute admission requirements for eligible students who have disabilities** as defined by State Board of Education Rule 6A-10.041, F.A.C.
A. This Rule is established in compliance with State Board of Education Rule 6A-10.041, to provide disabled students reasonable substitutions for requirements for admission to the College, admission to a program of the College, for course substitutions and for graduation from the College. To make a determination of appropriate substitutions, the disabled student will be required to provide documentation that:
1. The student has a disability, which is evaluated as interfering in a basic life activity. Examples of such disabilities include but are not limited to: vision impairment, hearing impairment, mental or emotional impairment, physical impairments such as cerebral palsy or multiple sclerosis, dyslexia, or other specific learning disabilities as defined in BOT Rule 6Hx23-4.02; and

2. The disability can be reasonably expected to prevent the student from meeting requirements for admission to the College or a program of the College, for satisfactory completion of a course or courses or for graduation. The student must identify the specific requirement(s) for which a substitution is sought and furnish documentation from an appropriate source that will support the need of a substitution or accommodation.
3. A student who believes he or she should be considered for substitutions for requirements for admission to the College or to a program of the College, for a course or courses required in a program or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost and provost will meet with appropriate faculty, program directors or others and the student to determine that the student has made a clear case for a substitution and to identify the most appropriate substitution to offer the student. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement instruments, evidence of the student's experiences in mainstream classes, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.
B. Approved course substitutions shall be entered in the student's permanent academic record and once a substitution is granted, the student shall not be required to meet any additional requirements in the respective discipline area for admission or graduation. Further, all College policies related to graduation, transfer of credits and articulation with other postsecondary institutions shall include provisions for acceptance of approved course substitutions.

XII. Students will be eligible for admission to the **Bachelor of Arts** and **Bachelor of Science degree in Education** Programs at St. Petersburg College as follows:
A. Completion of the Associate in Arts degree with approved common education core prerequisites from a fully accredited postsecondary institution. Students with 60 credits but not an Associate in Arts degree may with permission of the dean enroll in upper-division coursework. However, due to local articulation agreements, students transferring from Florida community colleges must complete requirements for the Associate in Arts degree prior to formal acceptance in the upper-division program.
B. Cumulative grade point average of 2.50 on a 4.00 scale in lower-division A.A. program.
C. Successful completion of all sections of the College Level Academic Skills Test (CLAST). Alternate criteria such as exemptions and/or waivers are not permissible for admission to the College of Education.
D. Successful completion of a background check and fingerprint test.
E. Submission of the uniform upper-division application and formal essay clearly requesting admission to the program, factors influencing the decision to teach, philosophy of education and previous teaching or related experiences which demonstrate the applicant's potential for success as an educator.

XIII. Students will be eligible for admission to the **Bachelor of Science degree in Nursing Program** at St. Petersburg College as follows:
   A. Completion of the articulated Associate in Science degree in Nursing from a fully accredited postsecondary institution or a diploma in nursing accredited by the National League for Nursing Accrediting Commission.
   B. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division A.S. program.
   C. Presentation of a valid unrestricted, unencumbered RN license from the state where applicant is practicing, to be kept current throughout the duration of the required course of study.
   D. Completion of a minimum of 15 semester hours of transferable general education coursework.
   E. Completion of the uniform upper-division application form and presentation of official transcripts from all postsecondary institutions attended.

XIV. Students will be eligible for admission to the **Bachelor of Applied Science degree in Technology Management** at St. Petersburg College as follows:
   A. Completion of an Associate in Science degree from a fully accredited postsecondary institution in one of the following program areas:
   > General Business
   > Business Administration
   > Computer Engineering Technology
   > Computer Information Technology
   > Computer Programming and Analysis
   > Computer Service Technology
   > Database Technology
   > Networking Services Technology
   > Electronics Engineering Technology
   > Industrial Electrical Technology
   > Industrial Manufacturing Technology
   > Manufacturing Technology
   > Plastics Engineering Technology
   > Information Technology Security Engineering Quality
   > Internet Services Technology
   > Electrical Distribution Technology

   Students with an A.S. degree that is not one of the listed areas may be admitted to the upper-division program with permission of the dean.

   Students with 60 credits but not an Associate in Science or Associate in Applied Science degree may be admitted to the upper-division program only with permission of the dean.
   B. Completion of an Associate in Arts (A.A.) degree, with a minimum of 36 semester hours of transferable general education coursework, from a fully accredited postsecondary institution. (If general education coursework for an A.A. has been completed, the student must complete 21 credits in the major in a single technical major in place of the additional general education coursework required of students admitted with an Associate in Science degree).
   C. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division A.S. program.
   D. Completion of a minimum of 15 semester hours of transferable general education coursework.
   E. Completion of the uniform upper-division application form and presentation of official transcripts from all postsecondary institutions attended.

RE-ADMISSION

Students who have not been in attendance at St. Petersburg College for one calendar year or more, exclusive of the summer term, are required to submit an application form to ensure that the College has accurate directory and degree information on file.

An application form is obtained from the Information Desk, Admissions/Registration Office on the student's home campus or via the Internet at http://www.spcollege.edu .No additional application fee is required.

Students who have been suspended from or who have voluntarily withdrawn from a health related program may be readmitted to such program in accordance with the program's approved written re-admission policy, if any. Cases involving extenuating reasons beyond the control of the student may be appealed to the Health Education Center Campus Executive Officer's Office.

HOME CAMPUS
(College Policy 6Hx23-4.21)

Students are required to select a home campus, either Clearwater, Seminole, St. Petersburg/Gibbs or Tarpon Springs at the time of application.

TESTING OF STUDENTS
(College Policy Rule 6Hx23-4.45)

The College requires testing to quantitatively demonstrate students' preparation and likelihood for successful matriculation.
I. **Placement Testing**
   Except as noted below, new students in credit courses are required to take the St. Petersburg College Placement Tests, SAT, ACT or other approved placement instrument. The test must be taken prior to the student's first registration. Test results are used to aid in advisement and course placement. Students not required to take a placement test (unless the student plans to take a course that has Placement Test scores as a prerequisite) include:
   1. transient students from other colleges and universities;
   2. students who have earned either a 2-year or 4-year degree;
   3. non-degree seeking students;
   4. students transferring to St. Petersburg College with sufficient evidence for course placement in reading, writing or mathematics from the transferring institution;
   5. students with passing scores on the SAT I (440 Math and 440 Verbal) or Enhanced ACT (17 English, 18 Reading and 19 Math) taken within the past 2 years;
   6. students enrolled in Certificate programs except as required in certain programs; and
   7. English as a Second Language students who take an approved Placement Test for ESL (i.e.,CELT, LOEP).
   Upon completion of 18 semester hours, non-degree-seeking students registered in job improvement or enrichment program codes must meet with a counselor or academic advisor prior to registration.
II. To qualify for admission to the College and for financial assistance, students who are not high school graduates or who do not possess the GED must demonstrate ability to benefit from college-level programs at SPC by completing the St. Petersburg College Placement Test with minimum scores in at least one of the three areas of reading, writing and arithmetic as specified in College Procedures.

RESIDENCY
(College Policy: 6Hx23-4.14 & P6Hx23-4.14)
(Section 240.1201, F.S. & Rule 6A-10.044, F.A.C)

Classification as a Florida resident for tuition purposes shall be based upon Section 240.1201, Florida Statutes and Residency Guidelines for Regular Admissions/Reclassification promulgated by the State Board of Community Colleges, June 5, 1992 for Regular Admissions/Reclassification which states: "Ap-

plicants who execute the residency statement as Florida residents and whose application and other evidence appear entirely consistent with legal Florida residency for at least 12 months before the first day of classes of the term for which Florida residency is sought will be classified as Florida residents."

For the purpose of determining residency status, "term" is defined as the beginning of a regular and/or express session for which residency is sought.

I. The College shall follow Residency Guidelines for Regular Admissions/Reclassifications promulgated by the State Board of Community Colleges and adopted on June 5, 1992 and any amendment that may be made thereto.

   A. Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees and other charges at the College.

      1. Dependent child is any person, whether or not living with a parent, who is eligible to be claimed by his/her parent as a dependent under the Federal Income Tax Code.

      2. Legal resident or resident is a person who has maintained residence in this state for the preceding year, has purchased a home which is occupied by her/him as her/his residence, or has established a domicile in this state pursuant to Florida Statute 222.17.

   B. Qualifications as a Resident for Tuition Purposes

      1. A person or, if that person is a dependent child, her/his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to her/his qualification.

      2. Every applicant for admission to an institution of higher learning shall be required to make a statement as to length of residence in the state and, further, shall establish that her/his presence, or if she/he is a dependent child, the presence of her/his parent or parents in the state currently is and during the requisite 12-month qualifying period was, for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher learning.

II. Every applicant for admission to the College must complete the Application for Admission form and must show evidence of having lived in Florida for at least 12 consecutive months before the first day of classes for the term for which Florida residency is sought.

III. **Reclassification:**
   Students classified as "nonresident for tuition purpose" who desire to be reclassified as "residents for tuition purposes" must fully comply with the "resident for tuition purposes" requirements of this procedure and complete the Florida residency affidavit section of the Application for Admission form.

Evidence That May Be Required To Establish Residency

The following hard copy documentation may be requested, considered and/or subsequently recorded as evidence of establishing a residence for tuition purposes in Florida. The College will take care that denial of residency is not based on one single circumstance. NO SINGLE DOCUMENT SHALL BE CONCLUSIVE IN ESTABLISHING OR DENYING RESIDENCY. (The following list of documentation/evidence is not all-inclusive.)

1. Proof of purchase of permanent primary Florida home.
2. Professional/Occupational license in Florida.
3. Full-time, non-temporary employment in Florida. (e.g. W-2 forms, letter from employer)
4. Purchase of Florida real property.
5. Part-time permanent employment in Florida.
6. Proof of membership in Florida organizations.
7. Proof of acceptance of permanent employment in Florida.
8. Family ties in Florida.
9. Florida Incorporation.
10. Florida Voter's Registration.
11. Declaration of Domicile in Florida.
12. Florida Vehicle Registration.
13. Florida Driver's License.
14. Absence of evidence of establishing a legal residence elsewhere.
15. Transcripts from Florida schools for multiple years.
16. Proof of Homestead Exemption.

At least one of the above hard copy documents must be dated 12 months before the first day of class for the term in which residency is sought.

Rent receipts, leases or college records are NOT in and of themselves evidence of establishing a Florida residence for tuition purposes, but are evidence of physical presence.

Additional Information

Florida law allows non-U.S. citizens such as permanent residents, parolees, asylees, refugees or other permanent status persons (e.g., conditional permanent residents and temporary residents), who have applied to and have been approved by the U.S. Immigration and Naturalization Service with no date certain for departure and nonimmigrants holding Visas A, E, G, H, I, K, L, N, O or R shall be considered eligible to establish Florida residency for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

It is important to note that living or attending school in Florida is not tantamount to establishing a legal residence for tuition purpose. Maintaining a legal residence in Florida requires substantial physical presence as a condition.

For the purposes of determining residency for tuition purposes, continuous enrollment shall be defined as enrollment in at least two terms each 12-month period beginning with the student's first enrollment in a community college or university.

Students who are attending SPC under a non-immigrant VISA status, F1-Student VISA or B2-Visitor VISA are not eligible for changes to their residency status except in certain circumstances. (Contact the campus International Student Office for details.)

Florida law provides that any person making a false statement to a public official shall be guilty of a misdemeanor and subject to a penalty of up to 60 days in prison and a fine of up to $500. St. Petersburg College reserves the right to withhold credit earned by an applicant who is found to have made false and fraudulent statements concerning legal resident status.

The foregoing information is not intended to answer all questions regarding residency. For additional information regarding whether a student meets the Florida residency requirements, contact the Admissions/Registration Office on your home campus/site/center.

SENIOR CITIZENS
(College Policy 6Hx23-5.20)

The president shall waive fees for Senior Citizens (persons 60 years of age or older who are residents of the state of Florida) - matriculation, financial aid, student activity and capital outlay fees. Fees waived under the provisions of this rule shall be granted only on space available basis for designated classes if such classes are not filled as of the close of regular registration. See BOT Policy 6Hx23-5.20 for complete details.

SERVICES FOR STUDENTS WITH DISABILITIES

St. Petersburg College is committed to the open door concept and provides equal access to campus facilities and educational opportunities to all qualified individuals with disabilities.

It is the responsibility of the student or prospective student to bring to the college's attention the need for academic accommodation due to a qualifying disability. Requests must be supported by appropriate documentation of the relevant disability and filed at the student's home campus with the Learning Specialist of that site. Information on the type of documentation needed may be obtained from the Learning Specialist on any campus. Some appropriate types of documentation are also listed at www.spjc.edu/central/ossd/services.htm, the College's main web page for Disability Services. Personnel are available in the Offices of Services for Students with Disabilities at each site to assist students in preparing their requests for academic accommodations and to help them obtain other necessary support services.

Students who present acceptable documentation will receive an Authorization for Accommodation Form, listing approved services, from the home campus Learning Specialist. Students whose disabilities may affect their performance in a course or who require special and reasonable accommodations should present this Authorization for Accommodation Form(s) to their instructor(s) at the beginning of the course.

Requests for reasonable variation in degree requirements to accommodate a student's disability should be made in writing to the associate provost or provost. If the student's disability precludes attainment of licensure or certification in the desired degree program, that information will be so noted in replying to the request. Any questions concerning the propriety of particular accommodations should be referred to the associate provost or provost at each site.

ACADEMIC INFORMATION

BACHELOR DEGREES, ASSOCIATE DEGREES, CERTIFICATES AND DIPLOMAS

St. Petersburg College awards the following degrees, certificates and diplomas to students that have completed all program requirements consistent with the provisions of this catalog.

BACHELOR OF APPLIED SCIENCE DEGREE: The Bachelor of Applied Science degree is a baccalaureate degree primarily designed for applied technology students who possess an earned associate in science degree (A.S.) or an associate of applied science (A.A.S.) accredited degree. Graduates with a B.A.S. degree have a more technical background.

BACHELOR OF ARTS DEGREE OR BACHELOR OF SCIENCE DEGREE: The Bachelor of Arts or Bachelor of Science degree is awarded upon the completion of the course requirements in one of the following programs: Elementary Education, Exceptional Student Education, Secondary Mathematics Education or Secondary Biology Education.

SECOND BACCALAUREATE DEGREE: A second baccalaureate degree may be earned by students provided that (1) all requirements for the major/minor as well as individual program requirements for the second degree are satisfied; and (2) thirty (30) semester hours in residence are completed, in addition to the hours required for the first degree. There are no liberal studies or Florida CLAST requirements for the second degree.

ASSOCIATE IN ARTS DEGREE: The Associate in Arts degree is awarded upon the completion of the course requirements of the college transfer associate in arts program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree at a senior college or university.

ASSOCIATE IN SCIENCE DEGREE (articulated): The Associate in Science degree is awarded upon completion of the course requirements for the college transfer articulated associate in science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree at a senior college or university.

ASSOCIATE IN SCIENCE DEGREE: The Associate in Science degree is awarded upon completion of the course requirements for most two-year programs.

ASSOCIATE IN APPLIED SCIENCE DEGREE: The Associate in Applied Science degree is awarded upon completion of the course requirements for most two-year programs

CERTIFICATES AND DIPLOMAS: Certificate and Diploma programs consist of a series of courses which are designed to prepare an individual for employment in a specific occupation. These programs consist of a sequence of courses which generally can be completed in one year or less by a full-time student. Successful completion of these curriculum programs leads to a certificate or diploma.

REGISTRATION

Each semester continuing students admitted to a program are mailed an appointment card to register in person, by telephone or on the Web. These students may register on their reserved day or any day thereafter. New students are given registration appointments as an outgrowth of the admissions process.

SPIRIT (St. Petersburg College's Interactive Registration & Information by Technology) – (727-391-6566)

SPIRIT enables students to register for courses by telephone. It allows students to register for courses, drop courses, pay fees with a VISA or Master Card credit card, receive grades and receive financial aid information by telephone. Eventually, many of these services will be available to students who are deaf or hard of hearing using TDD (Telecommunications Devices for the Deaf).

Instructions for using SPIRIT are printed in the course schedule booklets for each session.

Student numbers and a personal identification number (PIN) will ensure that the student alone will have access to his or her own student information through SPIRIT. Questions regarding SPIRIT should be referred to 727-341-4SPC (4772).

WEBSTER – (Web-based Registration and Student Records) http://www.spcollege.edu

The Webster online system allows a student to register for courses, drop and add courses, change address and phone numbers on file, browse course schedules, verify appointment date, display the student's registered schedule, check grades, review financial assistance paperwork processing status and awards packaging and pay fees with a VISA or MasterCard credit card.

As with the SPIRIT telephone system, student identification number and Personal Identification Number (PIN) are needed to log-in and the same PIN is valid for both telephone and web systems.

Students who have never used the telephone or web systems before can create a PIN the first time they use the system. Non-students may log-in as 'guest' to browse the course schedules only. Visit the SPC web site at http://www.spcollege.edu and look for the Webster link on the left to take advantage of this new service. Questions regarding Webster should be referred to 727-341-4SPC (4772).

AUDIT STUDENTS
(College Policy 6Hx23-4.20)

Students who wish to audit a college-level course may register on an audit basis without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students who wish to change from credit to audit status may change to an audit status without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students may change from audit to credit status during the regularly scheduled registration period through the end of the first week of classes or after the registration period has expired, but prior to the end of the session only upon the approval of the faculty member, the program director and the campus provost, associate provost or the site administrator.

Fees are the same for both credit and audit students.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the program director.

Under exceptional circumstances, a student may appeal to the appropriate program director to seek a change to credit in a course in which registration was for audit. The program director will work with the student and the instructor to determine that the student completed all of the requirements for credit in the course.

COLLECTION OF FINANCIAL OBLIGATIONS AND DELINQUENT ACCOUNTS
(College Policy 6Hx23-5.27)

I. All financial obligations and accounts owing to St. Petersburg College are to be paid when due. Financial obligations include not only amounts due directly to the College, but also loans made or guaranteed by the State of Florida or the federal government and administered by the College. Delinquent student accounts are sufficient cause for cancellation, pre-

vention of registration or withdrawal from classes. Registration, graduation, granting of credit or release of credit or release of transcripts may be withheld on any student who has an outstanding financial obligation to the College.

II. When a financial obligation is not paid when due or when a check or draft received by the College in payment of a financial obligation is returned by the financial institution on which it was drawn, the president shall attempt collection with due diligence.

III. The president is authorized to assess a $25 dishonored check charge when appropriate.

IV. Student with an outstanding financial obligation to the College's contracted bookstore will not be permitted to register for classes.

V. When the College offers courses at other colleges or schools and makes arrangements for students to use the library facilities at those institutions at no additional charge to the students, the College may withhold registration, graduation, granting of credit, or release of transcripts for any student who has an outstanding financial obligation to the cooperating institution because of overdue, lost or damaged books, periodicals or other library materials.

VI. If the student has been withdrawn from classes, subsequently satisfies all financial obligations to the College and desires to be reinstated, the student must obtain the authorization of the instructor for each course involved, re-register and pay the late registration/reinstatement charge.

The payment of fees is subject to a "due date." When a student's registration has been completed, the student is given a date by which to pay fees. Failure to do so results in cancellation of the student's schedule. Although the student is free to re-register, the student may not automatically reinstate the canceled schedule. (BOT Rule 6Hx23-4.01)

COURSE LOAD

The maximum recommended course load is 18 semester hours of credit in Sessions I and II and 12 semester hours of credit in Express Sessions or Session III. Under extenuating circumstances, students may, with the consent of a counselor or advisor, take additional credit hours.

All credit courses show a specified number of credits that generally indicate the amount of work required. A 3-credit lecture/discussion course normally meets 3 clock hours per week during the 16-week sessions. More clock hours per week are required during the abbreviated terms such as the Express and Summer sessions. Despite some variation in the out-of-class work required to succeed in individual classes, 2 hours outside of class for every hour in class is the normal expectation. That means that a student taking a 15 credit hour course load (during Sessions I or II) will need to devote a total of 45 hours each week to his/ her academic effort.

Dedicated students who are working half time often succeed with a 12-17 hour load but few students are able to work full-time and succeed in a full-time course load. Students who are working, or have other similar obligations, should consider the following scale as they make decisions about their schedules:

Employment	Recommended Academic Load			
		Express		Express
No More Than	Session I or II	Session	Summer	Session
Hours Per Week	16 Weeks	12 Weeks	10 Weeks	6 weeks
20 Hours	12-15 Credits	9-12 Credits	6-10 Credits	4-6 Credits
30 Hours	9-12 Credits	6-9 Credits	3-6 Credit	3-5 Credits
40 Hours	6-9 Credits	3-6 Credits	3-5 Credits	2-4 Credits

For further information see BOT Rule 6Hx23-4.161.

ACADEMIC AVERAGE AND REPEATED COURSES
(College Policy 6Hx23-4.15)

PURPOSE AND INTENT:

To provide for a student's grade point average that will include grades on all college-level work attempted. If a course is repeated, only the grade on the last attempt will be used in computing the average.

I. A student may not repeat a college level course for which a grade of "C" or higher has been earned. Exceptions may be granted only by appeal to the campus academic appeals committee. A college level course may be attempted without penalty only two times. At the third attempt, the student will be assessed fees at the full cost of instruction. In addition, at the third or any subsequent attempt, the student may not receive a grade of "I", "W" or "X", but must receive the letter grade earned. When a course is repeated or when credit cannot be received in both of two courses, credit will be allowed only in the more recent course taken, even if the later grade is lower than a previous grade. Except where provided in the course description, multiple credit will not be granted for the same course.

The symbols to be used for designating grades are standardized for all Florida community colleges in Appendix II (Common Transcript Standard Form) to the articulation agreement between the state universities and the public community colleges of Florida. The appendix also specifies a 4-point grading system for determination of grade point averages.

Section 2C of the articulation agreement provides that only the final grade received in courses repeated by the student shall be used in computing the grade point average.

The college uses the following letter grades (and grade points):

	Grades used in GPA computation:			Grades NOT used in GPA computation:	
A	4 grade points	Excellent	W	Withdrawal	
B	3 grade points	Good	S	Satisfactory	
C	2 grade points	Average	X	Audit	
D	1 grade point	Poor	I	Incomplete	
F	0 grade points	Failure	N	No Credit (Coll. Prep)	
			NG	No Grade Reported	
			NC	Non credit	

A computer program records the grade assigned by the instructor, assigns the grade points associated with the letter grade and records the grade points earned for the course. The program then summarizes the course totals for the session:

II. Hours earned: Actual hours earned (whether grade points are assigned or not; e.g., "S" grades.)

III. Hours attempted for GPA: Includes all courses in which the assigned grade has a grade point value of 0-4.

IV. Total grade points, above.

V. Grade point average: The GPA is the ratio obtained by dividing item IV by item III.

The program then searches the permanent record file to determine if any of the courses in the current session appear previously on the permanent record file. When such a course is present, the previous hours earned, hours attempted and the grade points are excluded from the summary and the last (latest) attempt is designated by an "R" (repeat), even if the grade in the last attempt is lower (earning fewer grade points).

To determine repeated courses, the data systems programs will check transfer work as well as previous college work on the permanent record file.

The on-line permanent record file represents an accumulation dating back only to Session I, 1969-70. When a student's record includes work which has not been accumulated on the file, the college registrar adds "pre 69" data to the on-line permanent record.

The grade-point average is determined by dividing the total of the quality points earned by the total academic credits attempted. Only the last attempt of a repeated course will be used in computing the grade-point average. However, a grade of "W" will not override a grade of "F." The following example illustrates a grade-point average of 2.42 obtained by dividing 29 by 12.

Course	Sem. Hours	Grade	Hours Attempted	Hours Passed	Academic Quality Points
REA 0002	4	B	0	4	0
ENC 1101	3	A	3	3	12
CGS 1060	1	C	1	1	2
MAC 1147	5	B	5	5	15
ACG 2021	3	F	3	0	0
ECO 2013	3	X	0	0	0
			12		29

$$\text{GRADE POINT AVERAGE} = \frac{\text{QUALITY POINTS}}{\text{ACADEMIC HOURS ATTEMPTED}} = \frac{29}{12} = 2.42$$

WARNING: Some universities have restrictive "grade forgiveness" policies that permit only a limited number of repeated courses and that calculate the grades for all attempts in the overall grade-point average (GPA).

GRADING SYSTEM
(College Policy 6Hx23-4.20)

I. Letters are used to indicate the quality of work done by students at St. Petersburg College:
- A excellent .... awards 4 quality points
- B good .... awards 3 quality points
- C average .... awards 2 quality points
- D poor .... awards 1 quality point
- F unsatisfactory .... awards 0 quality points
- I incomplete .... awards 0 quality points
- N no credit (college preparatory courses only)
- NG no grade reported
- P passing (regular credit courses)
- S satisfactory (non-credit courses only)
- SP showing progress (non-credit courses only)
- U unsatisfactory (non-credit courses only)
- W withdrawal
- X audit

II. Special Instructions for Grades
- A. "I" (Incomplete) grades received at the end of any term become "F" if not completed by the end of the succeeding Fall or Spring term.
- B. A grade of "N" is used only in college preparatory courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses.
- C. "P" may be used as follows:
  - 1. College preparatory courses may use either "P" or "A," "B," "C," "D" or "N" at the discretion of the faculty member. These courses are not used for GPA computations.
  - 2. Students enrolled in physical education activity courses (e.g. golf, tennis, bowling, archery, racquetball, etc.) may choose to be graded on a "P/F" or an "A-F" basis. During the first 2 weeks the course is taught, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations.
  - 3. Credit awarded by Assessment of Prior Learning through the Experiential Learning Program (ELP)

may be designated by the grade of "P." Assessment of Prior Learning is the only approved procedure for evaluating and awarding credit for prior learning.
  - 4. Satisfactory completion of credit courses designated as Weekend Computer Institutes (WCI) or Corporate Training Services (CTS) may be graded on a "P/F" or an "A-F" basis. During the first meeting of the class, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations. Students who do not complete the final project in a Weekend Computer Institute class, but who attend all classes will receive a grade of "X."

Credits for Advanced Placement, International Baccalaureate, College Level Examination Program (CLEP) and Experiential Learning Program (ELP) are awarded without letter grades or quality points assigned. Credit will not be awarded which is duplicative of credit awarded through any other examination program, courses taken at St. Petersburg College or courses received in transfer. However, if the course(s) for which credit is awarded under this rule has a previous grade of "F," the provision of BOT Rule 6Hx23-4.15 (academic average and repeated courses) will be applied.

Incomplete Grades and Procedure

Incomplete grades are determined by the instructor and are then reported to the admissions/registration office. An "I", Incomplete grade, received at the end of any term becomes an "F" if not completed by the succeeding fall or spring term.

The following conditions must be met before an instructor is permitted to extend the "I" grade:
- 1. Documented evidence of the reason(s)/circumstance(s) for granting the "I" and extension of time to complete the course(s).
- 2. Minimum completion of 80% of the coursework required for the class(es).
- 3. Evidence via attendance, test grades, required projects, term papers, clinical/cooperative experiences, etc. that the student is in good standing in the course.
- 4. Completion of a fully executed form with signatures of the student and instructor(s).

The student may not sign up for another section of the course during the applicable period of the incomplete grade.

Students and faculty members are reminded that failure to complete the "I" grade by the end of the succeeding fall or spring term will result in automatic conversion of the grade to an "F".

A student will be permitted to complete the course in a manner determined by the instructor in order to have the incomplete grade changed. The time period allowed for such completion will be at the discretion of the instructor, but shall not exceed the length of one academic session.

If a student wishes to repeat the course, the incomplete grade will not be counted.

ACADEMIC WARNING, PROBATION, SUSPENSION, DISMISSAL
(College Policy 6Hx23-4.46)

I. **Academic Warning**
- A. A student after completing a minimum of 7 semester hours of college-level coursework, must maintain at least a 2.0 cumulative GPA. Failure to do so will result in the student being placed on academic warning. While in warning status, the student is considered to be in good academic standing. An attempt shall be defined as each enrollment in a College/college preparatory course past the drop/add period regardless of grade received. This definition shall apply throughout BOT Rule 6HX23-4.46.

B. A transfer student who is admitted to the College with less than a 2.0 GPA is placed on academic warning. While in academic warning status, the student is considered to be in good academic standing.

II. **Academic Probation**
A. After being placed on academic warning, a student must make a good faith effort to remediate his/her cumulative GPA by maintaining at least a 2.0 cumulative GPA in any session he/she is enrolled. Failure to do so will result in the student being placed on academic probation.
B. A student on academic probation will be restricted by the following rules:
1. The student will remain on probation until the cumulative GPA has been raised to 2.0 or higher.
2. Students receiving VA benefits and/or other forms of financial assistance may lose some or all of such benefits under the provisions of the Rule regarding probation and suspension.
3. Students are not eligible for financial assistance for the first session in which they are placed on probation. In order to qualify for financial assistance for any subsequent session while on probation, students must maintain at least a 2.0 GPA each session of enrollment.

III. **Academic Suspension**
A. After being placed on academic probation, a student will be suspended at the end of any session for which his/her session GPA is below 2.0.
B. While under academic suspension, the student is ineligible to reenroll for a period of 1 session.
C. Following the completion of an academic suspension, the student is required to consult with a counselor prior to readmission.
D. Upon return from academic suspension, the student must maintain a minimum session GPA of 2.0 until the student's cumulative GPA is at least 2.0

IV. **Academic Dismissal**
A. A student who has been suspended for at least 1 session and who returns and then fails to maintain a minimum GPA of 2.0 each session will be dismissed.
B. A student who has been academically dismissed is not eligible for further enrollment for at least 1 calendar year (12 months) following such dismissal.
C. Following the completion of an academic dismissal [(B) above] the student is required to consult with a counselor prior to readmission.
D. Upon return from academic dismissal, the student must maintain a minimum session GPA of 2.0 each session until the student's cumulative GPA is at least 2.0.

V. **Health related programs**
A. In addition, students in health related programs may be placed on academic probation, suspension or dismissal, pursuant to BOT Rule 6Hx23-4.53.
B. Re-admission for health related program students may occur in accordance with this Rule unless otherwise stated in BOT Rule 6Hx23-4.53.

CLASS ATTENDANCE
(College Policy 6Hx23-4.30)

I. Regular class attendance is expected of all students. When absent for less than a week because of illness or other emergencies a student should notify or have someone notify, the appropriate instructors.
II. The effect of absences upon grades is determined by the instructor. It is important that the student become aware of each instructor's absence procedures. If any student accumulates so many absences that, in the judgment of the instructor, further enrollment would be of little value, the instructor may notify the admissions/registration office to drop the student and assign a grade of "W" for that course.

Veterans should read the Attendance paragraph under the Veterans Information section.

COLLEGE-PREPARATORY INSTRUCTION
(College Policy 6Hx23-4.451)

I. Competency-based preparatory instruction is required for degree seeking students who score below the St. Petersburg College Placement Test cut-off scores prescribed by SBE Rule 6A-10.0315, F.A.C., and College Procedure P6Hx23-4.45. Deficiencies identified by the St. Petersburg College Placement Test will be in one or more of three-skill areas-reading, writing and mathematics. Students scoring below the prescribed St. Petersburg College Placement Test cut-off scores in any of these three areas must begin competency-based preparatory instruction in those area(s) of deficiency within their first 12 credit hours of enrollment. Florida Statutes 240.321 provides alternate private provider's instruction.
II. Students with identified deficiencies will be precluded from enrolling in other credit courses within the skill area(s) of deficiency until basic skill mastery equivalent to the St. Petersburg College Placement Test score cut-off for such area(s) has been demonstrated. Concurrent enrollment in credit courses outside the area(s) of deficiency is permissible, however, in accordance with established prerequisite requirements and Section V. below.
III. Students who have begun required competency-based preparatory instruction must take identified preparatory courses consecutively in their identified deficient skill area(s) during each session they enroll at the College, insofar as possible in conjunction with Section I. above, until such area(s) of deficiency is/are resolved within the limitations prescribed by Section IV. below.
IV. Enrollment in competency-based preparatory credit instruction to remediate deficiencies in the skill area(s) identified may not extend beyond three attempts in each required course in each skill area. Students enrolled in the same college preparatory class within a skill area more than twice will be assessed fees at 100 percent of the full cost of instruction. Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost. However, the provost, associate provost or designee shall have the authority to review and reduce payment for increased fees due to continued enrollment in a college preparatory class on an individual basis contingent upon the student's financial hardship. An attempt shall be defined as each enrollment in a College/college preparatory course past the drop/add period regardless of the grade received.

Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond the control of the student, which may include but not be limited to one or more of the following:
A. serious illness;
B. documented medical condition preventing completion;
C. death of an immediate family member;
D. involuntary call to active military duty;
E. documented learning disability;
F. English as a second language background;
G. documented change in conditions of employment; or
H. other emergency circumstances or extraordinary situations such as natural disasters.

The criteria for determining financial hardship shall include, but not be limited to, qualification for federal need-based financial assistance. Students with other documented financial hardships may also be considered. In either case, the exception for financial hardship should be granted only after the student has demonstrated reasonable effort to succeed in the course.

V. Students who have failed to remediate deficiencies in any course in any of the identified skill area(s) within three attempts will be permitted to enroll in additional credit coursework, but must be concurrently enrolled in the area(s) of deficiency every session until basic skill mastery equivalent to the St. Petersburg College Placement Test score cutoff for such area(s) has been demonstrated.

WITHDRAWAL
(College Policy 6Hx23-4.31)

I. **Withdrawal from the College**
The President shall establish procedures causing students to be apprised of their progress prior to the voluntary withdrawal deadline. Students who wish to withdraw completely from the College are required to report to the counseling area of their home campus or center for an exit interview. If it is not possible for a student to come in, a request in writing that the student be withdrawn may be submitted.

II. **Course Withdrawals are classified as follows:**
A. **INVOLUNTARY WITHDRAWAL** – When a credit student has been involuntarily withdrawn for excessive absences, he/she will receive a final grade of "W" through the deadline date listed in the college catalog for each session. After the deadline, a student will receive a grade of either "F" or "W" as determined by the instructor. An audit student will receive a grade of "W" regardless of the date or circumstance of withdrawal.
B. **VOLUNTARY WITHDRAWAL DURING "W" PERIOD** – A student who elects to withdraw voluntarily from a course prior to the deadline of a regular session will receive a final grade of "W."
C. **VOLUNTARY WITHDRAWAL AFTER "W" PERIOD** – A student who withdraws voluntarily between the deadline date and the end of the session will receive a final grade of "F" or "W" as determined by the instructor.

Withdrawal from an individual course without penalty will be permitted no more than two times. At the third attempt in any course the student may not receive a W, but will receive the appropriate letter grade earned based on academic performance in the course (See 6Hx23-4.451 and 6Hx23-4.15 for rules on penalties). An attempt shall be defined as each enrollment past the drop/add period in a college level or college preparatory course regardless of grade received. The three-attempt provision is intended to include any college-level course(s) where grades of D, F, W, X, I or any combination thereof were earned. A fourth attempt may be allowed only by petition through the campus academic appeals committee process. However, only the last grade earned will be factored into the overall grade point average (GPA) calculation, even if the last grade is lower than a previous grade.

If, instead of withdrawing from a single course, a student desires to withdraw from College (all courses), he/she must report to the counseling office on his/her home campus for an exit interview.

NOTE: ON ALL DROPS, WITHDRAWALS AND CHANGES TO AUDIT, IF STUDENT IS UNDER SOCIAL SECURITY, VETERANS ADMINISTRATION OR FINANCIAL AID BENEFITS AND CEASES TO BE FULL-TIME, THE NECESSARY AGENCIES MUST ALSO BE NOTIFIED.

III. **Absence from Class Because of Illness**
A. Any student who has to be absent from class due to illness should notify the instructor of the illness and possible duration of illness.
B. Any illness or injury necessitating extensive absence from class should be reported to the associate provost. The associate provost will then notify the instructors involved.
C. Any further action required (e.g., make-up work, etc.) must be arranged by the student with each instructor.

It will be the responsibility of each instructor to insure that all students are informed in writing of the class attendance and excessive absence policy via the course syllabus. The instructor determines when the absences of a particular student have become "excessive." If there is any question about a student's absence, the instructor should contact the associate provost or provost for possible information concerning the particular case.

If any student accumulates so many absences that in the judgment of the instructor further enrollment will be of little value, the instructor may recommend that the student be dropped and assigned a grade of "W." If the drop occurs after the end of the voluntary drop period, a grade of "F" or "W" as determined by the instructor, will be recorded. Although the grade of "F" will be the usual grade recorded after the deadline listed in the college catalog, for exceptional circumstances deemed beyond the control of the student, an instructor may record a grade of "W" in lieu of an "F."

(Veterans should check the Veterans Information section)

IV. **Reinstatement of Students**
Students involuntarily withdrawn from a course for excessive absences due to illness may be reinstated at the discretion of the instructor. Any student who is not so reinstated and who wishes to appeal the involuntary withdrawal may file a student academic appeal under the provisions of BOT Rule 6Hx23 - 4.36 (II).

NOTE: Some universities recalculate a transfer student's GPA by converting all "W" grades beyond the university's limits to "F" grades. Therefore, "W" grades may be detrimental to a student's GPA at the next institution attended.

PRESIDENT'S HONOR LIST
(College Policy 6Hx23-4.491)

Students achieving a GPA of at least 3.3 each session and completing at least 12 academic hours for Sessions I and II and at least 9 academic hours for Session III, shall be included in the President's Honor List.

CLASSIFICATION OF STUDENTS
(College Policy 6Hx23-4.16)

Students are classified according to the number of semester hours of credit they have earned and the number of semester hours they are carrying. Listed below are the requirements for the respective classifications:

I. Full-time student – An enrollee carrying 12 semester hours or more during a regular session (Session I or II) or 9 semester hours or more during a regular summer session (Session III) or 6 semester hours or more during a short express session. (Full-time for Session III for financial aid purposes is 12 or more semester hours.)
II. Part-time student – An enrollee carrying fewer than 12 semester hours during a regular session (Session I or II) or fewer than 9 semester hours during a regular summer session (Session III) or less than 6 semester hours during an express session.
III. Freshman – An enrollee who has fewer than 24 semester hours of earned credit.

IV. Sophomore – An enrollee who has 24 semester hours or more of earned credit.
V. Junior – An enrollee who has between 60 and 89 semester hours of earned credit meeting the requirements for admission into the upper division.
VI. Senior – An enrollee who has 90 semester hours or more of earned credit toward a bachelor degree.

FINAL EXAMINATIONS
(College Policy 6Hx23-4.19)

The giving of the final examination shall be left to the discretion of the individual instructor, with the concurrence of the program director; however, students averaging an "A" or "B" may be exempt from the final by obtaining permission from the instructor.

All final examinations will be administered according to the published schedules.

CREDIT FROM NON-TRADITIONAL SOURCES
(College Policy 6Hx23-4.17)

In addition to instruction provided by the College, credit may be accepted for transfer from the following sources: The Advanced Placement Program, the International Baccalaureate Program, the College-Level Examination Program, Assessment of Prior Learning/Experiential Learning Program (ELP) and Correspondence or Extension Courses. The maximum amount of credit which may be accepted from all sources in combination is 45 semester hours. In instances where students utilize only one source, the maximum amount of credit which may be accepted, is as follows:

Advanced Placement Examinations	45 semester hours
International Baccalaureate Program	30 semester hours
College-Level Examination Program	45 semester hours
Assessment of Prior Learning/	
Experiential Learning Program (ELP)	45 semester hours
Correspondence or Extension Courses	15 semester hours

ACCELERATION MECHANISMS
(College Policy 6Hx23-4.28)

A variety of methods are available to students who wish to receive the associate degree in less than the usual two calendar years. The opportunities for time-shortened degrees at St. Petersburg College include the following:
I. **College-Level Examination Program (CLEP)**
The College participates in the selected subject examination program. Decision as to acceptability of subject examinations is made by Educational and Student Services, within the restrictions imposed by Paragraph 6A-14.031(1)(a), State Board of Education Regulations.

The acceptable examinations, minimum acceptable scores for each examination, the course(s) for which credit will be granted and the number of semester hours credit for each examination are published in the "College-Level Examination Program at St. Petersburg College" brochure by the Central Records' Office.
II. **Advanced Placement**
Advanced placement examinations are a special program of the College Entrance Examination Board offering special instruction to high school seniors. The examination must have been taken while the student was still enrolled in high school. Advanced placement credit is treated as transfer credit. Credit will be granted to students who achieve scores of 3, 4 or 5 on one or more of the Advanced Placement Program examinations. Such credits will be transferable to institutions of higher education within the State of Florida which participate in the State Advanced Placement Program.

III. **Correspondence and Extension Courses**
A maximum of 15 semester hours of correspondence and extension credit may be accepted, provided:
A. The course was administered by an accredited institution.
B. The credit is acceptable by the institution conducting the correspondence or extension course toward one of its degrees.
None of the final 15 semester hours toward graduation may be through correspondence.

Students expecting to transfer correspondence credit to another institution should become familiar with that institution's acceptance policy.

St. Petersburg College does not offer correspondence courses.
IV. **International Baccalaureate**
St. Petersburg College will grant college credit to a student who presents a score of 4, 5, or 6 on one or more of the International Baccalaureate examinations. Credit thus granted is transferable among Florida institutions of higher education participating in the statewide articulation agreement.
V. **Credit by Assessment of Prior Learning /Experiential Learning Program (ELP)**
Credit may be awarded under this area for learning in a discipline or program area(s) offered by College. The assessment of learning shall take place through means consistent with generally accepted techniques of measuring college level learning. The techniques may include written and oral examinations, portfolio evaluations, interview assessments and project or product evaluations. In addition, other methods of evaluation shall include use of ACE guidebooks, DANTES, the MOS Specialty Guide, the CAEL Guide and correlation of military training with college-level credit. Experiential Learning Program (ELP) replaces internal/challenge exams and other methods of evaluating and crediting prior learning. The discipline program directors, by college wide agreement, will determine which courses within the curriculum of the department may be eligible for assessment through experiential learning. The College limits the credit earned through the Experiential Learning Program for A.S., A.A.S. and Certificate programs to 50% of the core courses and/or courses within the major. If a student can demonstrate prior learning, the College will award credit for achievement rather than have the student repeat the learning sequence. Information concerning such assessments may be secured from the associate provost, center administrator or the Experiential Learning Office on each campus.
A. When the student completes the assessment, the ELP Office will notify the student of the outcome. A grade of "P" will be recorded for the course if credit is awarded.
B. A student may not be registered for a course and be simultaneously evaluated for his/her prior learning of that course.

Pursuant to State Board of Education Rule 6A-14.054, matriculation and tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.

Students who are evaluated for the assessment of prior learning shall be charged a fee as prescribed in BOT Rule 6Hx23-5.17 Student Fees.
For information call the Career Development Centers at the Clearwater Campus, 791-2680; Seminole Campus, 394-6108; SPC Downtown, 893-9586; St. Petersburg/Gibbs Campus, 341-4640; or Tarpon Springs Center, 712-5761 or 938-3744.

Three-Year Baccalaureate Program
(Fast Track BA Program)

Students in Pinellas County may participate in a special joint program that will permit them to obtain their bachelor's degree within 3 years after graduation from high school. The Fast Track BA program, which offers an opportunity to specialize in many different majors, is a joint offering by the Pinellas County Schools, St. Petersburg College and the University of South Florida at St. Petersburg. Participants in the Three-Year Baccalaureate Program must participate in the Dual Credit, Early Admission, Advanced Placement or International Baccalaureate Programs offered through the Pinellas County School System. Read more about Dual Credit High School in the Admissions Requirements and Open Campus sections.

WEEKEND COLLEGE AND
WEEKEND COMPUTER INSTITUTE

Clearwater Campus: (727) 791-2625/2557
Seminole Campus: (727) 545-6551
St. Petersburg/Gibbs Campus: (727) 341-4327/4724
Tarpon Springs Center: (727) 712-5750 or 938-3744

Weekend College provides opportunities for students to take academic courses for credit in many subject areas. These credit courses are scheduled to meet each Friday evening or each Saturday throughout Sessions I and II, thus providing an opportunity for persons who are busy during weekdays or evenings to work toward degree requirements at convenient times.

Weekend Computer Institute allows for concentrated, intensive periods of study over one or two weekends. Typically these courses meet Friday evening and all day Saturday.

ELIGIBILITY FOR INTERCOLLEGIATE ATHLETICS
(College Policy 6Hx23-4.18)

Eligibility for participation in intercollegiate athletics is in accordance with requirements determined by the National Junior College Athletic Association and the Florida Community College Activities Association. An athlete must be enrolled as a full time student (12 semester hours) to participate. A new student with no other college experience must pass at least 12 credit hours in the first term with a 1.75 GPA. All other continuing eligibility is based upon the completion of a minimum of 12 credit hours per term with a 2.0 grade point average (GPA). To be eligible for a second season of participation, a student must also have accumulated a minimum of 24 semester hours with at least a 2.0 GPA. Transfer students from Community Colleges must meet transfer regulations within the NJCAA and FCCAA guidelines. Transfers from 4-year schools are eligible if they adhere to the academic requirements listed above.

In addition to these requirements, a student shall not be eligible to participate in a particular sport if the student has previously competed for 2 seasons in that sport at the collegiate level. For additional details regarding eligibility, contact the College's Director of Athletics.

STUDENT SERVICES

STUDENT SERVICES

A complete program of student services is offered at St. Petersburg College and is designed to complement the instructional program of the College and to aid the student in his/her individual personal, academic and career development. Student Services includes counseling and advisement, testing, career planning, placement testing, financial aid, veterans assistance, social and cultural activities and athletics.

COUNSELING, ADVISEMENT AND CAREER PLANNING

Full-time professional counselors are available to assist students in the decision-making process regarding career and academic planning and personal choices. Academic Advisors in the Counseling Offices can assist students in choosing appropriate coursework to achieve their academic and career goals. Counseling services are provided to anyone interested in programs at St. Petersburg College.

Students are encouraged to use a variety of career exploration opportunities available through the Counseling Offices, College libraries, Career Development Centers and Career and Life Planning courses. The Career Development Centers offer an excellent computerized approach to career exploration. In addition, the career research materials, available in hard copy and through the Internet, contain information on qualifications needed for careers including the educational preparation required for employment, salaries, advancement possibilities, institutions offering specialized training for varied careers, catalogs from colleges and technical schools and career descriptions. Individual career counseling by counselors and the Instructor–in-Charge of the Career Development Center is also available. The Career Exploration Program, a six to eight hour process includes career orientation, testing and interpretation with follow-up available through the Counseling and Career Development Center departments. This program is available to students, staff and the public. The fee for career assessment testing is $25.00 for SPC students and $35.00 for non-students.

THE CAREER DEVELOPMENT CENTERS

Clearwater Campus: (727) 791-2680
Seminole Campus: (727) 394-6108
St. Petersburg/Gibbs Campus: (727) 341-4640
SPC Downtown: (727) 893-9586
Tarpon Springs Center: (727) 712-5761

The College's Career Development Centers offer a variety of career-related services. The Centers are open to students, alumni and members of the community. Hours may vary from campus to campus. The **career resources** area features a comprehensive career-related selection of material. Information in hard copy and through the Internet is offered on salaries, labor market survey information, college catalogs and college/university transfer manuals. In addition, career-related videos and computerized career assessment programs are available by appointment and you may also visit our website at www.spjc.edu/central/career for more information.

The Career Exploration Program is coordinated through the Centers and offers a three-step process to help individuals determine career goals. This process includes career orientation, testing and interpretation. The program is fee based and by appointment. CHOICES and SIGI are now internet-based career assessment programs available free of charge at www.FACTS.org.

Job Services is provided, as a service to those seeking employment, with listings of part and full-time local and national job opportunities. The Centers schedule on-campus interviews and recruiting by employers. 1stPlace95!, a placement-related software program, allows students to place their resumes on the Internet and review job postings submitted by employers. A resume service is available on a fee basis, $10.00 for SPC students and $20 for non-students.

Cooperative Education (Practical Training):
A. Is a planned method of instruction, which provides students with degree-related, supervised, evaluated practical training work experiences. The work experience must be applicable to the desired Associate in Arts, Associate in Science or Associate in Applied Science degree in order to obtain college credit.
B. Co-op students work in full or part-time jobs related to their major field of study. To participate, students must have completed 12 credit hours and have a 2.0 GPA. The Career Development Centers assist students seeking cooperative education employment. In some cases, students, with the aid of their employer, may be able to use their current career-related position for Cooperative Education.
C. Advantages to the student include opportunities to earn academic credit, verify their career decisions and relate classroom learning to the work place.

The Experiential Learning Program allows students to receive degree-related credit for knowledge they have gained through experiences outside the college. Up to 45 credit hours may be earned, assisting students in completion of their degree. See Experiential Learning in ACADEMIC INFORMATION.

STUDENT RECORDS

(College Policy 6Hx23-4.37)

I. The purpose of this Rule is to protect the rights of students and their parents or guardians with respect to student records created, maintained and used by the College.
II. Definitions:
A. "Records" means any and all official records, files and data directly related to students which are created, maintained and used by the College, including all material that is incorporated into each student's permanent record and intended for College use or to be available to parties outside the College for legitimate educational or research purposes. However, the term "records" shall not include Directory Information.
B. By law, the College is authorized to release directory information without the student's consent. "Directory Information" shall include:
   • Names and dates of attendance of students
   • Names of recipients of degrees conferred or to be conferred
   • Names of recipients of honors or special awards
   • Weight and height of athletic team members
   • Student addresses for use by the College's Foundation and Alumni Association upon review by the President's Cabinet and the approval of the President
   • Student addresses, of students who have applied for graduation, may be provided to Florida public universities and independent colleges and universities of Florida.
III. Student's Request for Non Release of Directory Information A student may request in writing that all or a portion of such directory information not be released. Such requests must be made prior to the end of the third week after the beginning of classes for any session and shall be effective for one academic year and shall become a part of the student's records. Said written request should be made to student's campus associate provost or designee.

IV. Rights of Students, Parents and Guardians

The rights involved in student records (e.g., right of access and right of privacy) are normally the rights of the student only. If a student is a minor (not yet attained the age of 18 years) or if the parent or guardian of the student meets the support test of Section 152 of the Internal Revenue Code and claims the student as a dependent, the parent or guardian will also have these rights.

When a parent or guardian seeks access to student records and claims that a student is a dependent and is unable to obtain the student's voluntary consent to the release of the records, the parent or guardian must establish dependency by providing a copy of the most recent federal income tax return, which return must show that the student is claimed as a dependent. Upon receipt of the tax return, the associate provost or designee will notify the student of the student's right to contest the dependency issue within 10-calendar days. In the absence of a contest by the student the records may be released to the parent or guardian.

In the event of a contested issue of the dependency, the associate provost or designee will make a decision and such decision may be appealed to the President.

A. Right of Access

1. A student has the right, upon request directed to the College Registrar, to be provided with a list of the types of records, directly relating to the student, maintained by the College and with a copy of this Rule.

2. A student has the right, upon request, to be shown any record relating to the student maintained by the College. The student's request shall be granted within 30 days after receipt of such request.

B. Right to Challenge and Hearing

A student has the right to challenge the content of any report to which the student is granted access under this Rule, in order to insure that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction of inappropriate information.

1. Any challenge to a student record shall be considered a student grievance and shall be handled in accordance with Board of Trustees' Rule 6Hx23-4.36.

2. A student who feels that the decision rendered through the grievance resolution is unacceptable, may submit explanatory statements for inclusion in the student's records.

C. Right of Privacy

1. A student has right of privacy with respect to the records maintained by the College on the student. The College shall not permit the release of personally identifiable records of a student, other than directory information, without the written consent of the student, to any individual, agency or organization, except the following:

a. Officials of other educational institutions in which the student seeks to enroll.

b. In connection with a student's application for, or receipt of, financial aid.

c. Accrediting organizations, in order to carry out their accrediting functions.

d. Individuals or organizations conducting studies for the College for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction, if such studies do not permit the personal identification of students and if such information is destroyed after its use.

e. In an emergency, if necessary to protect the health or safety of the student or other persons.

f. In compliance with a judicial order from a court of competent jurisdiction or to the attorney of record pursuant to a lawfully issued subpoena, upon the condition that notification is sent to the student's last known address of the order or subpoena in advance of compliance therewith.

g. The State Auditor General in connection with his/her official functions.

h. Other Federal, state and local government officials as required by law.

2. All requests for release of information from the records of a student shall be incorporated into the student's records.

3. All information transferred to a third party under a-h above will bear the following statement:

"The attached information has been forwarded to you with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

4. College employees shall have access to all student records for legitimate education purposes.

5. Directory information may be released to the general public, upon request, unless a student has requested in writing that such information not be released. Any such request must be made prior to the end of the 3rd week after the beginning of classes for any session, shall be effective for 1 academic year and shall become a part of the student's records

6. In addition to "directory information", the United States Armed Forces may be furnished with the following:

- Students address and phone number
- Date and place of birth
- Level of education
- Prior military experience
- Major fields of study
- Student's or former student's degrees and awards
- Most previous educational institution enrollment

D. Right to file a Complaint

The right to file a complaint with the U.S. Department of Education a complaint under Regulation 99.64 concerning alleged failures by the institution to comply with the requirements of the law. You may obtain a copy of the College's policy on student records from the office of the associate provost on each campus, center or site.

STUDENT ACTIVITIES

Bulletin Boards
(College Policy P6Hx23-4.910)

Bulletin boards for student use are located in all major campus buildings. Approval must be obtained for each notice posted on the bulletin boards. This approval is obtained in the Student Activities Office. Any notice posted without approval will be removed.

Clubs and Student Organizations

Scholastic, special interest, service, social and religious clubs and organizations are active on the Clearwater, Seminole and St. Petersburg/Gibbs Campuses, and the Tarpon Springs and Health Education Centers. Students interested in affiliating should contact the Coordinator of Student Activities on their home campus.

Lost and Found
(College Policy P6Hx23-5.1311)

Lost and Found is located in the Student Activities office on each site and shall operate during the hours of 8:00 AM to 4:00 PM Monday through Thursday and 8:00 AM to 2:00 PM on Friday. All items placed in Lost and Found shall be retained for a period of not less than 30 days and not more than 60 days.

Parking and Vehicle Control
(College Policy P6Hx23-1.25 & 6Hx23-4.34)

Student parking areas are designated by white stripes. Yellow stripes denote staff parking and green and blue stripes denote visitor parking. It is the student's responsibility to review any special parking rules and regulations applicable to the campus he/she is attending.

All USF-SP and SPC students who utilize USF parking lots are required to purchase a parking decal. Parking decals can be purchased at Police Dept./Parking Services located on the corner of 5th Avenue and 2nd Street South. For additional information on parking, you may call USF's Parking Services 553-1510.

Vehicles illegally parked may be ticketed or towed away at the owner's expense. Student violators of parking control are subject to fines governed by the Board of Trustees.

Accidents, thefts or other incidents occurring on college property or at an off-campus college course or sponsored event should be reported to the campus security or the off-campus site office and the police or sheriff in accordance with the law.

If any vehicle is to be left overnight on campus for any reason, campus security at 791-2560 should be notified immediately. The College assumes no responsibility or liability for theft or damages occurring to vehicles or other personal property while on college property or while attending off-campus college courses or activities.

Religious Organizations

Students belonging to various faiths are organized in groups, which meet periodically at the College. At present, these include Intervarsity Christian Fellowship Club, Campus Crusade for Christ and Aletheia. These organizations sponsor worthwhile projects on campus and offer opportunity for positive religious influence.

Scholastic and Special Interest Clubs

Scholastic clubs represent supplementary activities in various departments and recognize scholastic achievements in some areas. These include Phi Theta Kappa, scholastic honorary, the Association of Honors Program Students and Tau Alpha Pi, scholastic engineering technology honorary. There are several clubs dealing with special interests such as the Astronomy Club; Alpha Omega, a science club; American Sign Language; Badeya; Bowl-ing Club; Co-Motion Dance Theatre Club; Computer Club; Deaf Club; Ethics Club; Florida Future Educators; High Achievers; International Club; Math and Sciences Club; Phi Rho Pi, a speech and forensics club; Positive Directions; Psychology; Scuba Club; Students Without Boundaries; Theatre Performance Company; and Writers' Collective.

Service Clubs

Service clubs consist of students organized for the purpose of carrying out projects on campus and in the community, as well as for good fellowship among themselves. These are sponsored by or affiliated with local or national organizations. Check with your campus Coordinator of Student Activities for the full list of service clubs.

Social Clubs

The social clubs of the College are not secret fraternities and sororities, but serve to complement the social life of the student body and to build college spirit. Each club strives to maintain the highest rating in interclub contests, social events, college spirit, moral character and scholastic standing. Check with your campus Coordinator of Student Activities for the full list of social clubs.

Student Ambassadors

Student Ambassadors serve as both internal and external marketing representatives for St. Petersburg College. The Ambassadors are instrumental in recruiting new students by sharing their own personal testimonials of college life when they speak to young people during high school assembly programs. Ambassadors also help promote the college by hosting table displays in malls and assisting with campus tours for students interested in coming to SPC.

Student Government Association (SGA)

The Student Government Associations (Clearwater, Seminole, St. Petersburg/Gibbs, Tarpon Springs and Health Education Center) are recognized as the official student governing organizations representing the student body of St. Petersburg College. They are the liaison between the student body and the college administration. These organizations provide for participation in college governance and also receive all petitions for grievances, complaints, requests and recommendations reflecting the opinion of the student body.

Student Publications

Five newsletters, the Campus Crier (St. Petersburg/Gibbs Campus), Grapevine (Clearwater Campus), View From the Hill (Tarpon Springs Center), Vital Signs (Health Education Center) and Bayside Briefs (SPC Downtown) are available for students' information.

Volunteer Connection

The Volunteer Connection, at the Clearwater Campus, was started in 1994 by students who were interested in constructing an organized alliance with other volunteer agencies around the state of Florida. It is a student implemented and managed office that believes, students have a vital role to play in meeting Florida's social challenges. It has proven itself a vital asset to the citizens of Pinellas County by demonstrating hope and concern through a variety of endeavors aimed at enriching and solidifying a "connected" society. The Volunteer Connection has incorporated academic participation into its framework through the development of Service Learning. Service Learning, a method and philosophy of experiential learning through which participants

in community service meet community needs while developing their abilities in critical thinking and group problem solving, their commitments and values, and the skills needed for effective citizenship. Check with the Clearwater Campus Student Activities Coordinator for more information.

Intramural and Recreational Activities

The College provides friendly organized competition for men and women in co-recreational tournaments. The Coordinator of Intramurals together with the Student Activities Coordinators schedules events in touch football, basketball, bowling, table tennis, tennis, volleyball, running/jogging and outdoor soccer. A student lounge is also provided for students at some campuses.

Exercise equipment and aerobics rooms are accessible to students after classes Monday through Friday.

Intercollegiate Athletics

The College provides planned, organized competition through the NJCAA and FCCAA for both men and women students.

Men's varsity teams are: basketball at the St. Petersburg/Gibbs Campus and baseball at the Clearwater Campus.

Women's varsity teams: basketball, softball and volleyball at the St. Petersburg/Gibbs Campus.

A committee selects student cheerleaders. (Instructive practice sessions and orientation for all interested students precede selection day.)

SPECIALIZED ACADEMIC PROGRAMS AND SERVICES

ENGLISH AS A SECOND LANGUAGE (ESL)

Clearwater Campus: (727) 791-2425/2609
St. Petersburg/Gibbs Campus: (727) 341-4743/4370
Tarpon Springs Center: (727) 712-5828

The English as a Second Language (ESL) program offers a series of English courses to meet the needs of non-native English speakers.

The ESL program is designed for those students who are interested in learning to read, write, speak, listen and understand the English language in order to work toward the Associate in Arts, Associate in Science or the Associate in Applied Science degree or College Credit Certificate programs to progress toward a higher degree or enter the workforce.

Entering students will be tested with a placement test for ESL and placed in the appropriate level of study indicated by their scores: Basic I, Basic II, Intermediate I, Advanced I or Advanced II. Students enrolled in 12 credit hours of EAP will be considered full-time students.

The placement test for English is administered at St. Petersburg College on a regular basis.

The following courses comprise the ESL program:

EAP	0200	Basic Listening/Speaking	3 credits
EAP	0300	Intermediate Listening/Speaking I	3 credits
EAP	0400	Intermediate Listening/Speaking II	3 credits
EAP	0295	Basic English as a Second Language I	9 credits
EAP	0395	Basic English as a Second Language II	9 credits
EAP	0495	Intermediate English as a Second Language	9 credits
EAP	1500	*Advanced Listening/Speaking	3 credits
EAP	1595	*Advanced English as a Second Language I	9 credits
EAP	1695	*Advanced English as a Second Language II	9 credits
EAP	1696L	*ESL Laboratory	1 credit

• A total of 6 credits from these courses can be used toward graduation credit.

HONORS PROGRAMS

(College Policy 6Hx23-4.65)
St. Petersburg/Gibbs Campus: (727) 341-4743
Tarpon Springs Center: (727) 712-5750 or 938-3744

To exceptionally able students, the St. Petersburg/Gibbs Campus and Tarpon Springs Center offer honors sections of certain basic collegiate courses. These specially enriched sections present a more varied and challenging program by which selected students can satisfy some of the general education requirements and achieve maximum development of their superior academic ability and talent.

I. Admission is automatic for students who:
   A. achieved a score no less than 1100 on the SAT or 25 on the ACT.
   B. achieved a score no less than 10 on the essay and either no less than 40 on the English composition portion or no less than 40 on the reading comprehension portion of the college placement test.
   C. were in the top five percent of their high school graduating class or earned a high school cumulative grade point average of at least 3.65 on a 4.00 scale.
   D. have earned at last 3.30 in at least 12 credits of college course work.
II. Students may be admitted to the Honors Program if they are recommended for admission to the program by the Honors Program coordinator following an interview with the coordinator or a member of the Honors Program faculty in which they demonstrate exceptional motivation and interest, and if they have:

   A. achieved a score no less than 950 on the SAT or 20 on the ACT.
   B. achieved a score no less than 8 on the essay and either no less than 35 on the English composition portion or no less than 35 on the reading comprehension portion of the college placement test.
   C. were in the top 10 per cent of their graduation class or earned a high school cumulative grade point average of at least 3.25 on a 4.00 scale.
   D. present a recommendation for admission to the Honors Program from a high school counselor or teacher who is familiar with their academic work.
   E. present a recommendation for admission to the Honors Program from an SPC counselor or instructor who is familiar with their academic work.

INTERDISCIPLINARY STUDIES HONORS PROGRAM

Clearwater Campus
Communications Department: (727) 791-2609
IDS Faculty Offices: (727) 791-2693/2694/2553/2602
Counseling: (727) 791-2496

The Interdisciplinary Studies Program at the Clearwater Campus is a structured and integrated honors curriculum, which fulfills 27 hours of the College's general education requirements. These requirements include liberal arts courses in English, the humanities, and the social sciences. The curriculum is intended to provide students with a general understanding of content while encouraging intellectual curiosity. The fields of study that develop such habits of mind are traditionally believed to be literature, history, philosophy, ethics, fine arts and the social sciences. These areas plus an investigation of the history of scientific thought and method are the integrated content of Interdisciplinary Studies (IDS). See Interdisciplinary Studies Option in GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE for additional information on courses.

The Honors Interdisciplinary Studies Program offers both large and small group instruction, flexible class scheduling, peers with similar abilities and motivation and an opportunity to study subjects from a broad inter-related perspective.

Entrance to this honors program by invitation according to the students' performance on the SPC Placement Test or by IDS instructor interview.

INTERNATIONAL CENTERS

Clearwater Campus: (727) 791-2425
St. Petersburg/Gibbs Campus: (727) 341-4370
Tarpon Springs Center: (727) 712-5704
www.spjc.edu/webcentral/resource/intlcntr.htm

The International Centers at the Clearwater and St. Petersburg/Gibbs Campuses and Tarpon Springs Center offer information, guidance and support to International students during the transition period from their countries to the United States. International Student Officers in each center facilitate the admissions process to the College by assisting students with their compliance with Immigration and Naturalization Services (INS) rules and regulations and health insurance requirements. First-time students receive orientation to the College and life in the United States. All international students are encouraged to join the International Club on their home campus or site. Currently enrolled international students receive follow-up orientation and guidance from the International Student Officers ensuring that the students stay in status. All international students receive information about the English as a Second Language program as well as certificate and degree programs offered by the College.

The International Centers also promote international exchanges of faculty and students as well as assists the College and community in understanding the international population and the economic and cultural benefits derived from a diversified population.

NEW INITIATIVE PROGRAM (NIP)

(727) 341-3198

The New Initiative Program (NIP) is a federally funded program designed to provide academic assistance to Associate in Science or certificate seeking health or pre-health students. NIP is provided as a service of SPC at the Health Education Center. Students may self-refer or be referred to the program by College staff. Students may receive assistance in such areas as math, science, health courses, test taking strategies, time management and general study skills based upon need and resources available. NIP learning coordinators are available by appointment for individual or small for group tutoring sessions. Review sessions in specific content areas are offered on a regular basis. The Learning Support Center at the Health Education Center is sponsored by NIP and provides a hands-on learning environment for all students.

ONE-STOP CENTER OUTREACH SPECIALISTS

(727) 341-3198

One-Stop Center Outreach Specialists are a liaison between students, the College and outside agencies to provide education and training for students needing additional services to enroll and complete Associate in Science, Associate in Applied Science or College Credit certificate programs. The Specialists work with the One-Stop Centers located in convenient sites throughout Pinellas County. As a liaison, they assist students with their College experience, from recruitment to graduation and job placement. Eligibility for One-Stop services includes individuals who are enrolled or wish to enroll in Associate in Science, Associate in Applied Science or College Credit certificate programs and who meet any of the following criteria:

- Economically disadvantaged
- Academically disadvantaged
- English as a Second Language
- Dislocated workers
- Single parents
- Displaced homemakers
- Single pregnant women
- Individuals interested in programs nontraditional to their gender.

Students needing extra assistance with career assessment/counseling, academic planning, registration, financial aid, childcare, transportation or other support services necessary to be successful in school, should contact the One-Stop Outreach Specialist for an appointment.

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES

Clearwater Campus: (727) 791-2628 (V/TDD)
Seminole Campus: (727) 394-6182
St. Petersburg/Gibbs Campus: (727) 341-4758
Tarpon Springs Center: (727) 712-5789

The mission of Office of Services for Students with Disabilities (OSSD) is to ensure accessibility through the provision of comprehensive quality support service, in-service training and innovation in educational programming for students who have documented disabilities that affect academic performance.. Reasonable accommodations are provided for students with a documented disability for every facet of their academic careers, both in the classroom and during college-sponsored activities and programs. These services may include, on a case-by-case basis:

- Adaptive classroom furniture
- Adaptive electronic equipment and software
- Assistive listening devices
- Certified/qualified sign language interpreters
- College preparatory courses taught by a Deaf Education Specialist
- Individualized tutoring in selected general education courses (offered on a limited basis as a courtesy)
- Modification of time or location
- Notetakers
- Scribes
- Specialized Academic Advising
- Taped tests or test readers
- Telecommunications devices (TTYs) and amplified phones
- Test and classroom assistants

Specialized group New Student Orientations may also be offered prior to the start of each fall session. Incoming students will receive individual information about any such meeting.

RESERVE OFFICER TRAINING CORPS (ROTC)

The Department of Military Science for the Army Reserve Officers Training Corps (ROTC) was established to select and prepare students to serve as officers in the Regular and Reserve components in the United States Army. The curriculum is designed to develop students' leadership potential as well as improve students planning, organizational and managerial skills. Army ROTC training is divided into two phases: the first two years constitute the Basic Course; the last two the Advanced Course. The Department offers a four and two year scholarship program, both leading to a commission as a second lieutenant in the United States Army.

Air Force Reserve Officers Training Corps (AFROTC) is offered as either a two-or four-year program. A student who completes the Air Force ROTC program will receive an Air Force commission as a second lieutenant and is guaranteed a position in the active Air Force. AFROTC 4, 3 and 2-year scholarships are available for eligible applicants. These scholarships pay all tuition, fees and books and a monthly tax-free stipend.

Reserve Officer Training Corps (ROTC) is available through dual enrollment at the University of South Florida. Students who are interested should see a counselor or advisor for further information.

WOMEN-ON-THE-WAY CHALLENGE CENTER

(727) 791-2634

The Women-on-the-Way Challenge Center is designed to meet the educational and emotional needs of men and women entering or re-entering college after a period of absence from an educational setting. A variety of supportive services are offered to help meet short-term as well as life-long goals. Services available include a clearinghouse for campus and community resources concerning career planning, financial assistance, scholarships, housing, child-care information, individual and group support sessions and the WOW mentor program. Special seminars and lectures on topics are offered. Students also may participate in a college chartered special interest club, the Positive Directions Association. A lounge is available as a place to study and relax. The lounge and program office is located in the Social Sciences Building, Room 210, Clearwater Campus.

OFFICE OF
SPECIAL PROGRAMS

OFFICE OF SPECIAL PROGRAMS

St. Petersburg College wants students to be academically successful. That's why the Office of Special Programs offers a variety of programs geared toward students in middle school through college.

The Office of Special Programs is designed to:
- increase student's and parents' awareness of the importance of a college education;
- increase the number of underrepresented students who graduate from high school and enroll at SPC;
- enhance students' access to college by increasing the "college readiness" of high school graduates;
- increase the number of underrepresented students who graduate with a degree and/or complete academic programs;
- reduce the number of students who leave college before realizing their educational goals.

BROTHER TO BROTHER (B2B)

(727) 341-3529/4372

The Brother-to-Brother Program (B2B) is geared toward African-American men to provide a variety of academic and support services and activities designed to increase the retention and graduation rates of African-American men at St. Petersburg College.

In addition, students in this program mentor young African-American men in area middle and high schools.

Services offered through B2B include:
- early registration and academic advising
- free tutoring
- early academic alerts
- career planning
- visits to four-year colleges/universities
- use of a textbook lending library
- one-on-one interaction with a member of the B2B staff
- group discussions or activities that directly affect African-American men.

CENTERS OF EXCELLENCE (COE)

(727) 341-3537/3542

The Centers of Excellence (COE) use group achievement strategies to increase the pool of African-American and other historically underrepresented students who are prepared, motivated and qualified to enter higher education.

Centers of Excellence includes three components:
- **National Achievers Society** – identifies and acknowledges high-achieving African-American students. A student eligible for membership in this society can be in any grade, but must make at least two A's and no C's – unless the C is earned in an advanced or honors course.
- **Black History and Culture Brain Bowl** – educates African-American youth about the role and contributions of African-American and other minorities in the United States through participation in local, regional and state academic competition.
- **Academic Enrichment Centers** – provide after-school tutoring sites around the community to supplement student learning experiences.

Services offered through COE include:
- trips to area colleges/universities and cultural activities
- SAT/ACT practice sessions
- workshops/seminars on study skills, time management and conflict resolution

- excursions to academic, cultural and personal enrichment activities.

COLLEGE REACH-OUT PROGRAM (CROP)

(727) 341-4376/4716

This program is targeted toward financially and academically disadvantaged students in grades 6-12. CROP is designed to motivate students to pursue a postsecondary education, develop basic learning skills, strengthen parent and student understanding of the benefits of postsecondary education and foster personal and career development through supplemental instruction.

STUDENTS HANDLING ACADEMIC RESPONSIBILITY PRECISELY (SHARP)

(727) 341-3542/4716

Through this summer program, offered through SPC's Student Success Connection, students entering ninth grade in the fall gain the skills to handle high school and get on the track for college.

In the program, students focus on:
- time management;
- social skills;
- English/writing;
- math; and
- career development, leadership, training and enrichment activities.

Those eligible for the program must be:
- in need of academic support;
- a child of parents without bachelor's degrees;
- eligible for a free or reduced lunch; and
- referred by a counselor, social worker, etc.

STUDENT SUPPORT SERVICES (SSS) PROGRAM

Clearwater Campus: (727) 791-2590
St. Petersburg/Gibbs Campus: (727) 341-3526
www.spjc.edu/webcentral/resource/sss.htm

Student Support Services is designed to increase student motivation and improve student retention and academic success — ultimately increasing both graduation rate and transfers to four-year colleges or universities

To qualify for this program, a student must be:
- a citizen of the United States or a permanent resident;
- accepted for enrollment or currently enrolled at SPC;
- in need of academic support as determined by test scores; and
- belong to one of the following groups:
  a. neither parent has earned a bachelors degree
  b. financially limited according to federal criteria
  c. experiencing a disability (verification is required).

SSS enhances students' academic skills by helping them use college resources more effectively and by providing and finding services that support their academic, social and emotional needs.

Services offered through SSS include:
- courses in math, reading, science and college success skills;
- professional and peer mentoring;
- tutoring in most subject areas;
- diagnostic math and reading evaluation;
- advocacy and personal support;
- services for students with disabilities;
- early registration and academic advisement; and
- High Achiever's Club for students in the program who maintain at least a 3.0 cumulative GPA and are active in campus and community service activities.

SSS also networks closely with other college programs on and off campus that promote the success of students who are eligible for these services.

STUDENT SUCCESS CONNECTION (SSC)

(727) 341-3542/3546

SPC and Pinellas County Schools have partnered to help high school students prepare for college through the Student Success Connection Program.

Through this program students obtain:
- academic support;
- career exploration;
- college visits and cultural and educational field trips;
- English, reading and math preparatory classes/workshops;
- personal development; and skills for academic success.

The program, designed to serve selected high school students of all grade levels, is mainly focused on ninth-grade students at the following Pinellas County public high schools:

Boca Ciega–Clearwater–Dunedin–Gibbs–Northeast–Osceola–St.Petersburg–Tarpon Springs

SUMMER OF SUCCESS (SOS)

Clearwater Campus: (727) 791-2590
St. Petersburg/Gibbs Campus: (727) 341-3576

SOS is a scholarship program designed to encourage recent high school graduates to pursue a college degree. Participating students get an introduction to the college experience and a better understanding of the effort and strategies necessary to make a successful transition from high school to college.

Students in the program take three courses that are six-weeks long, along with seminars on math and reading/writing readiness. By the end of this program, students will have earned three college credits — for free.

SOS also includes:
- assistance with scholarships and financial aid;
- early registration for SPC classes;
- career-oriented speakers.

STUDENT'S RIGHTS AND RESPONSIBILITIES

All students are expected to be aware of rules, regulations and other information provided in this Catalog and the Student Handbook. **The Board of Trustees of St. Petersburg College reserves the right to change the curriculum, calendar, student fees and policies and procedures during the academic year.** Changes will be effective on the date designated by the Board of Trustees or the President.

DISCRIMINATION

(College Policy 6Hx23-1.34)

It is the policy of the College to provide equal access to and equal opportunity within all College programs and activities including admissions, without regard to race, color, religion, sex, national origin, age, martial status or disability. The College will not discriminate in any services program or activity against any qualified individual with a disability. In the event a student feels that he/she received discriminatory treatment, the individual shall contact the College's equal access-equal opportunity officer within 180 days of the alleged discriminatory act or event. The equal access-equal opportunity officer can be reached at (727) 341-3257 or (727) 341-3261. Sexual harassment is considered to be a violation of Rule 6Hx23-4.01 IV and 6Hx23-2.011.

RELIGIOUS ACCOMMODATIONS

(College Policy 6Hx23-4.01)

The College will accommodate the religious observance, practices and beliefs of an individual student in regards to admissions, class attendance and the scheduling of examinations and work assignments. Students must notify instructors in advance of absences to observe religious holy days in their own faith. Such absences shall be permitted without penalty. Students are responsible for the material covered during the absences but will be given a reasonable period of time in which to complete makeup assignments after such absences.

Whenever practical, major class assignments, major examinations and official ceremonies shall be scheduled at times which do not conflict with major religious holy days. Students who are not satisfied with accommodations made may pursue a grievance in accordance with Board of Trustees Rule 6Hx23-1.34.

SEXUAL HARASSMENT

(College Policy 6Hx23-2.011)

Sexual harassment constitutes discrimination on the basis of sex and is a violation of this Rule. The College shall not tolerate such conduct. Any employee or student who is found to have violated this Rule shall be disciplined and such discipline shall range from one or more of the following: counseling, attendance at a sexual harassment seminar, written admonishment, suspension or dismissal.

The student-student relationship, the student-instructor relationship and the student-staff relationship should at all times be respectful of the rights of the others and any conduct by a student which creates a sexually intimidating, hostile or offensive environment violates the College's Sexual Harassment Rule and may be subject to discipline. For this purpose, staff not only includes College staff, but all employees of clinics and agencies affiliated with a College clinical program or course.

Students having a consensual romantic and/or sexual relationship with a faculty or staff member who is in a position to determine a student's grade or otherwise affect a student's academic progress or environment may be subject to discipline.

In the instructor/staff-student context, the term sexual harassment also has a broader impact. The fundamental element of such behavior is the inappropriate personal attention, including romantic and/or sexual relationships with a student by an instructor or staff member who is in a position to determine a student's grade or otherwise affect the student's academic progress or environment. Since the instructor/staff-student relationship is one of professional and client, the above inappropriate behavior is unacceptable in a college because it is a form of unprofessional behavior which seriously undermines the atmosphere of trust essential to the academic setting and is subject to discipline.

This Rule applies to consensual as well as non-consensual instructor/staff-student romantic and/or sexual relationships, where the instructor or staff member is in a position to determine a student's grade or otherwise affect a student's academic progress or environment. In general, however, this Rule will be strictly enforced, with the severest penalty imposed, in any instance where the involved student is enrolled in the instructor's class at the time of the inappropriate behavior.

This Rule is not intended to apply when an instructor is legitimately exercising academic freedom in teaching in the classroom when the subject matter taught or discussed is appropriate to the course being taught. Nevertheless, the instructor/staff-student relationship should at all times be professional and any conduct by an instructor or staff member which unnecessarily or unreasonably creates a sexually intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable and is subject to discipline.

Students having a consensual romantic and/or sexual relationship with a faculty or staff member who is in a position to determine a student's grade or otherwise affect a student's academic progress or environment may be subject to discipline.

Should you be confronted with sexual harassment, promptly notify any campus associate provost, provost or their designee or the director of EA/EO, (727) 341-3261 or 341-3257.

SEXUAL MISCONDUCT

(College Policy 6Hx23-4.332)

The College will not tolerate the act of sexual assault/battery, sexual harassment, public indecency or voyeurism. Any such sexual misconduct should be promptly reported to campus security, the associate provost or provost. For more information on sexual assault and sexual misconduct, please refer to the College's sexual misconduct awareness and prevention materials published by the College.

STUDENT AND STUDENT ORGANIZATION REGULATIONS

(College Policy 6Hx23-4.33)

I. Students enrolled at St. Petersburg College are expected to conduct themselves in a manner, which will reflect credit to the College, the community and themselves. Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct listed in the Board of Trustees' Rules. If found guilty of violation of any of these rules, a student may be subject to the placing of a hold on the student's record, the withholding of grades, credits, transcripts or diplomas, disciplinary probation, suspension or dismissal, in accordance with prescribed Rules for the handling of disciplinary cases. (See Board of Trustees' Rule 6Hx23-4.35)

   A. The following actions are prohibited at or on any campus or center of the College or at any College-sponsored or College-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. In addition, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the

College or College community. Further, disciplinary action may be imposed in special circumstances where prescribed by law.

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution or other transaction of any drugs which would be in violation of Chapter 893 of the Florida Statutes.
3. Cheating in any form.
4. Stealing or attempting to steal.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing. The College's anti-hazing policy and the penalties for violations thereof are set forth in Board of Trustees' Rule 6Hx23-4.331.
8. Vandalism or destruction of property.
9. Unauthorized possession, duplication or use of keys or access cards to any College premises or services.
10. Taking or unauthorized use or possession of College property or the private property of another.
11. Falsification, forgery, alteration or misuse of any College record, document or identification card.
12. Permitting another to use his or her College identification card, impersonating another or misrepresenting being authorized to act on behalf of another.
13. Failure to comply with lawful directives of College officials or security officers acting within the performance of their duty.
14. Any action which causes or attempts to cause a fire, explosion, including bomb threats or any false reporting of a fire, explosion or any tampering with the fire safety equipment or other safety devices or the failure to evacuate the College buildings during a fire alarm.
15. Fraudulent and/or unauthorized official use of College name, seal, emblem, nickname or motto.
16. Lewd or indecent conduct.
17. Behavior or actions which are disruptive of the normal, peaceable and orderly operation of the College.
18. Any disorderly conduct or breach of peace. This includes, but is not limited to, such conduct as threatening, fighting or other tumultuous behavior, the making of unreasonable noise or offensively coarse utterances, gestures or display or abusive language to any person, creation of a hazard or offensive condition or other causes or matters resulting in the disturbance of the public tranquillity and order of the College, its students or personnel.
19. Participation in a campus demonstration which unreasonably disrupts the normal operations of the College and infringes upon the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus (site), building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus (site).
20. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
21. Acts of verbal or written abuse, threats, intimidation, harassment, coercion and/or other conduct which creates an intimidating, hostile or offensive working and/or educational environment.
22. Violation of a federal or state law, county or city ordinance.
23. Repeated offenses of a less serious nature.
24. Assault or physical abuse.
25. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons (including firearms). No person shall possess or carry a firearm upon College property except municipal, county, state and federal law enforcement officers either on or off duty and except students at the indoor firing range of the SPC Allstate Center. When said law enforcement officers are not in uniform and carry an exposed firearm on their person, they shall be required to display their officially issued badge, shield or identification tag while participating as a student or instructor in Criminal Justice Institute programs at the Allstate Center. At all other sites, law enforcement officers not on duty or not in official uniform must conceal their weapons. When carrying concealed weapons on St. Petersburg College property, law enforcement officers must be ready to display officially issued badge, shield or law enforcement identification upon request. Registered students and employees of the College who are licensed to carry concealed weapons as authorized by F.S. 790.06, must register and receive written permission from the President or his designee to carry an authorized weapon on SPC property. Weapons carried upon College property by registered students and employees licensed pursuant to F.S. 790.06 must be with the written permission of the President or his designee. Said weapons shall be limited to a stun gun or non lethal electric weapon or device solely designed for defensive purposes and the weapon does not fire a dart or projectile and shall be concealed at all times.
26. Unauthorized entry and/or occupancy of College facilities.
27. Violations of student traffic and parking control as listed in Board of Trustees' Rule 6Hx23-4.34.
28. Sexual harassment as defined in Board of Trustees' Rule 6Hx23-2.011.
29. Sexual misconduct as defined in Board of Trustees' Rule 6Hx23-4.332.
30. Discrimination. The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status or disability constitutes discrimination.
31. Stalking. To follow or harass repeatedly another person so as to put that person in fear for his/her safety.
32. Actions that are committed with disregard of the possible harm to an individual or group which could or does result in injury to an individual or group.
33. Failure to respect the right-to-privacy of any member of the College community.
34. Disobedience. Failure to abide by official College rules, procedures, policies or guidelines.
35. Conduct endangering safety and welfare. The commission of any act which one could reasonably foresee as having the potential to threaten or endanger the health or well being of any person or property.
36. Misuse of Computer and Computer Information Resources:
    a. Altering, modifying, destroying, disclosing or taking information resource property (including equipment, supplies, data, programs, soft-

ware and supporting documents) as well as modifying equipment or supplies without proper authorization.

    b. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.

    c. Unauthorized transfer of a file.

    d. Unauthorized use of another individual's identification and/or password.

    e. Use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College or negatively impact the College network and/or computing system.

    f. Use of any computing facilities, either locally or remotely, to send obscene or abusive messages through the College network and/or computing system.

    g. Use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system.

    h. Misuse of College computers. See BOT Rule 6Hx23-6.900.

37. False information. Furnishing false information to a College official in the exercise of his/her responsibilities.

38. Engaging in commercial solicitation on College property. This does not apply to approved College organization sales when approved by the College.

39. Knowingly instituting a false charge against another.

40. Intentionally, without consent, limits or restricts the freedom of another to move about in a lawful manner.

41. Any action which interferes with or obstructs the College's hearing process, including failure to appear upon request of a Chair for a hearing panel at a hearing; failure to testify upon a request of a Chair of a hearing panel at a hearing; improper conduct at a hearing; knowingly making false statements at a hearing; disruption or interference with the orderly conduct of the hearing process; attempting to discourage an individual's proper participation in or use of the hearing process; attempting to influence the impartiality of a member of the hearing panel prior to and/or during the course of the hearing process; harassment (verbal or physical) and/or intimidation of a member of the hearing panel prior to, during or after the hearing proceedings; influencing or attempting to influence another person to commit an abuse of the hearing process; and/or failure to complete imposed sanctions. Nothing in this subsection shall be construed to compel self-incrimination.

42. Conspiracy to commit violation of any of the above or aiding, abetting, assisting, hiring, soliciting or procuring another in the violation of any of the above.

B. Students are expected to be dressed neatly and in good taste at all times while on campus and while attending any College-sponsored activity.

II. Student Organizations

Student organizations are also prohibited from engaging in the conduct listed above. Violations of this Rule by a student organization could result in the rescission of the authority for such organization to operate on college property or under the sanction of the College.

III. Students Threatening Harm

This section of the Rule is implemented as a result of growing conduct throughout the United States, the State of Florida and Pinellas County, including this College, of students threatening physical harm to other students, instructors and/or staff with an unpredictable but growing frequency of a student carrying out the threat or causing harm which necessitates the implementation of this Rule in order to better provide a reasonably safe academic and work environment. Due process of the accused, suspected student is believed to be protected by the following.

Therefore, a student may be immediately suspended from classes and/or from the College and its grounds and premises upon the recommendation of the student's campus/center associate provost or designee upon approval of the provost or designee or the President or designee when one or more of the following circumstances exist:

a. A student is reasonably suspected of threatening and/or causing physical harm to a student, instructor and/or staff member and/or their property or property of the College.

b. A student is reasonably suspected of violating Sub Paragraphs 14, 25, 31, 32, 35 or 40 of the above Rule.

Any student alleged to have violated one or more of the foregoing shall be contacted by the associate provost or designee, if reasonably possible, and request that the student come in to share his/her side of the story in advance of their consideration of whether or not the suspension should be imposed. However, because such conduct threatens bodily harm, life and/or property, if the student cannot be reached or does not promptly respond to the request, the associate provost or designee may recommend suspension if they reasonably suspect that any of the above violations have occurred. If the student does not come in and share his/her side of the story and the associate provost or designee still reasonably suspects that any of the above violations have occurred, the associate provost or designee may recommend suspension. If the suspension is approved by the provost or designee, or the President or designee, the suspension will be imposed.

When deemed appropriate, the associate provost or designee may, as an alternative to this Rule or in conjunction with this Rule, recommend that an evaluation be done pursuant to Board of Trustees' Rule 6Hx23-4.333.

Any student suspended pursuant to the foregoing shall be notified of the suspension and shall comply with the directed suspension. Notification may be by personal delivery or by regular mail to the student's last known address. The student shall be entitled to an informal preliminary hearing within three (3) working days after the suspension at which time the provost or designee will conduct an informal preliminary hearing to determine whether or not there is trustworthy information to support the student's violation and/or continued suspension. At the hearing, the associate provost or designee shall offer evidence and/or witnesses to the threat or other proscribed conduct. The student shall be entitled to offer their side of the story including any other evidence and/or witnesses. The provost or designee shall promptly determine whether or not to continue their suspension. The suspension shall continue to be in effect during the time the matter is being considered by the provost or designee.

. If the provost or designee determines that there is no trustworthy information to support the violation, the student shall be reinstated and shall be permitted to make up any coursework or testing that was missed as a result of the suspension. If the provost or designee believes that continuing the suspension is not appropriate, but that the student should be subject to further investigation and

consideration for discipline, the suspension will be lifted and the matter referred to the associate provost or designee for further investigation and action as may be appropriate under Board of Trustees' Rule 6Hx23-4.35. If the provost or designee determines that the suspension is supported by trustworthy information and was appropriate and continues to be appropriate, the provost or designee shall direct that the suspension continue and the matter shall be promptly referred to the Disciplinary Board for a full hearing in accordance with Board of Trustees' Rule 6Hx23-4.35. The student shall be notified of the provost's or designee's determination by personal delivery or mail to the student's last known address.

On sites where there is no provost and/or associate provost, the President shall designate the person(s) to undertake the duties of the provost and/or associate provost under this Rule.

STUDENT SAFETY AND SECURITY

(College Policy 6Hx23-1.232)

Nothing is more important than the safety and security of the students and employees of the College. Threats, threatening behavior, acts of violence, stalking, and/or use or possession of explosives, destructive devices, firearms and/or weapons, etc. will not be tolerated against students, employees, visitors, guests or any other individuals on College property or any one attending a College sponsored event. The College has zero tolerance for such conduct. Violations of this policy by a student or employee will lead to disciplinary action as provided in the Board of Trustees Rules, State Board of Education Rules and law, which may include suspension or dismissal.

This policy prohibits:

a.   Any substantial threat – any threat to harm or endanger the safety of others or threat to damage or destroy property. It shall not be an excuse that the threat was false, unintentional or a joke.

b.   Any threatening behavior – behavior or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression.

c.   Acts of violence – any act(s) which a reasonable person would believe constitutes battery under Florida law and/or the intentional damaging or destruction of property.

d.   Stalking as defined in Florida law.

e.   Use and/or possession of an explosive(s), destructive device(s) and/or weapons(s), including firearms, as those terms are defined in Florida Statutes 790.001, by any person except those certain persons who may carry a weapon(s) or firearm, if authorized by the Board of Trustees' Rule 6Hx23-4.33.

f.   Leaving unattended book bags or other item(s) wherein explosives, destructive devices, firearms and/or weapons, etc. may be located.

This policy is not meant in any way to curtail an individual's right to express himself/herself as long as that expression is not disruptive, inappropriate, unprofessional and would not cause a reasonable person to be put in fear of harm.

Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, stalks, and/or uses and/or possesses explosives, destructive devices, firearms and/or weapons, etc. on College property shall be in violation of any right to be on College property or at a College sponsored event and shall be removed from the premises as quickly as safety permits. College personnel or security shall immediately notify the local law enforcement authority by calling 911 (9-911 from a College telephone) and request immediate assistance in the removal of the person. College personnel should also promptly notify College Security at 791-2560 and the site provost, associate provost or designee or the director of Human Resources.

Any book bag or other item(s), wherein explosives, destructive devices, firearms and/or weapons, etc. may be located, left unattended may be secured by College staff, security and/or law enforcement personnel for inspection for explosives, destructive devices and/or weapons and firearms.

Should the prohibited conduct be committed by a College student or employee, an investigation shall be conducted and, if appropriate, disciplinary proceedings commenced. Whether the student or employee is entitled to return to the College for continuation of his/her coursework or employment during the pending investigation and disciplinary proceedings will depend upon the nature of the conduct and the best judgment of the site provost, administrator or designee consistent with the general policy described in BOT Rule 6Hx23-1.232. The site provost, administrator or designee shall attempt to provide the student or employee with an opportunity to tell their side of the story before imposing restrictions. The site provost, administrator or designee may impose restrictions consistent with said general policy on an employee's or student's return to the College. The student or employee will have an automatic review of the provost's, administrators or designee's decision by the President or designee. The student or employee and the site provost, administrator or designee shall submit their position/evidence to the President or designee in writing within three (3) working days after the site provost's, administrator's or designee's decision. The President or designee may require more investigation or enter a decision based on the furnished information. A decision on this issue shall not necessarily affect whether or not the student or employee shall be subject to discipline.

In any disciplinary proceeding brought against the student or employee, the discipline may include limited access to College facilities and other restrictions, reassignment, training, counseling, reprimand, probation, suspension, or dismissal of the student or employee as circumstances may indicate.

No existing College Rule, policy, practice and/or procedure should be interpreted to prohibit decisions designed to stop a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

Students and employees are responsible for notifying their site provost, associate provost or designee or the senior vice president of Educational & Student Services or the director of Human Resources of any threats, threatening behavior, acts of violence or stalking in which they have been subjected to, witnessed or have been told that another person has witnessed or received, as well as any item left unattended wherein an explosive, destructive devices, firearms and/or weapons, etc. could be located. Even without an actual threat, students and employees should also report any behavior that they have witnessed which they regard as intimidating, threatening or violent in nature when that behavior is related to or might be carried out on College property or at a College sponsored activity.

Any individual who applies for or obtains a protective or restraining order that lists any College site as being a protected area must provide the provost, associate provost or designee or director of Human Resources at the listed site(s) a copy of the petition, the affidavit, if any, used to seek the order, a copy of any temporary or protective restraining order granted and a copy of any protective and restraining order that is made permanent. The provost, associate provost, site administrator or their designee or the director of Human Resources or security shall report any violation of any protective or restraining order to the law enforcement agency charged with the enforcement of said orders. (Board of Trustees' Rule 6Hx23.123)

STUDENT GRIEVANCES AND ACADEMIC APPEALS

(College Policy 6Hx23-4.36)

I. Students have the right to appeal any of the following:
    a. a violation of Rules and/or Procedures of the College;
    b. arbitrary or capricious action by a College employee;
    c. improper removal from the College or a program of the College for academic reasons;
    d. improper denial of admission or readmission to the College or a program of the College;
    e. information contained in the student's record (BOT Rule 6Hx23-4.37).
    f. arbitrary and/or capricious action in the award of a final grade.
    g. an academic matter which may be grieved as an appeal. A petition may be filed for an individual determination concerning matters relating to any of the following:
        (1) belated withdrawals;
        (2) deviations from graduation requirements;
        (3) changes to permanent records;
        (4) academic probation, suspension and dismissal under BOT rule 6Hx23-4.46;
        (5) changes from audit to credit;
        (6) inappropriate action by the student based on misleading advice by a College employee;
        (7) exclusion of course work from grade point average calculations and cumulative credit hours attempted;
        (8) extension of time to complete work when an "I" (incomplete) grade has been assigned;
        (9) all other academic rules and procedures except those referred to in Paragraph I.a.-f. above.
        Such appeals are normally directed to the next level of authority above which the decision was made. If the student wishes to pursue the grievance, the matter would go to the associate provost or designee. The associate provost shall provide the student with a copy of BOT Rule 6Hx23-4.36. If the matter is not resolved to the satisfaction of the student at the informal level, the student shall timely file with the provost or designee of the campus or center where the alleged matter took place, the appeal in writing, stating the reasons and grounds for the appeal to the Campus/Center Appeals Committee with a copy to the associate provost or designee, on the appropriate campus/center.
II. Appeals to Exclude Coursework from Grade Point Average Calculations
    A. Coursework attempted within the last 10 years shall be included in grade point average calculations and may not be excluded by the Committee except as provided herein.
    B. Coursework attempted more than 10 years ago may be excluded from grade point average calculations if there was a break in the student's continuous enrollment for a period of 5 or more years.
        1. Decisions to exclude coursework attempted must include the exclusion of all coursework attempted prior to the date specified in the appeal, but not before the 10-year limit specified in Paragraph II.a.
        2. Evidence of material change of circumstances (i.e., change of career direction) must be presented in an appeal.
    C. Exceptions to the above provision may be considered in cases where the student is without opportunity to repeat a course(s) at St. Petersburg College in accordance with Board of Trustees Rule 6Hx23-4.15, Academic Average and Repeated Courses.

STUDENT AFFAIRS: ACADEMIC HONESTY GUIDELINES

(College Policy 6Hx23-4.461)

All students are required to abide by the following Academic Honesty Guidelines:
I. Each student is required to subscribe to the Guidelines upon registration each semester by signing the following pledge which is contained on the Registration and Drop/Add Form:
    I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from College.

STUDENT OMBUDSMAN OFFICE RULE

(College Policy 6Hx23-4.362)

This Rule creates a Student Ombudsman's Office which is accountable to the President. The purpose of the Student Ombudsman's Office is to provide assistance and an appeal process for a student desiring to appeal a decision relating to the student's access to courses and credit granted toward his/her degree. The President shall establish a procedure by which a student may appeal to the Office of the Student Ombudsman an adverse decision related to the student's access to courses and credit granted toward their degree. The procedure shall establish minimum standards for the role of the Student Ombudsman and shall address the issue of notification of students of opportunities for assistance or appeal.

STUDENT OMBUDSMAN OFFICE PROCEDURE

(College Procedure P6Hx23-4.362)

I. **Student's access to courses and credit granted toward the degree.** A student who believes that his/her rights to access a course or to credit granted toward their degree has been wrongfully abridged may appeal to the Office of the Student Ombudsman provided:
    A. The student has met with the appropriate program director or other appropriate administrator seeking resolution. The program director has denied the request. (The program director shall send the student a copy of this Procedure and a written denial of the student's request setting forth the reasons for the denial.)
    B. That upon the denial by the program director of the student's request, the student seeks review of the program director's denial. The student must present in writing within 10 working days of after the denial his/her request and the reasons supporting the request to the associate provost or designee. The associate provost or designee shall, within 5 working days after the receipt of the written request, affirm or overrule the program director's decision. The associate provost or designee shall send the student and the program director a copy of the written determination by delivery, College mail or U. S. Mail. In the event the associate provost or designee affirms the decision of the program director and denies the student's request, the student may within 10 working days after the date of the associate provost's or designee's written determination, file a written appeal to the Office of the Student Ombudsman stating the reasons supporting the appeal and send copies of the written appeal to the program director and associate provost or designee by delivery or U. S. Mail.

C. If the student appeals to the Student Ombudsman, the program director and/or the associate provost or designee may file a written response to the student's written appeal with the Student Ombudsman within 5 working days after receipt of the student's written appeal. Any written response should be sent to the student, the program director or associate provost or designee by delivery, College mail and/or U. S. Mail. (The student, program director and the associate provost or designee shall be collectively described hereinafter as the "interested parties.")

II. **The authority of the Student Ombudsman:**

A. <u>Assistance.</u> The Office of the Student Ombudsman may assist a student any time in matters related to the student's access to courses and credit granted toward their degree.

B. <u>Authority on Appeal.</u> The Student Ombudsman shall have the authority to review the denial of the student's request for access to courses or for credit granted toward the student's degree as set forth in subparagraph D.1. or 2. below and may grant the students request provided:

1. That the student has complied with Paragraph I. above; and

2. The Student Ombudsman determines that one or more of the following reviewable grounds exist:

   a. that there has been inappropriate disparate treatment of this student as compared to other students in the program;

   b. that there is unlawful discrimination;

   c. that the student previously received and had reasonably relied upon inappropriate or misleading information given by a College official who the student reasonably should have believed was qualified to give the information; and/or

   d. that the student has presented substantial evidence of undue hardship and the action taken by the Student Ombudsman would not substantially alter the program, its requirements and/or adversely affect the rights of other students.

C. <u>Alternative Procedure/Election.</u> The student in lieu of appealing to the Student Ombudsman may in the alternative use the appeal procedure for matters, which are grievable under BOT Rule 6Hx23-4.36 - Student Grievances and Appeals, Appeals to Waive Requirements of CLAST, Appeals to Exclude Coursework from Grade Point Average Calculations, Student Body Governance and Recommendations or P6Hx23-1.34 - Procedure Discrimination Grievance. Once a student has filed an appeal with the Office of the Student Ombudsman pursuant to this Procedure or in the alternative has filed an appeal grievable pursuant to BOT Rule 6Hx23-4.36 and P6Hx23-1.34 with the chairperson of the respective Grievance Committee pursuant to the formal resolution process, the student shall be deemed to have made an election of which procedure is to be used and the decision of the student is final and the student shall not be permitted to thereafter pursue the other alternatives.

D. <u>Procedure Before the Student Ombudsman.</u> The student appeals to the Student Ombudsman, when:

1. The student has complied with Paragraph I. above; and

2. The Student Ombudsman determines that one or more of the foregoing (II. B. 2. a-d) reviewable grounds exist; the student may:

   a. request a hearing with the Student Ombudsman serving as the hearing officer and decision maker. The student and other interested parties may present evidence, cross-examine witnesses and provide written or oral arguments of their position. The Student Ombudsman shall send all interested parties a copy of said Guidelines with the Notice of Hearing. The Student Ombudsman shall send all interested parties a copy of the written decision stating the reasons therefore by delivery, College mail or U. S. Mail within 10 working days after the conclusion of the hearing.

   b. Or in the alternative, request the Student Ombudsman to investigate and review the matter and based upon the investigation and review, the Student Ombudsman shall have the right without holding a hearing to enter a decision. When the student chooses this alternate procedure before the Student Ombudsman, the Student Ombudsman shall investigate and review the matter and grant or deny the student's request in writing stating the reasons for the decision within 20 working days after the receipt of a timely request. The Student Ombudsman shall send the interested parties a copy of the decision by delivery, College mail and/or by U. S. Mail. The student waives any right to a hearing when choosing this alternate method of review and appeal to the Student Ombudsman.

   c. The student must elect between the procedures set forth in Subparagraph 1. or 2. above at the time of filing the appeal to the Student Ombudsman, provided the student may withdraw the request for a hearing and request the Student Ombudsman proceed under Subparagraph 2. at any time before the date of the scheduled hearing.

III. **Appeal to the President**

The student, the program director and/or the associate provost or designee may appeal the decision of the Student Ombudsman to the President, provided, however, the President shall not reverse the decision of the Student Ombudsman unless the Student Ombudsman's action is not supported by competent substantial information recorded in his/her file, is beyond the authority of the Student Ombudsman, is not based on one or more of the grounds set forth in Paragraph II. B.2 a.-d. above and/or the Student Ombudsman's determination is arbitrary and capricious and without rational basis.

A. Any party appealing to the President must file their appeal in writing stating the reasons the decision of the Student Ombudsman should be reversed or modified. The appeal must be filed with the President within 10 working days after the date of the Student Ombudsman's decision with a copy of the appeal request being sent to other interested parties (which shall include the student, program director, associate provost or designee and the Student Ombudsman) by delivery, College mail and/or U. S. Mail. Other interested parties may respond to the appeal request in writing to the President within 10 working days after the date the appeal is filed with the President and shall send copies of their response to other interested parties by delivery, College mail and/or U. S. Mail.

B. The record on appeal to the President shall consist of the student's request and reasons at each level of review and/or appeal, the program director's denial, the

associate provost's or designee's denial, the Student Ombudsman's complete file, and any request for appeal or response.

C. The President's decision shall constitute final action. The President shall send a copy of the decision to the student, program director, associate provost or designee and Student Ombudsman by delivery, College mail and/or U. S. Mail.

IV. **Time Limitations**

A. <u>For Review Or Appeal.</u> The failure of the student, program director or the associate provost or designee to seek timely review or appeal as provided herein shall constitute a waiver of any rights of further review or appeal.

B. <u>For Decisions.</u> The person whose duty it is to make a decision shall do so within the time limitations set forth herein above, provided, however, the time may be extended at any level when reasonably necessary upon the approval of the President.

V. **Appointment of the Student Ombudsman**

The President shall appoint the Student Ombudsman, who shall be accountable to the President.

VI. **Notification to Students**

The College catalog and student handbook shall outline availability of the Office of the Student Ombudsman to assist students with access to courses and credit granted toward their degree and of student's right of appeal to the Student Ombudsman of an adverse decision related to the student's access to courses or credit granted toward their degree.

STUDENT HANDBOOK

The College publishes a Student Handbook, which should be consulted by each student. The Student Handbook has further information regarding student rights and responsibilities, the College's policies on substance abuse, sexual assault, sexual misconduct and sexual harassment, as well as other important information that the student should review carefully. A copy of the Student Handbook may be obtained from the Counseling Center at each site.

In the fall of each year the College publishes information in compliance with the Student Right-to-Know Act which includes graduation and placement rates and information regarding campus security and crime. Should you not receive the Supplement to the Faculty, Staff and Student Handbooks, please obtain a copy from the Counseling Center at your campus or center.

FINANCES —
SCHOLARSHIPS AND STUDENT
FINANCIAL ASSISTANCE —
VETERANS INFORMATION

FINANCES

(College Policy 6Hx23-5.17;5.171)

The State Department of Education makes changes to course numbers and titles on a regular basis. Such changes to any courses will be effective when approved by the State and the fees below will continue to be assessed despite any delays in correcting the course numbers and titles.

STUDENT FEES (Subject to Change)

The following fee schedule applies to all St. Petersburg College credit or audit students except high school students enrolled in the dual credit program or early admission students. **Fees and tuition are subject to change upon approval of the Board of Trustees. Prepayment will not relieve students of additional charges approved prior to the start of classes.**

A. Initial application fee (original application only) $25.00
B. Special admission and processing fee for entering International students (applies only to students who plan to attend the college on F-1 visa status) 100.00
C. Application fee for each Health, Veterinary Technology or Funeral Services application 10.00
D. Application/Service Fee for each short-term loan 20.00
E. Registration Fees (per credit hour)
   1. Florida residents 52.70
   2. Non-Florida residents 194.12
F. Late Registration/Reinstatement Fee 25.00
   1. A fee will be assessed when:
      a. a student registers after the drop/add period, OR
      b. a student's schedule is canceled and later reinstated after the drop/add period.
   2. Exceptions to this fee may be granted for students receiving scholarships or reinstatement of a schedule canceled due to college error.
G. College Preparatory Course Fees:

ENC 0001	Sentence Structure	$10.00
ENC 0040	Study Skills for College	10.00
ENC 0050	Spelling Improvement	10.00
ENC 0060	Vocabulary Development	10.00
ENC 0080	Grammar	10.00
ENC 0081	Punctuation	10.00

H. College level and College Preparatory Class Repeats: Students who undertake a third attempt (and/or a fourth attempt, if approved by appeal) of a **college level** course will be assessed fees at 100% of the full cost of instruction. Students who undertake a second and/or third attempt of a **college preparatory** course will be assessed 100% of the full cost of instruction; however, students undertaking second and/or third attempts of a college preparatory course and who have a financial hardship and/or extenuating circumstances should consult with the associate provost or designee on their home campus. For additional information regarding the actual cost, students should contact the Business Office on their home campus.
I. Fees for use of lab equipment will not be assessed, as determined by the President, for courses taught off site utilizing equipment not owned by the college and for which the college is not charged.
J. Other Student Fees
   1. Art and Graphics Course Fees:

ARH 1000	Understanding Art	$10.00
ARH 2050	Art History I	10.00
ARH 2051	Art History II	10.00
ART 1110C	Ceramics I	50.00
ART 1751C	Ceramics II	60.00
ART 1201C	Design I	50.00
ART 1203C	Design II	60.00
ART 1300C	Drawing I	40.00
ART 1301C	Drawing II	50.00
ART 2253C	Illustration	35.00
ART 2400C	Printmaking I	25.00
ART 2500C	Painting I	50.00
ART 2501C	Painting II	50.00
CGS 2525	Introduction to Multimedia	20.00
CGS 2833	Desktop Audio/Video Design	40.00
GRA 1104C	Typography	45.00
GRA 1330	History of Graphic Design	10.00
GRA 2100C	Computer Graphics	30.00
GRA 2111C	Graphic Design Seminar	50.00
GRA 2130	Multimedia Design	40.00
GRA 2121	Digital Interface Design	30.00
GRA 2733	Planning and Management: Digital Media Authoring	40.00
GRA 2151C	Computer Illustration	50.00
GRA 2152	Electronic Illustration	30.00
GRA 2156	Digital Illustration	40.00
GRA 2160	Basic Animation	25.00
GRA 2165	Advanced Animation 2-D	40.00
GRA 2201C	Digital Publishing	50.00
GRA 2202	Digital Typography	25.00
GRA 2203C	Pre-Press Production	45.00
GRA 2333C	Graphic Techniques & Applications	45.00
GRA 2732	Media Planning	30.00
GRA 2132	Adv Multimedia Design w/Director	50.00
GRA 2731	Multimedia In Education	50.00
GRA 2711	Basic Shooting	60.00
GRA 2710	Survey of Digital Video	30.00
GRA 2834	Multimedia Interface & Screen Design	25.00
GRA 2951C	Professional Practices/Internship	30.00
GRA 2952C	Graphic Design Portfolio	40.00
GRA 2998	Design Seminar – Multimedia Authoring	40.00
PGY 2110C	Color Photography	55.00
PGY 2201C	Studio Lighting	60.00
PGY 2401C	Photography I	55.00
PGY 2410C	Intermediate Photography	55.00
PGY 2470C	Themes for Photographers	40.00
PGY 2801	Digital Photography	50.00
PGY 2801C	Digital Imaging	50.00

   2. A liability and clinical accident coverage insurance fee will be charged to students enrolled in the following courses:

   DENTAL HYGIENE

DEH 1003L	Dental Hygiene I Clinic	$23.00
DEH 2804L	Dental Hygiene IV Clinic	23.00

   EMERGENCY MEDICAL SERVICES (EMS)

EMS 1411	Fundamentals of Emergency Care Clinical Experience	$28.00
EMS 1421	EMT Field Internship	28.00
EMS 2331	Emergency Care in-flight	28.00
EMS 2659	Paramedic Field Internship	28.00
EMS 2664	Paramedic Clinical I	28.00
EMS 2665	Paramedic Clinical II	28.00

   HUMAN SERVICES TECHNOLOGY

HUS 2949	Co-Op Work Experience	$11.50

   MEDICAL LABORATORY TECHNOLOGY

MLT 2526L	Immunohematology Clinical Experience	$23.00
MLT 2949	Phlebotomy Co-op	23.00

   HEALTH INFORMATION MANAGEMENT

HIM 1000	Introduction to Health Information Management	$23.00
HIM 2200	Organization and Supervision	23.00
HIM 2470	Cancer Registry Internship	23.00

   NURSING (R.N.)

NUR 1001C	Orientation to Technical Nursing Therapy Clinical Experience	$23.00
NUR 1021L	Nursing I Clinical Experience	23.00
NUR 1210L	Nursing II Clinical Experience	23.00
NUR 2061C	Health Assessment/Nursing Process	23.00
NUR 2293C	Perioperative Nursing	23.00
NUR 2462L	Nursing III Clinical Experience	23.00
NUR 2732L	Nursing IV Clinical Experience	23.00

   PHYSICAL THERAPIST ASSISTANT

PHT 1217L	Physical Therapy Principles and Procedures Laboratory	$23.00

PHT 2810L   Physical Therapy Clinical Practice II 23.00

RADIOGRAPHY
RTE 1000	Orientation to Radiography	$23.00
RTE 2571	Computed Tomography	23.00
RTE 2571L	Computed Tomography .... Clinical Education	23.00
RTE 2575	Basic Magnetic Resonance Imaging I	23.00
RTE 2576	Basic Magnetic Resonance Imaging II	23.00
RTE 2576L	Magnetic Resonance Clinical Education	23.00
RTE 2582	Cardiovascular-Interventional .... Procedures	23.00
RTE 2582L	Cardiovascular-Interventional .... Clinical Education	23.00
RTE 2584	Basic Mammography I	23.00
RTE 2584L	Mammographic Clinical Education	23.00
RTE 2762	Cross Sectional Anatomy/Pathology	23.00
RTE 2824	Radiologic Clinical Practicum III	23.00

RESPIRATORY CARE
RET 1874L	Clinical Practice I	$23.00
RET 2877L	Clinical Practice IV	23.00

VETERINARY TECHNOLOGY
ATE 1943	Veterinary Work Experience I	$23.00
ATE 2945	Veterinary Work Experience III	23.00

FUNERAL SERVICES
FSE 2101L	Embalming Clinical I	$23.00

3. Wellness and Human Performance Fees:
HLP 1081	Personal Wellness	$10.00
HSC 2400	First Aid	5.00
PEL 2341	Tennis I	5.00
PEL 2342	Tennis II	5.00
PEM 1361	Horseback Riding	80.00
PEN 2136	Skin and Scuba Diving - per course	55.00
PEN 2137	Advanced Scuba Diving - per course	55.00
PET 2622	Sports Medicine/Athletic Training	10.00

4. Class Music Fees (payable at regular registration):
MUS 1550	Music and Computers	$25.00
MVB 1110	Brass Techniques	17.00
MVK 1111	Class Piano	25.00
MVK 2121	Class Piano	25.00
MVP 1110	Percussion Techniques	17.00
MVS 1110	String Techniques	17.00
MVV 1111	Class Voice	17.00
MVV 2121	Class Voice	17.00
MVW 1110	Woodwind Techniques	17.00

5. Applied Music Fees (payable at a special registration after arrangements have been made with the department of Humanities/Fine Arts on the St. Petersburg/Gibbs campus):

	Music Majors	Non-Majors
One-half hour length classes per course	$45.00	$90.00
One hour length classes per course	$90.00	$180.00

NOTE: Class and applied music fees include the use of a practice room one hour daily. Instrument class fee also includes the use of method books on a loan basis.
Private Instruction Fees (payable at a special registration after arrangements have been made with the department of Humanities/Fine Arts on the St. Petersburg/Gibbs campus):

MUC 1101	Applied Music Composition	$180.00
MUC 1311	MIDI Applications	180.00

6. Laboratory fees for the following courses:
ARC 1115C	Basic Drawing in Architecture	$20.00
ARC 1126C	Architectural Drawing I	20.00
ARC 1301	Architectural Design I	20.00
ARC 2461	Materials & Methods of Construction I	20.00
AST 1022L	Observational Astronomy	35.00
BCN 1251C	Construction Drawing	20.00
BCN 2055	Concrete Construction Methods	10.00
BOT 1000C	Botany with Lab	35.00
BSC 1005L	Biological Science Lab	35.00
BSC 1010L	Biology I Lab - Cellular Processes	35.00
BSC 1011L	Biology II Lab - Organisms & Ecology	35.00
BSC 1040C	Honors Introduction to Biology with Lab	35.00

BSC 1083L	Human Anatomy Lab	35.00
BSC 1085L	Human Anatomy and Physiology Lab I	35.00
BSC 1086L	Human Anatomy and Physiology Lab II	35.00
BSC 2250C	Field Biology of Florida Plants and .... Animals with Lab	35.00
CHM 1025L	Introductory Chemistry Lab	35.00
CHM 1045L	General Chemistry and Qualitative .... Analysis Lab I	35.00
CHM 1046L	General Chemistry and Qualitative .... Analysis Lab II	35.00
CHM 1205L	Basic Biological Chemistry Lab	35.00
CHM 2210L	Organic Chemistry Lab I	35.00
CHM 2211L	Organic Chemistry Lab II	35.00
GLY 2010L	Physical Geology Lab	35.00
GLY 2100C	Historical Geology with Lab	35.00
ISC 1001L	Methods of Science Lab	35.00
ISC 1141L	Earth Science Lab	35.00
MCB 2010L	Microbiology Lab	35.00
NUR 1001C	Orientation to Technical .... Nursing Clinical Experience	262.00
NUR 1022C	Nursing Skills	262.00
NUR 1210L	Nursing II Clinical Experience	262.00
NUR 2061C	Health Assessment/Nursing Process	61.00
NUR 2293C	Perioperative Nursing	56.00
NUR 2462L	Nursing III Clinical Experience	262.00
NUR 2732L	Nursing IV Clinical Experience	262.00
OCB 1000C	Biology of Marine Life	35.00
OCE 2001L	Oceanography Laboratory	35.00
PHY 1048L	Physics Laboratory I	35.00
PHY 1049L	Physics Laboratory II	35.00
PSC 1001C	Physical Science with Lab	35.00

Veterinary Technology courses:
ATE 1110L	Animal Anatomy Lab	$87.00
ATE 1311L	Veterinary Office Procedures	87.00
ATE 1650L	Veterinary Clinical Practice I	87.00
ATE 1654L	Veterinary Clinical Practices II	87.00
ATE 1671L	Laboratory Animal Medicine	87.00
ATE 2638L	Animal Laboratory Procedure Lab	87.00
ATE 2639L	Animal Laboratory Procedures Lab II	87.00
ATE 2651L	Animal Nursing and Medicine Lab I	87.00
ATE 2653L	Animal Nursing and Medicine Lab II	87.00
ATE 2656L	Large Animal Clinical and Nursing .... Skills Lab	87.00

Health Information Management courses:
HIM 1000	Intro to Health Information Mgmt	$30.00
HIM 1031	Medical Transcription I	30.00
HIM 1110	Classification Systems, Indexes & .... Registries	24.00
HIM 1211	Health Information Technologies	27.00
HIM 1282	Medical Billing	24.00
HIM 1800	Professional Practice Experience I	27.00
HIM 2032	Medical Transcription II	24.00
HIM 2033	Medical Transcription III	24.00
HIM 2200	Organization & Supervision	24.00
HIM 2222	Basic ICD Coding	16.00
HIM 2234	Advanced Coding & Reimbursement	41.00
HIM 2253	CPT Coding	41.00
HIM 2461L	Cancer Registry Lab I	24.00
HIM 2510	Quality & Performance Management	24.00

Engineering Technology courses:
CET 1114L	Digital Laboratory	$30.00
CET 1486	Introduction to LANS	75.00
CET 1600	Network Fundamentals	200.00
CET 1610	Router Technology	500.00
CET 2489	Basics of Integrated Networks	75.00
CET 2615	Advanced Router Technology	500.00
CET 2620	Project Based Learning	300.00
CET 2625	Advanced Router Configuration	999.00
CET 2630	Adv Topics in Information Routing .... Protocols (CCIE)	500.00
CET 2631	Secure Virtual Private Networks	500.00
CET 2755	Bridges, Routers and Gateways	75.00
CGS 2423C	"C" Programming I (Engineering)	40.00
CGS 2424C	"C" Programming II (Engineering)	40.00
COP 2202C	FORTRAN with Numerical Analysis	40.00
EET 1015L	DC Circuit Laboratory	30.00
EET 1025L	AC Circuit Laboratory	30.00
EET 1035L	Network Analysis Laboratory	30.00
EET 1205C	Electronic Instrumentation	30.00
EET 1216	Advanced Electronic Instrumentation	30.00

EET 2140L   Solid State Lab 30.00
EET 2155L   Linear Circuits Laboratory 30.00
EET 2735   Automatic Controls Systems 20.00
EET 2915L   Research Projects Lab 30.00
EGS 1141C   Engineering Graphics/CAD 50.00
EGS 2122C   Geometric Dimensioning & Tolerancing 75.00
EST 2502C   Process Metrology 75.00
ETD 1320   AutoCAD I 75.00
ETD 1325   AutoCAD Applications I 30.00
ETD 1326   AutoCAD Applications II 30.00
ETD 1350   AutoCAD II 75.00
ETD 1355C   AutoCAD III 75.00
ETD 1360C   Advanced Solid Modeling 75.00
ETI 1150C   Methods of Inspection & Measurements 75.00
ETI 2121C   Non-Destructive and Destructive Testing 75.00
ETI 2718C   Introduction to Cleanroom Technology 75.00

On-Line Courses:
Lab fee per course $20.00

Telecourses:
Lab fee per course $20.00

7. Radiography Fees:
RTE 1000   Orientation to Radiography $22.00
RTE 1418L   Principles of Imaging Lab 65.00
RTE 1473L   Radiographic Quality Assurance Lab 65.00
RTE 1804   Radiography Clinical Education I 20.00
RTE 1814   Radiography Clinical Education II 30.00
RTE 2824   Radiography Clinical Education III 22.00
RTE 2834   Radiography Clinical Education IV 20.00
RTE 2844   Radiography Clinical Education V 30.00

8. Dental Hygiene Fees:
DEH 1003L   Dental Hygiene I Clinic $54.00
DEH 1800L   Dental Hygiene II Clinic 81.00
DEH 2802L   Dental Hygiene III Clinic 68.00
DEH 2804L   Dental Hygiene IV Clinic 81.00
DEH 2806L   Dental Hygiene V Clinic 105.00
DES 1200L   Dental Radiography Laboratory 33.00
DES 2100L   Dental Materials Lab 33.00

9. Emergency Medical Services Program Fees:
EMS1119L   Fundamentals of Emergency Medical $81.00
             Care Laboratory
EMS1421   EMT Field Internship 103.00
EMS 2601L   Paramedic Lab I 103.00
EMS 2602L   Paramedic Lab II 103.00
EMS 2659   Paramedic Field Internship 154.00

10. Respiratory Care Lab Fees:
RET 1874L   Clinical Practice I $25.00
RET 1875L   Clinical Practice II 25.00
RET 2876L   Clinical Practice III 25.00
RET 2877L   Clinical Practice IV 25.00
RET 2878L   Clinical Practice V 50.00

11. Computer Lab Fees:
CEN 1300   Implementing & Supporting 695.00
             MS Windows XP Professional
CEN 1301   Supporting MS Windows 695.00
             2000 Professional and Server
CEN 1302   Internetworking with Microsoft TCP/IP 695.00
             in Windows NT 4.0
CEN 1303   System Administration for 695.00
             MS SQL Server
CEN 1305   Supporting a MS Windows 2000 .... 695.00
             Network Infrastructure
CEN 1306   Microsoft Exchange Server 695.00
             Concepts and Administration
CEN 1307   Creating and Configuring a Web Server 695.00
             Using Microsoft Tools
CEN 1308   Implementing Microsoft Internet 230.00
             Explorer
CEN 1309   Supporting MS Systems Management 695.00
             Server
CEN 1310   Fundamentals of Developing a 695.00
             Business To Consumer Solution
             With MS Commerce Server 2000
CEN 1316   Designing & Deploying a MS 695.00
             Exchange Server Organization
CEN 1319   Updating Support Skills from MS 695.00
             Windows NT4 to MS Windows 2000

CEN 1320   Implementing & Administering MS 695.00
             Windows 2000 Directory Services
CEN 1321   Designing a Microsoft Windows 2000 .... 695.00
             Directory Services Infrastructure
CEN 1323   Designing a Secure MS Windows 2000 .... 695.00
             Network
             Directory Services Infrastructure
CEN 1511   Introduction to Server Administrator 225.00
CEN 1514   Introduction to TCP/IP Concepts and 225.00
             Practices
CEN 1543   Intro to Internetworking Security 225.00
CEN 2330   Microsoft Solutions Development 460.00
             Discipline
CEN 2331   Distributed Application & Database 695.00
             Design Using Microsoft Tools
CEN 2332   Microsoft Designing Component 460.00
             Solutions
CEN 2513   Advanced Server Administrator 225.00
CEN 2520   Advanced TCP/IP Concepts & Practices 225.00
CEN 2523   Local Area Network Administration 40.00
CEN 2524   Local Area Network Troubleshooting 40.00
CEN 2525   Advanced Internetworking Security 225.00
CEN 2880   Linux System Administration I 600.00
CEN 2881   Linux System Administration II 600.00
CEN 2882   Linux System Security 600.00
CEN 2883   Linux Domain Name Service (DNS) 600.00
             Administration
CEN 2884   Linux Apache Web Server 600.00
             Administration
CEN 2885   Linux Bourne Again Shell (Bash) 600.00
             Programming
CEN 2886   Linux Network File System (NCS) and 600.00
             Automounter
CEN 2887   Oracle 8i for Linux 600.00
CET 1171C   Personal Computer Systems Repair I 60.00
CET 1172C   Personal Computer Systems Repair II 60.00
CET 2625   Building Scalable CISCO Networks 999.00
CET 2626   Building CISCO Remote Access 999.00
             Network
CET 2627   Building CISCO Multilayer Switched 999.00
             Network
CET 2628   CISCO Internetworking Troubleshooting 999.00
             Support
CGS 1000   Introduction to Computers 40.00
CGS 1060   Computer Literacy-WIN/NT 23.20
CGS 1100   Microcomputer Applications 40.00
CGS 1172   E-Commerce Designer I 225.00
CGS 1174   Fundamentals of CGI Using PERL 225.00
CGS 1490   User Centered Design and Testing 595.00
CGS 1491   Data Structures and Algorithms 595.00
CGS 1492   Object Oriented Programming & Dsgn 595.00
CGS 1493   Introduction to Computer System 495.00
CGS 1510   Electronic Spreadsheet I 23.20
CGS 1515   Spreadsheet Tech. & Programming 40.00
CGS 1520   Microcomputer Business Graphics 23.20
CGS 1540   Microcomputer Database Mgmt. I 23.20
CGS 1545   Database Techniques & Programming 40.00
CGS 1560   Microcomputer Operating Systems 40.00
CGS 1570   Microcomputer Integrated Software 30.00
CGS 1824   Web Foundations 225.00
CGS 1930   Micro Systems Software 23.20
CGS 1931   Advanced Micro Systems Software 23.20
CGS 1932   Introduction to Design Software 23.20
CGS 1935   Visual Design for the Internet 40.00
CGS 1936   CGI Scripts Using PERL 60.00
CGS 1937   CGI Scripts Using PERL II 60.00
CGS 2103   Advanced Microcomputer Applications 60.00
CGS 2173   E-Commerce Designer II 225.00
CGS 2402   Programming in C++ for Business 40.00
CGS 2508   Advanced Word (Microsoft Specialist) 60.00
CGS 2518   Advanced Excel (Microsoft Specialist) 60.00
CGS 2525   Introduction to Multimedia 30.00
CGS 2526   Advanced PowerPoint 60.00
             (Microsoft Specialist)
CGS 2535   Outlook (Microsoft Specialist) 23.20
CGS 2542   Advanced Access (Microsoft Specialist) 60.00
CGS 2820   Site Designer I 225.00
CGS 2821   Site Designer II 225.00
CGS 2871   Desktop Audio/Video 40.00
CIS 1341   Unix/Introduction 23.20
COP 1001   Perl Fundamentals 225.00
COP 1006   Introduction to Information System 495.00

COP 1120   COBOL Programming I 40.00
COP 1344   Unix/Shell Programming 23.20
COP 1606   QA Software Testing Concepts 275.00
COP 1607   Software Specification, Test & Mntnce 695.00
COP 1608   Methods of Software System Testing 275.00
COP 1610   System Level Programming 695.00
COP 1631   Networks and Distributed Computing 695.00
COP 1700   Database Systems 695.00
COP 1803   JavaScript Fundamentals 225.00
COP 1822   Intro to Web Page Creation 23.20
COP 1826   Web Graphics Design I 40.00
COP 1827   Web Graphics Design II 40.00
COP 1829   Web Graphics I 23.20
COP 1830   Dynamic Server Pages 225.00
COP 1941   Website Creation Practicum 23.20
COP 2010   Visual Basic for Windows I 40.00
COP 2011   Visual Basic for Windows II 40.00
COP 2121   COBOL Programming II 40.00
COP 2222   Advanced C ++ Programming 40.00
                for Business
COP 2224   C++Windows Programming 40.00
                for Business
COP 2250   Java Programming I 60.00
COP 2403   P/C Assembler 40.00
COP 2600   Object Oriented Web Programming 40.00
COP 2701   Access Database Programming 40.00
COP 2705   Programming a Database 695.00
                on Microsoft SQL Server
COP 2706   Mastering Enterprise Development 695.00
                Using Microsoft Visual Basic 6
COP 2740   Introduction to Oracle:SQL-PL/SQL 695.00
COP 2741   Oracle Enterprise DBA: 695.00
                Architecture & Administration
COP 2742   Oracle Enterprise DBA: 695.00
                Backup and Recovery
COP 2743   Oracle Enterprise DBA: 695.00
                Network Administration
COP 2744   Oracle Enterprise DBA: 695.00
                Performance Tuning
COP 2745   Develop Oracle PL/SQL Program Units 695.00
COP 2746   Oracle Developer 2000 Forms I 695.00
COP 2747   Oracle Developer 2000 Forms II 695.00
COP 2748   Oracle Developer 2000 Reports 695.00
COP 2800   JAVA Programming II 60.00
COP 2801   JavaScript 60.00
COP 2823   Advanced Web Page Creation 40.00
COP 2824   Web Site Development Using Microsoft 695.00
                Visual Interdevelopment
COP 2837   Visual Basic.Net Programming I 40.00
COP 2838   Visual Basic.Net Programming II 40.00
COP 2839   ASP.NET Programming with VB.NET 40.00
EME 2040   Introduction to Educational Technology 40.00
ISM 1322   Software Development Risk 275.00
                Assessment & Management
MAN 1551   Introduction to Quality Assurance 275.00
MAN 1552   QA Work Processes and Standards 275.00
MAN 1553   Improving Quality and Productivity 275.00
                Using Measurement
MAN 1582   Software Project Org & Management 695.00
OST 1100   Keyboarding I 40.00
OST 1110   Keyboarding II 40.00
OST 1714   Information Processing Applications I 40.00
OST 1718   Information Processing Applications II 40.00
OST 1741   Microcomputer Word Processing I 23.20
OST 1742   Microcomputer Word Processing II 23.20
OST 1793   Internet Orientation 23.20
OST 1810   Desktop Publishing I 23.20
OST 1812   Desktop Publishing II 23.20

12. Criminal Justice Technology Fees:
CJD 2704   Criminal Justice Defensive Tactics .... $ 25.00
CJD 2705   Criminal Justice Weapons 175.00
CJD 2723C   Vehicle Operations 30.00
CJD 2741   Correctional Emergency Preparedness 10.00
CJD 2795   Correctional Probation Weapons 15.00
CJT 1110   Introduction to Crime Scene Technology 15.00
CJT 1111   Advanced Crime Scene Technology 15.00
CJT 1220   Crime Scene Photo I 70.00
CJT 1221   Crime Scene Photo II 33.00
CJT 2113   Courtroom Presentation of Scientific 10.00
                Evidence
CJT 2141   Introduction to Forensic Science 10.00

CJT 2240   Fingerprint Classification 10.00
CJT 2241   Latent Fingerprint Development 20.00

13. Legal Assistant Fees:
PLA 1730   Computerized Legal Research $35.00

14. Medical Laboratory Technology Fees:
MLT 1022   Introduction to Clinical Lab Science $22.00
MLT 1610L   Clinical Chemistry Lab 22.00
MLT 2362L   Hematology and Body Fluid Laboratory 45.00
MLT 2400L   Clinical Microbiology Laboratory 67.00
MLT 2530L   Immunology/Immunohematology Lab 50.00

15. Physical Therapist Assistant Fees:
PHT 1121L   Functional Anatomy Lab $11.00
PHT 1200L   Basic Patient Care Laboratory 89.00
PHT 1217L   Physical Therapy Principles and 95.00
                Procedures Laboratory
PHT 1801L   PT Clinical Practice I 7.00
PHT 2220L   Therapeutic Exercise Lab 117.00
PHT 2810L   PT Clinical Practice II 7.00
PHT 2820L   PT Clinical Practice III 7.00

16. Theater Fees:
TPP 2260   Introduction to Camera Performance $20.00

17. English as a Second Language Lab Fees:
EAP 0200   Basic Listening/Speaking $20.00
EAP 0295   Basic English As A 60.00
                Second Language I
EAP 0300   Intermediate Listening/Speaking I 20.00
EAP 0395   Basic English As A 60.00
                Second Language II
EAP 0400   Intermediate Listening/Speaking II 10.00
EAP 0495   Intermediate English As A 60.00
                Second Language
EAP 1500   Advanced Listening/Speaking 10.00
EAP 1595   Advanced English As A 60.00
                Second Language I
EAP 1695   Advanced English As A 10.00
                Second Language II

18. Student Life Skills Testing Fees:
SLS 1301   Career and Life Planning $15.00

19. Funeral Services Fees:
FSE 2101L   Embalming Clinical I $85.00
FSE 2120L   Restorative Art Laboratory 60.00
FSE 2141L   Embalming Clinical II 85.00
FSE 2946   Professional Practicum 40.00

20. Sign Language Fees:
EHD 1400L   Practice Interpreting $15.00
SPA 1612L   Basic American Sign Language Lab 15.00
SPA 1613L   Intermediate American Sign Language Lab 15.00
SPA 1614L   Advanced American Sign Language Lab 15.00

21. Veterinary Technology Distance Education Fees:
ATE 1110   Animal Anatomy $26.00
ATE 1110L   Animal Anatomy Lab 26.00
ATE 1211   Animal Physiology 26.00
ATE 1311L   Veterinary Office Procedures 26.00
ATE 1636   Large Animal Clinical and Nursing Skills 26.00
ATE 1650L   Veterinary Clinical Practice I 26.00
ATE 1654L   Veterinary Clinical Practice II 26.00
ATE 1671L   Laboratory Animal Medicine 26.00
ATE 1741   Veterinary Medical Terminology 26.00
ATE 1943   Veterinary Work Experience I 26.00
ATE 1944   Veterinary Work Experience II 26.00
ATE 2501C   Professional Development Seminar 26.00
ATE 2611   Animal Medicine I 26.00
ATE 2612   Animal Medicine II 26.00
ATE 2631   Animal Nursing I 26.00
ATE 2634   Animal Nursing II 26.00
ATE 2638   Animal Laboratory Procedure I 26.00
ATE 2638L   Animal Laboratory Procedure Lab 26.00
ATE 2639   Animal Laboratory Procedures II 26.00
ATE 2639L   Animal Laboratory Procedures Lab II 26.00
ATE 2651L   Animal Nursing & Medicine Lab 26.00
ATE 2653L   Animal Nursing & Medicine Lab II 26.00
ATE 2656L   Large Animal Clinical and 26.00
                Nursing Skills Lab
ATE 2661   Large Animal Diseases 26.00

ATE 2710 Animal Emergency Medicine 26.00
ATE 2722 Avian & Exotic Pet Medicine 26.00
ATE 2945 Veterinary Work Experience III 26.00
ATE 2946 Veterinary Work Experience IV 26.00

22. Medical Laboratory Technology Distance
 Education Fees:

MLT 1022	Intro to Clinical Laboratory Science	$20.00
MLT 1022L	Intro to Clinical Lab Science Lab	20.00
MLT 1610L	Clinical Chemistry Laboratory	20.00
MLT 2150	Clinical Correlations	20.00
MLT 2362	Hematology & Body Fluid Analysis	20.00
MLT 2362L	Hematology & Body Fluid Analysis Lab	20.00
MLT 2400	Clinical Microbiology	20.00
MLT 2400L	Clinical Microbiology Lab	20.00
MLT 2530	Immunology/ImmunohematologyLab	20.00
MLT 2807L	Immunohematology Clinical Experience	20.00
MLT 2809L	Hematology Clinical Experience	20.00
MLT 2810L	Clinical Chemistry Clinical Experience	20.00
MLT 2811L	Microbiology Clinical Experience	20.00
MLT 2949	Phlebotomy Co-Op	20.00

23. Early Childhood Education Fees

EDF 1005	Introduction to Education	$10.00
EDG 2701	Teaching Diverse Populations	15.00
EEC 2002	Foundations of Child Care and Education Administration	10.00
EEC 2523	Leadership and Management of Child Care Programs	10.00

K. Other Fees
 1. Nursing achievement tests

NUR 1001C	Orientation to Technical Nursing Clinical Experience	$63.00
NUR 1021	Nursing I	63.00
NUR 1210L	Nursing II Clinical Experience	63.00
NUR 2462L	Nursing III Clinical Experience	63.00
NUR 2732L	Nursing IV Clinical Experience	636.00

 2. Credit by internal examination for examinations other than those administered in the secondary schools of Pinellas County - See Experiential Learning Program (ELP) "6.a" and "6.b" below
 3. Duplicate diploma fee $15.00
 4. Certification fees:
  EMS 1119L Fundamentals of Emergency
   Medical Care Laboratory 19.00
 5. Non-student CLAST administration fee $25.00
 6. Assessment of Prior Learning /Experiential Learning Program (ELP) fees:
  a. Processing Fee (includes materials and/or processing) $5.00
  b. Evaluation fee (per credit hour) 25.00
 7. Other special fees for food products, supplies and equipment may be authorized by the Board as a part of curriculum approval.
 8. Career Assessment Testing
  a. Students $25.00
  b. Non-students 35.00
 9. Criminal Background and Drug Testing for Allied Health, Nursing, Veterinary Technology and Funeral Services programs.
  a. Waiting List Acceptance Tests $55.00
  b. Enrollment Test 30.00

L. Miscellaneous Charges
 1. Duplication of Public and Student Records, per page with a charge of ....$ .15
  (Additional charges may be made for unusual, extensive, certified or other requests as authorized by F.S. 119.07.)
 2. Dishonored Check Charge...............................$25.00
 3. Credit Card Charge Back $25.00
 4. Library Borrower's Card for Non-students $15.00
  (BOT Rule 6HX23.3.05)

5. Dental Hygiene (Teeth Cleaning Charges, including Optional bite-wing x-rays)
 a. Adults and children $22.00
 b. Dental Hygiene – full mouth x-ray, each $10.00
6. Test of English as a Foreign Language (TOEFL) Photo File Record ....$ 7.00
7. Charge for testing non-SPC students, per test $10.00
8. Resume writing services (for student) $10.00
 For non-student..$20.00
9. Rental of eye protection equipment
 Per day ....$ 1.00
 Rental of ear protection equipment (Per day) ....$ 2.00

M. Registration Fees (per contact hours) for Non-credit Courses
 1. Florida residents ....$ 1.43
 2. Non-Florida residents 5.72

 St. Petersburg College accepts MasterCard and Visa credit cards for payment of fees and certain other financial obligations.

 Students may use personal checks to make payment for fees. Stopping payment on the check will not relieve the student of the obligation and may result in the placing of all the student's records on "hold." All drops or withdrawals must be done through the admissions/registration office by the official due date.

STUDENT FEES – TRANSFERS AND REFUNDS

(College Policy 6Hx23-5.19)

I. **Credit Courses:**
 A. Transfers will be made as follows:
  The president or designee is authorized to make a 100% nonrefundable transfer of matriculation/tuition fees to the subsequent session for documented extenuating circumstances in accordance with P6Hx23-5.19. Such transfer is permitted between the end of the drop-add period, as defined in C below and the last day to voluntarily withdraw from classes.
 B. Refunds will be made as follows:
  1. The president or designee is authorized to make a 100% refund of matriculation/tuition fees prior to the end of the drop-add period, as defined in C below.
  2. The president or designee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with P6Hx23-5.19 to students who will be unable to attend a subsequent session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.
 C. The drop-add period for credit courses shall be designated as follows:
  1. Session I, II, III and express session(s) course – the date specified in the official college calendar.
  2. Modmester course – one (1) week after the beginning date of courses scheduled to run longer than one week. Prior to the second class meeting for courses scheduled to run less than one week.
  3. Open enrollment courses – one week after the student's registration or the appropriate dates specified under (1) above, whichever is later.

II. **Non-credit courses:**
 The president or designee is authorized to make the following refunds:
 A. A 100% refund for seminars and institutes (meetings for one day or several successive days) if the request is received prior to the first class meeting.

B. A 100% refund for non-credit classes (meeting once or twice a week for several weeks) if the request is received prior to the second class meeting.

C. A 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with P6Hx23-5.19.

III. All registration fees will be refunded in full in cases of college error.

IV. Application fees will be refunded in cases:

A. of college error.

B. where the class for which the applicant registered is canceled.

C. where the class is full.

V. Deduction from authorized refunds will be made for unpaid accounts due the College.

VI. Refunds to students will be made only for fees actually paid by or on behalf of the student from a source other than financial aid.

VII. Refunds of $5.00 or less will be paid upon request only. When such refunds are not claimed within one year, the College may assess an unclaimed refund fee of $5.00 or the amount of the refund, whichever is less.

Transfers

If one of the following extenuating circumstances can be shown to exist a transfer of fees may be approved:

1. Serious illness of the student
2. Serious injury to the student
3. Death of the student
4. Incapacitation of a close family member
5. Death of a close family member
6. Orders to active military duty as a result of national, state or local emergency.

Students should see the associate provost or provost for a refund of fees or transfer following the end of the drop/add period.

SCHOLARSHIPS AND STUDENT FINANCIAL ASSISTANCE

Clearwater Campus, AD 154: (727) 791-2485
St. Petersburg/Gibbs Campus, AD 102: (727) 341-4321
Tarpon Springs Campus, AD 126: (727) 712-5709
Director, AD 153, Clearwater Campus: (727) 791-2443

Financial assistance consists of scholarships, grants, and loans or paid employment offered to help a student meet college expenses. Such assistance is usually provided by or through federal and state agencies, foundations, corporations, private donors and the college itself.

The amounts and types of financial assistance that a student receives are determined through federal, state and institutional guidelines and are offered to students in combinations or "packages" which may consist of grants, scholarships, loans and employment designed to help students meet educational expenses. Grants and scholarships are regarded as "gift" assistance and need not be repaid, although they may carry certain provisions to which one must adhere. Loans are usually offered at low interest rates and can be repaid over an extended period of time. Where assistance is offered in the form of a job, the student is paid an hourly rate for work performed.

Philosophy of Financial Assistance

The St. Petersburg College program of financial assistance exists to provide students who, for lack of funds, would be unable to attend. Financial assistance is offered based upon "financial need" as determined by the federal government's system of need analysis.

What is Financial Need?

Financial need is the difference between the cost of education and the amount the student (and parents) can be expected to contribute toward the educational costs of attending college. St. Petersburg College uses the Free Application for Federal Student Aid (FAFSA) which determines financial need based on federal regulations and information supplied by you and/or your family. The College expects that you and your family will contribute to your fullest from income and assets in meeting expenses. Also, it is your responsibility to apply for any additional assistance for which you may be eligible and to report that assistance to the Scholarships and Student Financial Assistance office.

How to Apply

In order to apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Florida Student Assistance Grant, Federal Work-Study Program, Federal Stafford Loan and some college awards, you must complete the following form:

The Free Application for Federal Student Aid (FAFSA). This application is available from your high school or college Scholarships and Student Financial Assistance Office. It is completed by you and your family and mailed to the processor. Results of the federal analysis are sent directly to you in the form of a Student Aid Report (SAR).

The FAFSA and any other requested documents should be filed according to instructions as soon as possible after January 1 for the college year beginning in August. Some programs have limited funding so it is strongly recommended that you apply early. Priority is given to students whose files are complete by April 15. However, anyone who needs assistance should apply regardless of the date when you begin college. Remember, you must apply for aid each academic year.

Who Qualifies for Financial Assistance?

Generally, to qualify for federal, state and institutional aid, you must meet the following requirements:
1. demonstrate financial need according to a financial needs analysis system;
2. be enrolled and attending classes - some institutional and state programs require full-time enrollment (12 hours per semester);
3. be a degree seeking student (either B.S., B.A.S, A.A., A.S. or A.A.S. degree);
4. maintain satisfactory academic progress in your course of study;
5. not be in default or owe a repayment on any Title IV funds received at any institution; and
6. be a United States citizen or a permanent resident of the United States or Trust Territories.

To qualify for financial assistance, students who are not high school graduates or who do not possess the GED, must demonstrate ability to benefit from college level programs at SPC by passing the College Placement Test with minimum scores as specified in College Procedures.

Standards of Progress

Federal regulations require that students demonstrate that they are moving through their academic program at a reasonable rate or are "making progress" toward their degree. Standards of Progress is applicable every term regardless of whether or not the student is receiving financial assistance. Therefore, the college has established a grade point average that a student must attain as he or she progresses. In determining required grade point average, only grades of A, B, C, D and F are considered. All other grades, i.e., W, I, S, P and X do not affect the grade point average. Further, we have established that students must complete 50 percent (1/2) of the course work that they attempt each semester to continue to qualify for assistance. In determining the 50 percent completion rate, only grades of A, B, C, D, F, N and S will be taken into consideration. All other grades, i.e., I, W, X and NG do not satisfy the completion rate requirement. Courses taken on an audit basis (grade of "X") cannot be counted in financial assistance calculations.

Students who obtain a Pell Grant, Stafford Loan and/or Federal Supplemental Educational Opportunity Grant may be required to refund to the Department of Education a portion or all of their financial aid if they withdraw completely from classes before the 60% point. A student also may be required to repay funds to the College. For students considering totally withdrawing from the College, it is important to consult the Scholarships and Student Financial Assistance office on his/her home campus to understand the options and the consequences of total withdrawal.

A student who fails to complete the Standard of Progress requirement will be placed in a warning status. During the next semester of enrollment, if the student fails to complete the Standard of Progress requirement, the student will be placed on a probationary status and will not be eligible for future financial assistance until he/she successfully completes 50% of the hours attempted in one session and has a cumulative grade point average equal to the credit hour interval indicated in the chart below. Generally, students in an AA, AS or AAS program may not receive financial assistance at SPC if they have attempted more than 90 credits and students enrolled in a BS or BAS program are limited to 180 credits.

Credit Hours Earned	Required Cumulative Grade Point Average
Up to 15	1.50
By 30	1.75
By 45	1.90
By 60	2.00

Special exceptions to the standards may be granted for extenuating circumstances provided that the student documents the facts during the session in question. All appeals must be made at the campus Scholarships and Student Financial Assistance office. A student who has become disqualified under progress standards may become eligible provided he/she successfully completes 50 percent of the hours attempted in one session and has a grade point average equal to the above chart.

How and When Assistance is Delivered to Students

1. Employment — Checks for students under Federal Work-Study and Student Assistance may be picked up bi-weekly where the student works.
2. Grants — Students receiving PELL or Supplemental Educational Opportunity grants are paid as follows:
   a. Deductions are first made for obligations such as tuition, etc.
   b. The balance will be available to students in a check before mid-session.
3. Loans — All checks are delivered to the student at the campus or center business office.

TYPES OF FINANCIAL ASSISTANCE

GRANTS

1. **FEDERAL PELL GRANT**—This is a federal program of gift assistance based upon financial need. Awards range from $400 to approximately $3,125 per year. Once a student completes the FAFSA, a standardized formula is used to determine eligibility for the Pell Grant. Results of the federal analysis (SAR) are mailed to the student.
2. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**—This federal gift assistance program is awarded to students based on extreme financial need who are Pell eligible. Students are automatically considered for this grant based on their Student Aid Reports. Students with the greatest need are awarded these limited funds.
3. **FLORIDA STUDENT ASSISTANCE GRANT PROGRAM**—This grant based on financial need is awarded by the Florida Department of Education. FAFSA must be processed by May 15. To be considered for this grant a student must be a one-year Florida resident, a full-time student (12 credit hours), have and maintain a 2.0 cumulative and term grade point average.
4. **FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**—Three levels of scholarships are awarded by the State based on high school grade point average, test scores and curriculum. For specific information contact your high school counselor or the Florida State Department of Education.

LOANS

St. Petersburg College participates in the Federal Family Education Loan Programs. This includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal Parent Loan for Undergraduate Students. Students and parents borrow funds through private lenders in amounts determined by Federal regulations.

1. **FEDERAL STAFFORD LOAN:** Students applying for funds through this program should complete the Free Application for Federal Student Aid and indicate their interest on the Loan Request Form. Once the student's file is complete, his/her loan eligibility will be determined. The student will be sent a promissory note, which he/she must complete, sign and mail back to the appropriate agency. Note: Because of the time necessary to process loans, both the request for a loan as well as the completed financial aid file must occur at least 6 weeks before the beginning of a term. Anything received after this date will result in not having loan proceeds available at the beginning of the term.

   The subsidized Federal Stafford Loan is based on financial need. Students are not responsible for payments on principal or interest, which accrue on the loan while they are in school on at least a half-time basis. Payments begin 6 months after the student graduates or drops below half time. The unsubsidized Federal Stafford Loan is not based on financial need. However, students are responsible for the interest, which accrues on the loan while they are in school. Payments on principal begin six months after the student graduates or drops below half time.
2. **FEDERAL PLUS LOANS:** These loans are available for parents of dependent students to provide additional funds for educational expenses. PLUS borrowers do not have to demonstrate financial need. The student's eligibility for the Federal Stafford Loan must be determined via completion of the FAFSA before the PLUS application can be processed. The parent may have to undergo a credit analysis. The cost of attendance, less financial assistance, can be borrowed at a variable interest rate. Repayment begins as soon as the loan is received.
3. **SHORT-TERM LOANS OBTAINED THROUGH THE COLLEGE**: Limited short-term loan funds exist to cover in-state fees for students registered at least half-time (six credit hours). A $20.00 non-refundable application/service fee is charged at the time the student takes out the loan. The loan is due within 60 days from the beginning of each session and is available for students with severe financial hardships. Loans must be repaid before a student can register for the next session. Applications are available at the campus Scholarships and Student Financial Assistance office.

EMPLOYMENT

1. **FEDERAL WORK-STUDY PROGRAM—**This federal, need-based program is designed to provide part-time employment for students. Jobs are available at all campus sites and approved students may work up to 15 hours per week. Participation in the FWS program is also contingent on possessing the skills to do the job as well as performing in a satisfactory manner. You are encouraged to check with your home campus Scholarships and Student Financial Assistance office for specific openings.
2. **STUDENT ASSISTANT PROGRAM—**Students are placed in jobs throughout the college on this program by the Scholarships and Student Financial Assistance office. Interested students should check with the Scholarships and Student Financial Assistance office for details. Students may work up to 15 hours per week. Hiring is based on skills rather than financial need.

AWARDS, SCHOLARSHIPS AND GRANTS

Numerous awards, scholarships and financial grants are available to assist SPC students in meeting their educational expenses. These financial assistances fall into 5 basic categories.

1. **DEPARTMENTAL AWARDS**
   Edna Allwurden Andrews Memorial Mathematics Award—Established by her daughter, Bunny Andrews Schroeer, son-in-law Dietrich Schroeer, and two grandchildren Karsten and Alison Schroeer, to honor the memory of Mrs. Edna Allwurden Andrews, an alumna of SPJC and Pinellas County teacher for 32 years. Mathematics faculty will nominate and select recipients. Contact the St. Petersburg/Gibbs Campus. Value varies.

Apollo Award—Given by the Alumni Association to the outstanding graduating sophomore based on scholastic excellence, leadership and student activity; a plaque and a monetary award are presented. Nominations made to the Office of Institutional Advancement.

Clearwater Campus Provost Student Recognition Award—Established by Provost Dr. Patricia C. Rowell annually to recognize one Clearwater Campus student "outstanding in academic standing, achievement and student activities." The $500 awardee will be selected by the Provost and the Clearwater Campus Awards Committee.

Creative Writing Award—Offered by the Communications Program: "Writer of the Year" from Obelisk; student receives award; name engraved on Parker Plaque, St. Petersburg/Gibbs.

Virginia E. Follin English Award—$100; Communications Program. A Clearwater Campus graduating sophomore; English major; based on ability, leadership and financial need.

Mary C. Galbraith Alpha Delta Kappa, Theta Chapter Award—$250; graduating sophomore; pursue teaching career; resident of upper Pinellas County; overall 3.0 average or above. See Clearwater Campus Scholarships and Student Financial Assistance office.

Helen and Donald H. Gilbart Awards for Excellence—$100 awards to Learning Support Center Tutor of the Year; Honors Interdisciplinary Studies outstanding first and second year students; and Woman-On-the- Way outstanding students going into the helping professions. Selected by Clearwater Campus faculty groups within each department.

The George F. Hieber, II Award for Excellence in College Preparatory Mathematics—Established to honor a Clearwater Campus student who has demonstrated excellence in college preparatory mathematics. This award, given by his family and friends, is a memorial to George F. Hieber, II who taught developmental mathematics on the Clearwater Campus from August 24, 1987 until November 23, 1996. $50 award. Contact the Clearwater Campus Mathematics Program Director.

Joseph W. Howland Mathematics Award—$100, Clearwater Campus student who has successfully completed at least one developmental math course and succeeded in college-level coursework; overall 3.0 average; recommended by mathematics faculty. Contact Clearwater Campus Mathematics Program Office.

Mathematics Award—$200; mathematics major registered at the St. Petersburg/Gibbs Campus, freshman or sophomore, who plans to teach mathematics.

Dr. Theodore Mazzu Award—Awarded annually to "the most outstanding student on Clearwater Campus," selected by Clearwater Campus Scholarship Committee. Value varies.

Carolyn Parker Memorial English Award—$100, St. Petersburg/Gibbs Campus; graduating English major; award based on overall academic, creative performance and contributions to English activities.

Mary Rowena Perrin Memorial Humanities Award—$100; Clearwater Campus graduating sophomore, Humanities/Fine Arts major; award based on academic achievement. Contact Clearwater Campus Humanities/Fine Arts Program Office.

Phi Theta Kappa Scholarship Award—The Alpha Zeta Tau Chapter of Phi Theta Kappa (PTK), a national honor fraternity, presents a $100 award to the student who best exemplifies the finest intellectual, cultural and educational contributions to the Tarpon Springs Center. Student must be registered at the Tarpon Springs Center. Contact counselor at Tarpon Springs Center.

William R. Rice Mathematics Award—Established in memory of William R. Rice, a mathematics professor for 33 years at SPC. Awards are given to deserving mathematics students. Recipients will be selected by recommendations from mathematics faculty committee. Value varies. Contact St. Petersburg/Gibbs Mathematics Program Director.

Shrider Mathematics Award—$200; mathematics major registered at the St. Petersburg/Gibbs Campus, freshman or sophomore, who plans to teach mathematics.

Lily and Isaac Varon Award—Established to honor an outstanding international student from South America. Award is $600 per year. For more information contact the International Center or Student Activities Office.

Scott Walling Speech Award—$100, Clearwater Campus student excelling in Speech. Based on grades and excellence in public speaking with interest in continuing these skills. Contact Clearwater Campus Humanities/Fine Arts Program Director.

2. **INSTITUTIONAL SCHOLARSHIPS** -scholarships are awarded by the College or by individual departments at SPC on the basis of need and/or academic achievement. Criteria and amounts vary and are contingent upon available funding.

> **Trustee Scholarships**—The president is authorized to award scholarships to graduates of Pinellas County Schools who have received a regular high school diploma, are U.S. citizens or permanent resident aliens and demonstrated academic excellence. Available to students who achieve a weighted cumulative grade point average of at least 3.80 at the end of the seventh semester of high school. Specific criteria may be obtained by contacting the office of the Director of Scholarships and Student Financial Assistance.

> **Presidential Scholarships**—The president is authorized to award scholarships to graduates of Pinellas County Schools who have received a regular high school diploma, are U.S. citizens or permanent resident aliens and demonstrated academic excellence. Available to students who achieve a weighted cumulative grade point average of at least 3.5 at the end of the seventh semester of high school. Specific criteria may be obtained by contacting the office of the Director of Scholarships and Student Financial Assistance.

> **Johnnie Ruth Clarke Scholarships**—Scholarships are granted by the president to disadvantaged and other under represented Pinellas County middle school students who graduate from a Pinellas County high school with a standard high school diploma, are U.S. citizens or permanent resident aliens and have demonstrated academic potential by achieving a weighted cumulative grade point average of at least 3.00 at the end of the seventh semester of high school. Subject to meeting the above requirements, middle school students shall be identified and awarded the scholarship beginning the third semester of middle school through the sixth semester of middle school. See BOT rule 6Hx23-4.492 for further information. Specific criteria may be obtained by contacting the office of Scholarships and Student Financial Assistance.

> **Activities Scholarships**—Special student activities scholarships are awarded in an amount generally sufficient to cover tuition and fees to students who perform certain requirements in the particular activity indicated. These scholarships are:

Activity	Apply to:
Athletics	Director of Athletics
Band/Chorus	Faculty Advisor
Brain Bowl	Faculty Advisor
Forensics	Faculty Advisor

Obelisk	Faculty Advisor
Student Government	Coordinator, Student Activities
Theatre	Faculty Advisor
Visual Arts	Faculty Advisor
Wooden Horse	Faculty Advisor

3. **ALUMNI SCHOLARSHIPS** of $500 are awarded to students who meet specified criteria and are not receiving any other type of financial assistance except work. Recipients are selected by a committee of the SPC Alumni Association Board of Directors.

4. **TRANSFER SCHOLARSHIPS** are given by Florida colleges and universities to academically outstanding SPC students. The College nominates students to receive certain Transfer Scholarships. Amounts and criteria vary.

5. **DONOR SCHOLARSHIPS AND FINANCIAL GRANTS** are provided by individuals or groups usually from outside the college. Amounts and criteria vary widely. Contact campus offices of Scholarships and Financial Assistance or local service organizations, clubs or other groups for application information.

Ebba Alm Scholarship—Full-time student, financial need, 3.0 GPA, preference is a male from upper Pinellas County in the natural science field. Value varies. Recommendations made by the Scholarships and Student Financial Assistance office to the organization.

Alpha Delta Kappa-Beta Kappa Chapter Scholarship—Sophomore majoring in education with a 3.0 GPA, preferably a female older returning student, residing in lower Pinellas County. $250 per session. Applications are available at campus Offices of Scholarships and Student Financial Assistance.

Alpha Kappa Alpha (Mary O'Neal Brown)—$350 scholarship for minority female in an AA degree program; overall 2.5 average or better. Contact campus Scholarships and Student Financial Assistance office when advertised.

American Association of University Women—**Florence Seibert Memorial Scholarship**—Established in memory of Dr. Florence B. Seibert to provide scholarships for those in need of financial assistance, enrolled in the Women-on-the-Way program (male/female) and studying medical technology, chemistry or biological sciences on any campus. Scholarship award is $1,200 per year. Availability of the scholarships and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

American Business Women's Association Scholarships

Belles of Seminole	Mermaid Chapter
Central City Chapter	Pinellas Pelicans
Chasco Chapter	Seagull Chapter
Dunedin Chapter	Skyway Chapter
Fun 'N Sun Chapter	Sunshine Chapter
Heart of Countryside	Top of the Bay Chapter
Jacaranda Chapter	Young Horizon's Chapter

For a female student based on financial need and academic achievement. Value varies. Contact specific ABWA Chapter for application.

American Legion Auxiliary Department of Florida—Child or grandchild of an honorably discharged veteran, full-time student. Value varies. Contact convenient American Legion Post for application.

David P. Anderson Scholarship for Artists—Established by Estelle and Stan Marsh and other friends of David P. Anderson to provide a lasting memorial to this renowned St. Petersburg artist. These $1,200 scholarships are available to Pinellas County residents studying art on a full-time basis at SPC who show financial need. Notification of avail-

ability will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Charlotte Anthony Music Scholarship—Eligible applicants are those SPC music students who show promise and do not qualify for Pell grants or other types of financial assistance, but who need some help to enable them to attend SPC. The college Scholarships and Student Financial Assistance office and SPC music department will cooperatively identify candidates and select the scholarship recipients. Additional information may be obtained from the St. Petersburg/Gibbs Campus Scholarships and Student Financial Assistance office.

Florence Coles Ballenger Endowed Scholarship—Established in 1999 from the estate of longtime educator, volunteer and friend of SPC, Florence Coles Ballenger. Amounts vary. Applicants should apply through the Women-on-the-Way Challenge Program or the Learning Support Center of the Clearwater Campus. Availability and amounts of scholarship awards will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Kenneth P. and Mary R. Baqué Endowed Scholarship—Established by Clearwater resident and educator, Mary R. Baqué, to provide financial assistance to any worthy, needy, responsible student, male or female, in any field of study, who is associated with the Women-on-the-Way Program, Clearwater Campus. Amount varies. Contact the Women-on-the Way Office.

Paul D. Bauder Scholarship—Sophomore, education major, Pinellas County high school graduate. Value varies. Contact the Scholarships and Student Financial Assistance office for information.

Robert & Mildred Baynard Ethics in Business Scholarship—Established to honor Mr. And Mrs. Robert Baynard's generosity to the College, this $1,500 annual scholarship is for tuition, books and/or child care expenses for a Florida resident who is actively involved, and plans in the future to continue working, in local community service. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Sheila McNulty Beal Memorial Book Scholarship—Established by William H. Beal III in memory of his mother, this scholarship will provide $500 for books or fees to an SPC Eta Nu Chapter member of Phi Theta Kappa. Applicants must be seeking a degree, full or part-time, and in need of financial assistance. Preference will be given to Liberal Arts majors. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

William H. Beal II Memorial Book Scholarship—Established by William H. Beal III in memory of his father, this scholarship will provide $500 for books and/or fees to an SPC Eta Nu Chapter member of Phi Theta Kappa. Applicants must be seeking a degree in Business Technology as a full or part-time student at any SPC Campus and be in need of financial assistance. Availability of the scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

H. Scott Belcher Endowed Scholarship—Established by SPJC graduates, Charles E. and Eileen H. Belcher, to honor their son. This scholarship will provide financial assistance to needy students who are Florida residents attending any SPC campus, full or part-time. Preference will be given to a student returning to formal education from either past or current employment in the nursing field. Applicants should be clear regarding their goals and possess the determina-

tion to reach these achievements. The scholarship may be used for tuition, books, fees and/or other bona fide college expenses. Continuing recipients must maintain at least a B average. Availability and award amount of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, " In the Money."

Dr. John C. Belcher Endowed Scholarship—Established by SPJC graduates, Charles E. and Eileen H. Belcher, to honor their son. This scholarship will provide financial assistance to needy students who are Florida residents attending any SPC campus, full or part-time. Preference will be given to students with a financial need who are working toward a career in a health-related field. The applicants should be clear regarding their goals and possess the determination to reach these achievements. The scholarship will be based on financial need and may be used for tuition, books, fees and/or other bona fide college expenses. Availability and award amount of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Leahla S. Bell Memorial Art Scholarship—Established in memory of Leahla S. Bell by her husband, Jay C. Bell. This fund will provide up to $1,500 scholarships to students studying art at SPC. Scholarships are per year and may be used for tuition, books or other bona fide college expenses, including living expenses. Applicants should be high school graduates or art school graduates, attending classes or preparing to attend classes at SPC. Applicants may be full or part time and gifted in the visual arts. Priority will be based on a competition through submission of student's personal artworks. Scholarships to be awarded based on recommendations of the College Scholarships and Student Financial Assistance office staff, a committee of qualified judges and a member of the Bell family. Contact the Scholarships and Student Financial Assistance office for information. Notification of availability will appear in the Scholarships and Student Financial Assistance office's newsletter, " In the Money."

Erma Ruth Beltz Memorial Endowed Scholarship—Established by Larry D. Beltz in memory of his mother, this $2,500 scholarship is for a full-time Associate in Arts or Associate in Science degree-seeking student with a high school (or equivalent) GPA between 1.5 and 2.5. Continuing recipients must maintain at least a C+ GPA. Availability of the scholarship and its amount will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Mike & Beverly Bennett Scholarship—Established by the former president of St. Petersburg Junior College this scholarship is designed to provide financial assistance to children of St. Petersburg College employees. Preference given to music majors. Value varies. Contact campus office of Scholarships and Student Financial Assistance.

Bilirakis-Miaoulis Scholarship—Established by The Honorable Gus Bilirakis in honor of family members, this scholarship is for any worthy, responsible full or part-time student in any field of study at the Tarpon Springs Center. Amount varies. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Amy R. Blanton Scholarship—Established by Joseph and Nancy Blanton in honor of their daughter, Amy, an SPJC graduate. Students must demonstrate financial need. Students with learning or physical disabilities and financial need may contact the Students with Disabilities Program Director.

William, Betty Jane and Elizabeth Boyd Memorial Music Scholarship—For Pinellas County High School graduates studying full-time for a career in music. $250 per session. Contact the Scholarships and Student Financial Assistance office, St. Petersburg/Gibbs Campus.

Warren W. Brainerd, Jr. Memorial Scholarship—The Warren W. Brainerd, Jr. Memorial Scholarship was established for students seeking a degree in science, pre-med, pre-engineering, pre-math or pre-elementary education. This scholarship is intended for students who have some financial need and for whom this award will make the difference in his/her staying in college. Only applicants with a sincere desire to get an education or improve him/herself and a graduate of a Pinellas County high school, preferably living with family, need apply. Only second year, full-time SPC students will be considered. Notification will appear in the Scholarships and Student Financial Assistance office's newsletter, " In the Money."

Beatrice Bugeja-Ponzo Scholarship—Established by Joseph C. Bugeja to honor his daughter, Beatrice, to provide a scholarship to a Pinellas County high school graduate in need of financial assistance, in any field of study, on any SPC campus. Value varies. Availability of the scholarship and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Business and Professional Women/Avon Products Foundation Scholarship—Women 25 and older, head of household, financial need, program leading to a sales career. Value varies. Contact organization at 2012 Massachusetts Ave. NW., Washington, D. C. 20036.

Business and Professional Women Scholarship
Downtown Tampa Chapter   Sun Bay Chapter
Seminole Ridge Chapter   Westshore Midday Chapter
For females in pursuit of higher education in business or a professional career with financial need, leadership and academic achievement. Value varies. Contact BPW Chapter scholarship chairperson.

Nadine and Dan Carlisle "New Life" Educational Grant—Established by Nadine and Dan Carlisle of Clearwater, these grants provide up to $1500 each semester for SPC students who can demonstrate both financial need and a renewed determination to complete their collegiate education. Contact the office of Scholarships and Student Financial Assistance.

Joseph L. Chamberlain Memorial Scholarship—This scholarship is for a deserving student entering the sophomore year, who has financial need and is in good academic standing. Value varies. Contact campus Scholarships and Student Financial Assistance office.

Dorothy A. Chapman Scholarship—Established in the Chapman estate to provide scholarships for students who demonstrate financial need, without respect to course of study. Value varies. Availability and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, " In the Money."

Charity Day Scholarship—This scholarship is for a student who is enrolled full-time, has a 3.0 GPA and demonstrates financial need. Value varies. Awards are made by campus Scholarships and Student Financial Assistance office.

Clearwater Legal Secretary Scholarship—This scholarship is for a student with financial need and interest in the legal secretary field. Value varies.

College Fund of Pinellas County, Inc.—Pinellas County residents enrolled full time (12-15 hrs.) in A.A. or R.N. pro-

grams. Financial need and 2.0 GPA required. Value varies. Call 595-1978 or 595-2344.

Sean W. Corrao Endowed Memorial Scholarship—This scholarship was established to perpetuate the memory of Sean W. Corrao who died in an automobile accident while he was enrolled in the computer science program at SPJC. Recipients for this scholarship will be selected based on the following weighted criteria: special interest in computer technology, academic promise and financial need. Recipients will be selected by recommendation from Computer Science faculty committee to Director of Scholarships and Student Financial Assistance.

Katie and Cort Cureton Scholarship—Established by Mr. and Mrs. W. Richard Johnston in memory of their grandchildren, Katie and Cort Cureton, to provide scholarship assistance to students who demonstrate financial need or achievement. Priority is given to Pinellas County graduates. Availability of the scholarships and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, " In the Money."

Connie Dell Davis Veterinary Scholarship—Established in memory of Connie Dell Davis by her sister, Elizabeth Dell Bushnell; her brother-in-law, retired SPJC instructor Frank F. Bushnell; and her mother, Dorothea C. Dell. Awards are for second-year Veterinary Technology students. Contact Veterinary Technology Program for more information.

Edith M. Davis Memorial—$400 scholarship for a high school senior seeking a degree in home economics. Contact the Pinellas School Board Home Economics Department.

Henry D. Davison Engineering Technology Scholarship—Established by Betty Davison to honor the legacy of her husband, a WWII hero and SPJC faculty member, Henry D. Davison. Assistance is for full or part-time engineering technology students at the St. Petersburg/Gibbs Campus. Availability and amount of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

DiNapoli & Skala Families Scholarship—This scholarship is awarded to Clearwater Campus students who have demonstrated successful academic performance at St. Petersburg College by attaining a minimum cumulative grade point average of 3.0. Students must also have completed 24 semester hours and have demonstrated financial need. Availability of the scholarship and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, "In The Money." The scholarship was established by Warren DiNapoli and Joe Skala, who donated their entire salaries from teaching mathematics at the Clearwater Campus.

Disabled American Veterans/Chapter 9 Scholarship—Full-time student who is a disabled veteran or relative of a disabled veteran. $500 per academic year. Contact DAV scholarships chairperson.

Domidion Education Grant—Established by Dr. Ann M. Domidion for national or international students in the baccalaureate degree program in education. Preference given to a full or part-time student for whom financial support will make a difference in whether his/her education is continued. Grant will be available per semester for tuition, books and/or fees. Must maintain at least a B average. Selection made by Office of Scholarships and Student Financial Assistance and the SPC Foundation.

Craig and Erline Donovan Memorial Scholarship—Established by members of the Donovan family in honor of their parents to provide a $500 annual scholarship to a worthy, needy and responsible student in any field of study. Scholarship may be used for tuition, fees, equipment and/or other bona fide college expenses. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Mr. and Mrs. Willis Doyle Nursing Scholarship—Full-time nursing student with demonstrated financial need and strong determination to overcome all obstacles in pursuit of goals. Preference will be given to a single parent. $3,000 over 2 years. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Dutton Family Scholarship—Established by the Dutton Family in 1997, this $500 scholarship is for students in need of financial assistance who are enrolled in any program at SPC. This award may be used for tuition, books and/or other bona fide college expenses. Priority will be given to nontraditional students, at least 25 years of age, for whom the financial aid would make the difference in whether or not he/she could continue his/her college education. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Norman W. Duzen Music Scholarship—Established in memory of musician Norman Duzen by his friends, this scholarship is for second year music majors with demonstrated need. Preference first will be given to jazz pianists, then classical pianists and, finally, all other music majors intending to pursue music as a professional career. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Electric Council of Florida—This scholarship is for a full-time student (12 hours minimum) who maintains a 2.5 GPA and has been a resident of Pinellas County for at least 1 year. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money." Selection by Music faculty.

Elks National Foundation Scholarship—Full-time vocational or technical program student seeking a degree or certificate. Needs lodge endorsement. $1,000 per academic year. Contact campus Scholarships and Student Financial Assistance office.

Mabel Emerson Memorial Scholarship—This scholarship was established by her son, Bill Emerson '41, and is based on financial need and academic achievement. The recipient will be chosen by the President of SPC. Value varies. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Evanthia Nursing Scholarship—Established by Mrs. Evanthia P. Augustine to honor the memory of her grandmother, Mrs. Evanthia Nickolaou. This scholarship is for students who demonstrate financial need and proven academic ability. Nursing faculty will nominate and select scholarship recipients. Contact Nursing Program Director, Health Education Center.

Fred C. Fantz Memorial Engineering Scholarships/Rotary Club of St. Petersburg West—Two scholarships. A student pursuing a career in engineering field, member of Tau Alpha Pi, academic achievement. $500. Contact Engineering Technology Department, St. Petersburg/Gibbs Campus. A local high school graduate, preferably Gulfport or west St. Petersburg resident, financial need, scholarship and character. $300. Awards are made periodically upon recommendation of the Scholarships and Student Financial Assistance office.

Florida Firefighters Foundation Scholarship—Financial assistance of $500 per semester for dependents and family members of Florida firefighters. Priority will be given to the families of deceased and incapacitated firefighters. Applicants may be full or part-time students, in any field of study at any campus. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Florida Governor's Council on Indian Affairs Scholarship—For American Indian, Alaskan native, native Hawaiian and unemployed, underemployed or economically disadvantaged. Value varies. Contact (904) 487-1472.

Florida Gulf Coast University – SPC Distance Learning Partnership Scholarship—This scholarship provides financial assistance for Department of Corrections employees taking Florida Gulf Coast University – SPC Distance Learning courses. An applicant must be matriculating at SPC full or part-time. The scholarship is $100 and may be used for tuition, fees, equipment and/or other bona fide college expenses. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Florida Institute of Certified Public Accountants Suncoast Chapter Scholarship—Annual scholarship available to full or part-time accounting students at any campus of SPC. Amount varies. Availability of scholarship and award amount will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Florida Legal Assistants, Inc., Pinellas County Chapter—For a student taking legal assistant courses, 3.0 GPA, amount varies. Contact Florida Legal Assistants, Inc. (state organization) at (727) 988-0737 for Pinellas County Chapter president.

Florida Police Scholarship—Scholarships in the amount of $500 each will be awarded to Florida certified Pinellas County Police and Corrections Officers and/or their dependents, in financial need. Priority for the scholarships will be given to dependents of officers deceased or incapacitated (on or off duty). The award will be advertised in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Florida State University College of Education Alumni Association Teaching Scholarships—The School Board of Pinellas County, in cooperation with the Florida State University College of Education Alumni Association, offers scholarships in the amount of $2,500 per year for St. Petersburg College graduates who agree to attend FSU, major in education, especially in special education, and who will return to teach in Pinellas County following graduation. The program is a scholarship/loan program targeting special education majors and minority students that is repaid based on the candidates teaching in Pinellas County. For each year the scholarship is received, the candidate will be expected to teach 1 year in Pinellas County. Graduates of the program are guaranteed a teaching position in the district upon successful completion of the degree and certification requirements. For further information, contact Ron Stone at (727) 588-6273.

Suncoast Manor Irving G. Foster Scholarship—Established for employees of Suncoast Manor who are full or part-time students attending classes at any campus of SPC. This annual scholarship can be used for tuition, books and other bona fide college expenses of the student. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Merlin M. Garner Memorial Scholarship—For a full or part-time Foreign Language or Building Construction student attending any SPC campus. The student should be working toward a career in Construction or one which utilizes Spanish. The $500 annual scholarship will be awarded over two semesters and requires a minimum 3.0 GPA. The scholarship may be used for tuition, books, fees and/or other bona fide college expenses. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Helen and Donald H. Gilbart Scholarship—For deserving students entering their second year; based on financial need and proven academic ability. Preference given to Clearwater Campus students who are single parents and who plan to enter one of the helping professions – teaching, mental health or physical care or social services. Awards made by faculty recommendations to the campus Office of Scholarships and Student Financial Assistance. Notification of availability will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

James P. Gills Scholarship—$1,500 annual scholarship for needy and worthy SPC students from Tarpon Springs. Preference will be given to graduates of Tarpon Springs High School. Availability of this award will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Thomas E. Greef Scholarship—For full-time Clearwater Campus business major, 3.0 GPA, $250 per session. Annual award nominated by Clearwater Business Department Program Director.

Harlan and Margaret G. Gregory Scholarship—$500 scholarship established by the Chairman of the St. Petersburg Junior College Board of Trustees, Mr. and Mrs. Thomas Gregory, in honor of his parents. The scholarship is awarded to a St. Petersburg/Gibbs Campus student who is majoring in education. Applicants must have graduated from a St. Petersburg area high school, have been a resident of St. Petersburg for at least 5 years, demonstrate financial need and academic promise and be an active participant in a church or synagogue. Notification will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Gulfport Lions Club Community Service Award—This award is for two current high school seniors who have been accepted at St. Petersburg College and reside in Gulfport or attend Boca Ciega High School. The amount of the award is $500. For further information, contact the Guidance Department at Boca Ciega High School, 321-4553.

Gulfport Optimist Club Endowed Scholarship—An applicant must be a resident of Gulfport for the last 2 years and a graduating high school senior or current SPC student who graduated from high school within the last 2 years. Applicants must demonstrate the qualities of good citizenship and community involvement and maintain a GPA of 3.5 or higher and be seeking an Associate of Arts Degree leading to a Bachelor's Degree. Availability of scholarship and award amount will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Harding and Palmer Scholarship—Established by Apollo award winner Peter Lee Palmer (SPJC 2001) in memory of his grandfather, Al Harding, and "to give back so that others may have the same opportunity I did." Annual awards of $250 for students who are members of Phi Theta Kappa's Eta Nu chapter. Awardee(s) selected by donor and chapter advisor.

Cele Herring Math Scholarship—To promote and perpetuate the memory of Cele Herring, an SPJC student, a loyal and dedicated volunteer in the math department of SPJC, and a working nurse in Pinellas County for 60 years. Providing $1,000 scholarships to students in need of financial assistance who are enrolled in a mathematics program and attending classes full or part time at any SPC campus. These scholarships are per year and may be used for tuition, books, fees or other miscellaneous college expenses. Selected by the mathematics faculty at the St. Petersburg/Gibbs Campus. Contact Mathematics Department, St. Petersburg/Gibbs Campus.

Andy and Ann Hines Endowed Scholarship—Established to provide $500 scholarships per academic semester to worthy, needy and responsible students with definite educational goals in any field of study. Continuing recipients must earn at least a B average. Priority will be given to students for whom financial aid would make the difference in whether he/she would be able to earn a college education. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Hillsborough Animal Health Foundation Veterinary Technician Scholarship—Established for veterinary technician students who are residents of Hillsborough County enrolled as traditional or distance learning students. Academic achievement will be a consideration. Applicants must supply recommendations from 3 instructors and a 500 word essay on the topic, "Where do I see myself in 3 years?" Contact the Director of Veterinary Technology at the Caruth Health Education Center.

Honeywell Foundation Scholarship—For handicapped, minority, economically disadvantaged persons in non-traditional academic endeavors (i.e., women in engineering, electronics, etc). Value varies. Contact campus Scholarships and Student Financial Assistance office.

Italian American Club of Greater Clearwater/John Nano Memorial Scholarship—Based on academic achievement and financial need, must be nominated by a member of the Italian American Club. Value varies. Contact scholarship chairperson.

Evelyn W. Jerger Nursing Scholarship—Established by Mrs. Richard M. (Evelyn W.) Jerger. Students must be Pinellas County residents, have demonstrated financial need and proven academic ability. Nursing faculty will nominate and select scholarship recipients. Contact Nursing Program Director, SPC Health Education Center.

William Ketchum Memorial Scholarship—Established in memory of a former SPJC instructor to provide tuition, fees and/or other bona fide college expenses to a mathematics student. Applicant may be full or part-time, attending any campus and must have demonstrated financial need and definite educational goals. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Kiwanis Club of Clearwater—For a Clearwater High School graduate. Apply to Clearwater High School Guidance Department.

Kiwanis Club of Seminole—For a Seminole High School graduate. Apply to Seminole High School Guidance Department prior to May 15**.**

Kiwanis Club of Springtime/Max DeVane Scholarship—For a Clearwater High School graduating senior with financial need. Value varies. Recommended by high school guidance department. Contact Clearwater High School Guidance Department.

Carl M. Kuttler, Sr. Memorial Scholarship—Established to honor the memory of the father of President Carl M. Kuttler, Jr., this scholarship will provide financial assistance to a worthy and needy immigrant student; male or female, full or part-time in any field of study at SPC. Priority for the scholarship will be given to students for whom financial aid would make the difference in whether or not he/she would be able to earn a college education. This annual scholarship will be awarded for tuition, fees and/or other bona fide college expenses. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Helen K. Leslie Scholarship—Established by SPC Development Foundation President and business owner, Helen K. Leslie, these $2,500 scholarships are for Pinellas County high school graduates with academic promise in need of financial assistance and studying in nontraditional fields at any campus of St. Petersburg College. Notification of availability will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Clarence (Bud) Lightsey Memorial Scholarship—For a graduating Largo High School senior, $250. Contact Largo High School Guidance Department.

Wendell H. and Betty L. Lunceford Memorial Scholarship—Established in 1993 by W.H. (Dell) Lunceford, Jr. and John C. Lunceford, to honor their parents. This scholarship will provide financial assistance to needy, second-year students with academic promise; but who, because of circumstances beyond their control, are unable to compete for scholarships designed for students with higher academic standings. The scholarship is $1,500 per academic year ($750 per session for 2 semesters) and can be used for tuition, books, course fee expenses and/or other bona-fide college expenses of the student. An applicant must be a full-time student enrolled at any campus of SPC, in any field of study working toward an A.A., A.S. or A.A.S. degree. Preference will be given to students who might not otherwise be able to attend college or where the award would reduce the number of hours a student may have to work outside of school. Further preference will be given to a single or low-income parent who is receiving little or no outside financial support. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Lynch-Reed-Wakefield Scholarship—Established by three SPJC faculty members for students with academic achievement and financial need. Selection made by campus Scholarships and Student Financial Assistance office.

Eileen Marie Mahan Nursing Scholarship—Established by Mr. and Mrs. Thomas Mahan in memory of their daughter, Eileen Marie. Scholarship ranges up to $1,500 annually for second year nursing student. Candidates for this scholarship must be recommended by SPC nursing faculty and administration and possess those academic and personal qualifications that are likely "to enable them to be able to give leadership in the field of nursing in the future." Nursing Program Director will make selection.

Ron Mahony Police Administration Scholarship—Established by fellow officers in memory of Ronald J. Mahony, an "outstanding and courageous Police Officer" and alumnus of SPJC, who died in the line of duty. Scholarships of varying amounts are available for sophomore year students desirous of working in police administration; faculty selection is made based on academic achievement and leadership qualities with preference given to students from the Clearwater

area. Contact the Southeastern Public Safety Institute Office or Criminal Justice Program Director.

Hazel Marie Martyn Endowed Memorial Scholarship—This scholarship will be given to a full or part-time student in the field of vocal music who is seeking a degree and/or career in music. Applicants must maintain at least a 2.7 GPA. Notice of availability will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Alfred T. May Alumni Scholarship—Established by Alfred T. May (SPJC '58) to provide students with bona fide financial need the means to attend college. These scholarships are $1,200 per year and are available to graduates of a Pinellas County high school attending SPC on a full-time basis. Priority for the scholarships are students for whom the financial assistance would make the difference in whether or not the student could continue his/her college education. Notification of availability will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Medical Education Technologies, Inc. (METI) Scholarship—Established by METI of Sarasota, FL to provide financial assistance to students enrolled in a health care program that uses the METI human patient simulator in its curriculum. Student must be a Pinellas County high school graduate and demonstrate a financial need. Notification of availability will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money" or contact the Caruth Health Education Center provost office for information.

Memorial Nurses Training Foundation Scholarship—For nursing student. Value varies. Contact Nursing Program, Health Education Center.

Bank of America – Perry R. Marsh Scholarship—Established in memory of Perry R. Marsh, founder of Home Federal Savings and Loan. $1,500 scholarships will be awarded annually. Students must be Pinellas County residents, have demonstrated financial need and proven academic ability, full-time students (12 credits). Preference given to students in banking related professions. Availability of the scholarships and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Narva L. Moody Award—Established by Harriet Moody Davis in memory of her father, this award provides $100 book grants for full or part-time pre-law or accounting students. Preference given to minority, women students but all applicants from the St. Petersburg/Gibbs Campus with financial need considered. Selection by Office of Scholarships and Student Financial Assistance and the SPC Foundation.

National Contract Management Association Scholarship—For business student in good standing with financial need, value $100. Notification in the Scholarships and Student Financial Assistance office's newsletter, " In the Money."

Northeast High School Scholarship—For a Northeast High School graduate. Value varies. Contact Northeast High School Guidance Department.

Northside Hospital and Heart Institute Nursing Scholarship—Full tuition, books, fees and uniforms for financially needy nursing students who are desirous of working at Northside Hospital and Heart Institute. Applications should be made to the Nursing Program Director.

Nydegger Trust Scholarship—For student majoring in geology, paleontology or astronomy, ranking in top one-third of class or with 3.0 GPA, financial need and Pinellas County resident. $600 annually. Contact campus Scholarships and Student Financial Assistance office.

John O'Hearn Scholarship—Established by the St. Petersburg Times in honor of the service of John O'Hearn, a valued member of the Times staff for many years. Preference is for a student planning a career in business. The grant amount varies and may be used for tuition, books, fees and/or other college related expenses. Availability of this award will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Henry Ohrns and Mary Hume Ohrns Scholarship—Established by a trust agreement for the purpose of providing funds for scholarships to needy and deserving young men and women who attend St. Petersburg College. Recipients may not be "users of drugs, intemperate or persons who demonstrate for or advocate the overthrow of the US Government." Preference will be given for full or part-time students who live south of Ulmerton–Walsingham Road. Amount, availability and application process for the scholarship will be published in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Olin Ordnance Minority Scholarship—Funds provided to assist minority students with demonstrated financial need. Preference will be given to minority students majoring in engineering. Awards made by campus Scholarships and Student Financial Assistance office.

Optimist Club of St. Petersburg Scholarship—Members of the West Side Optimist Club established this scholarship of $2,400 for 2 years or $1,200 for 1 year which can be used for tuition, books and course fee expenses for students for whom the aid would make the difference in whether or not he/she could continue his/her college education. Applicants may be preparing to attend, or attending, classes full-time at any SPC campus and must demonstrate academic potential by maintaining a minimum GPA of 2.00. Priority for the scholarship will be given first to graduating seniors of St. Petersburg High School, then to graduating seniors of other St. Petersburg high schools.

Richard F. Ott Foundation Scholarship—For Clearwater High School graduate in top quarter of class; value varies. Contact Clearwater High School Guidance Department.

Lou and Lillian Padolf Foundation Scholarship—For permanent Pinellas County residents who graduated in top quarter of Pinellas high school class, value varies. Contact Trust Department, First National Bank of Clearwater.

Pasadena Women's Club—For a local high school graduate majoring in education; demonstrated financial need and academic achievement. Apply to club scholarship chairperson.

Perry Educational Scholarship—Established by Audrey E. Perry for students with emergency needs; amount varies. Contact the office of Scholarships and Student Financial Assistance.

Phi Theta Kappa/Tau Zeta Chapter—"STUDENT SUPPORT SERVICES EXCELLENCE INCENTIVE AWARD" - Sponsored by the international honor society of the two-year colleges on the Clearwater Campus. This $100 scholarship is for a Clearwater Campus Student Support Services student with a minimum GPA of 3.25 and demonstrated financial need. Special consideration will be given to those applicants who are or have been involved in student activities and/or student organizations on the Clearwater Campus.

Phi Theta Kappa/Tau Zeta Chapter—"TAU ZETA SCHOLASTIC EXCELLENCE AWARD" - Sponsored by the international honor society of the two-year colleges on the Clearwater Campus. This $100 scholarship is for a Clearwater Campus Enhanced Phi Theta Kappa student with a minimum GPA of 3.25 and demonstrated financial need. Special consideration will be given to those applicants who are or have been involved in student activities and/or student organizations on the Clearwater Campus.

Pinellas County Estate Planning Council Scholarship—Established by Pinellas County Estate Planning Council, Inc. members for a full-time student living in Pinellas County who is in the business program seeking an A. A. degree. Must maintain a GPA of "B" or better. Recipient is to attend a meeting of the Pinellas County Estate Planning Council and make a short presentation. Value varies. Notification of availability will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Pinellas-Seminole Woman's Club—Nursing students preferred, $400 tuition. Contact campus Scholarships and Student Financial Assistance office.

Polish-American Engineer Association Scholarship—For students with financial need. Preference will be given to full-time, Clearwater Campus sophomores of Polish-American ancestry. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Professional Secretaries International Clearwater Chapter Scholarship—For secretarial student with financial need, $500 annually. Contact campus Scholarships and Student Financial Assistance office.

Professional Secretaries International, St. Petersburg Chapter—For high school graduate in secretarial field with financial need, grades and character. Contact club scholarship chairperson prior to April 15.

Eleanore M. Rans Memorial Nursing Scholarship—Established in memory of Eleanore M. Rans by her husband, Robert Rans, family, and friends. This scholarship is intended for associate degree nursing students, notably those with previous work experience and some educational training in nursing, who now need a financial boost to meet their commitment to earn a degree and pass the registered nursing licensure examination. The Office of Scholarships and Student Financial Assistance will enlist the aid of the Nursing Department to select a recipient for this scholarship. $500 annual award. Notification will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Rotary Ann Club—Female graduate of Clearwater High, $225 annually. Interview with Rotary Ann Club, Clearwater High School.

Rotary Club, Pinellas Park Scholarship—For degree-seeking full-time students in need of financial assistance and who reside in the Pinellas Park Rotary Club area. The SPC Foundation and Office of Scholarships and Student Financial Assistance forwards appropriate applications to the Rotary Club Education Committee for their selection. At least a B average preferred.

Rotary Club of St. Petersburg West—Local high school graduate with financial need, scholarship, character. Contact the Scholarships and Student Financial Assistance office, St. Petersburg/Gibbs Campus.

Rothman Family Foundation Scholarship—Established by the Rothman family to provide financial assistance to Kane's Furniture and Savon employees and their children. Notification will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money." Contact Scholarships and Student Financial Assistance office.

Ruth M. Rowley Endowed Scholarship—Established by her son and SPJC alumnus, John G. Rowley, M.D., the Ruth M. Rowley annual scholarship will be awarded for tuition, fees and/or other bona fide college expenses to a student in a program designed for a career in business. The student in financial need may be attending any SPC campus and must be clear regarding his/her goals as well as possess a determination to reach these achievements. Preference will be given to single parents. Availability of scholarship and award amount will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

SPC Facilities Team Scholarship—$500 scholarship is offered by the employees of the college's Facilities Planning and Institutional Services department; scholarship advertised in the Scholarships and Student Financial Assistance office's newsletter, " In the Money" when available; based on financial need and academic promise.

St. Petersburg General Hospital Auxiliary Scholarship—For student in health related fields (nursing), 2.0 GPA, financial need. Value varies. Contact Nursing Department for further details.

St. Petersburg Association of Legal Support Specialists Scholarship Fund—For legal secretary student. Amount varies. Apply to Legal Secretary coordinator.

St. Petersburg Martin Luther King, Jr. Commemorative Commission Scholarship—Established to help disadvantaged St. Petersburg/Gibbs campus students with no regard for race or gender. The grant amount varies and may be used for tuition, books, fees and/or other college related expenses. Availability of this award will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

St. Vincent de Paul Society Grant—This assistance is provided for students who either have previously completed a drug and/or alcohol rehabilitation program or who are going into that helping profession. The student should maintain at least a 2.5 GPA and be a mentor to other students. The grant amount varies and may be used for tuition, books, fees and/or other college related expenses. Availability of this award will appear in the Scholarship and Student Financial Assistance office's newsletter, "In the Money."

O. Marie and Tom Scannell VA Bay Pines Nurses or Teachers Scholarship—Established in memory of O. Marie Scannell by her husband, Tom Scannell. This scholarship is intended to provide scholarships to employees (CNAs, LPNs, or others who want to enter the nursing or teaching profession) of Bay Pines VA Hospital in need of financial assistance for attending SPC. Contact Nursing Program Director at SPC Caruth Health Education Center or Director of Education, Bay Pines VA Hospital. Availability of the scholarships and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, "In the Money"

Scottish Rite Foundation—Funds to cover tuition and books for year. Contact Foundation by April 15.

Seminole Ridge Business & Professional Women—Financial need and academic achievement, value varies. Contact campus Scholarships and Student Financial Assistance office.

George Speese Nursing Scholarship—Established in memory of SPJC nursing instructor George Speese, this scholarship provides financial assistance to full or part-time students attending the Health Education Center. Applicants must be enrolled in the Nursing Program and working toward careers in nursing. Preference will be given to students for whom financial support will make the difference in whether their collegiate educations are continued. Availability of the scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money," or contact the HEC Nursing Department for more details.

Stoeckle Scholarship—Established in the estate of Charles H. and Gladys A. Stoeckle to assist needy persons in obtaining a formal education leading to a degree in nursing. Availability of the scholarships and application process will be published in Scholarships and Student Financial Assistance office's newsletter, "In the Money," or contact the Nursing Department for more details.

Sun Bay Business & Professional Women's Club of St. Petersburg—For individual with dependent children and financial need. Up to $150. Contact the Scholarships and Student Financial Assistance office, St. Petersburg/Gibbs Campus.

Tampa Bay Police Chiefs Association Scholarship—For student who completed 1 semester in Criminal Justice Technology with high scholastic standing, leadership qualities. $250 per session. Contact Criminal Justice Technology Program.

Tarpon Springs Campus Classic Scholarship—Established from proceeds of the Golf Classic at Innisbrook to provide financial assistance to Tarpon Springs Campus students in any field of study. Student must have completed a minimum of 9 semester hours and currently be enrolled in a minimum of 9 semester hours at SPC and with an earned cumulative GPA of 2.5. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

James E. Thompson, M.D. and Jane B. Thompson, R.N. Nursing Scholarship—Given by their children in honor of parents, James and Jane Thompson, for new or continuing SPC nursing students who have two years of prior healthcare experience. Applicants for the annual scholarship of $2,000 for tuition, books and fees and $2,000 for other bona-fide college expenses must meet minimum SPC College academic standards and demonstrate a success in studies and/or a strong work ethic. Priority for the scholarship will be given to students for whom the financial aid would make the difference in whether or not they would be able to begin or continue his/her college education. Preference will be given to applicants from north Pinellas County. Contact the Nursing Program Director for further details.

Earlene and Marvin Tieharra Endowed Music Scholarship—Established to assist worthy students taking at least 1 credit hour in applied music and who are enrolled in a college ensemble such as chorus, band or jazz band. Applicants must be attending SPC for at least 8 credit hours with a GPA of 3.0 and will complete an audition with a committee of college music faculty. Applicants should contact the Program Director of Humanities/Fine Arts, St. Petersburg/Gibbs Campus.

TradeWinds Legacy Award—Established in memory of Isabel M. Fortune, this annual scholarship will provide financial assistance to students who are the children or grandchildren of TradeWinds Hotels' non-executive employees who have been with the company for at least two years duration.

Applicants must be high school graduates or the equivalent, enrolled in degree-earning classes full or part-time at any campus of SPC. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Treasure Islettes—For Treasure Island resident with financial need and recommendations. To cover tuition and books. Contact club president.

Tri-County Medical Records Association—For Medical Record Technology student, $250 annually. Contact Medical Record Technology Program Director, Health Education Center.

Voiture 541-40 and 8 Nurses Training Scholarship—$400 scholarships awarded to full-time students enrolled in an SPC nursing program and taking classes at the Caruth Health Education Center; are Pinellas County high school graduates with a 3.0 GPA.; and have demonstrated financial need. Contact the office of Scholarships and Student Financial Assistance or Nursing Department for further details.

Freddie Walton, Jr. Memorial Scholarship—The Freddie Walton, Jr. Memorial Scholarship was established by his teacher, Don Davis, and a host of friends who made contributions and conducted an "endless" series of fund raising events. "I was his Project Success mentor and Human Services teacher and Freddie was destined for high success and a marvelous career in human services when he died suddenly in 1993," said Davis. The award is $300 annually. For further information contact the Scholarships and Student Financial Assistance office.

Waygood Family Foundation Scholarship—Established to provide assistance to full-time students with financial need. Awardees of the $1000 annual grants for tuition, fees, books and/or other bona fide college expenses will be selected by members of the Waygood Family Foundation and the Director of Office of Scholarships and Student Financial Assistance.

Hazel L. Webb Scholarship—Established in the Hazel L. Webb estate to provide scholarships for students attending SPC who demonstrate financial need, without respect to their course of study. Value varies. Availability of the scholarships and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Charlotte Weldner Memorial Scholarship—Established by her family, this scholarship provides $500 annual scholarships for tuition, books or other bona fide college expenses to students studying art (primarily painting) and attending classes at any campus of SPC. The applicant should be a high school or arts school graduate and attending college full or part time, be gifted in the fine arts and maintain a 3.0 GPA. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

John J. and Cora S. Whittaker Scholarship—Designated for students attending St. Petersburg College without respect to course of study or financial need. Availability of the scholarship and application process will be published in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Father Harry Williams Memorial Scholarship—Established in memory of Father Harry Williams, beloved husband of SPC Program Director Trudy Williams, this scholarship will be awarded to a "deserving student in the college's Interpreter Training Program." Availability, amount and application pro-

cess will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Winn-Dixie Stores, Inc.—For full- or part-time Winn-Dixie employees, $250. Write Tampa Division, P. O. Box 440, Tampa, Fl 33601.

Congressman C. W. "Bill" Young Scholarship—Established to honor Congressman C. W. "Bill" Young, the scholarship will provide funds to students in need of financial assistance who are attending classes full or part-time, in any field of study, at any campus of SPC. These $1,500 scholarships are per academic year and can be used for tuition, books, fees and/or other bona fide college expenses of the student. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Joe and Vilma Zalupski, Ed.D "Achieving The Dream" Graduating Student Scholarship—Established by the first provost of the Clearwater Campus, Dr. Vilma Zalupski, and her husband. The scholarship provides $1,000 to a graduating Clearwater Campus student. The chosen recipient must have a minimum 2.5 GPA and have overcome serious obstacles to attain his/her degree. Nominations are made by the Clearwater Campus faculty and staff with presentation made at the annual Clearwater Awards Night Ceremonies.

Joe and Vilma Zalupski, Ed.D "Achieving The Dream" Continuing Student Scholarship—Established by the first provost of the Clearwater Campus, Dr. Vilma Zaluski, and her husband. This scholarship of $500 is to be awarded to a Clearwater Campus continuing student with a minimum 2.5 GPA, who has earned a minimum of 24 semester hours, has overcome serious obstacles to be able to matriculate and plans to continue his/her enrollment at the Clearwater Campus. Nominations are made by the Clearwater Campus faculty and staff with presentation made at the annual Clearwater Awards Night Ceremonies.

Zonta Club of Upper Pinellas-Callie Grall Memorial Scholarship—In honor of a beloved member, the Zonta Club of Upper Pinellas established this $1,500 scholarship, awarded by semester to provide tuition, books, course fee expenses and/or other bona-fide college expenses to Women-on-the-Way students. The applicant in financial need may be full or part-time and demonstrate academic promise in the applicant's chosen field at an upper Pinellas County SPC campus. Consideration also may be given to students who demonstrate involvement in public affairs or community activities. Applicants should contact the Director of the Women-on-the-Way Program, Clearwater Campus.

Additional scholarships are also available, including scholarships provided through the U.S. Armed Forces and others. For complete information on scholarships or other forms of financial assistance, contact any SPC campus Scholarships and Student Financial Assistance office.

VETERANS INFORMATION

St. Petersburg/Gibbs Campus, AD 100: (727) 341-4623
Clearwater Campus, AD 154: (727) 791-2495
Tarpon Springs Campus, AD 126: (727) 712-5709

Accreditation

St. Petersburg College is approved for education and training by the State Approving Agency.

Maintenance of Records

Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.

Complete academic records are maintained of previous college level academic training and these records clearly indicate the amount of credit accepted which proportionately shortens the training period; the Department of Veterans' Affairs and the student are so notified. The record is a cumulative record in that it shows the result of each term of enrollment, subjects taken and grades earned.

Offices

The Veterans Services Offices (VSO) are in the Scholarships and Student Financial Assistance offices on the St. Petersburg/ Gibbs and Clearwater campuses and the Tarpon Springs Center. Inquiries concerning benefits, tutorial assistance or VA Work-Study Programs should be directed to these offices. Veterans Services Office personnel will facilitate securing veterans' benefits.

Applying for Benefits

Veterans making a first-time application should complete VA form 22-1990. Veterans under the Delayed Entry Program who went on active duty after December 31, 1976 must also submit a copy of DD4C (Enlistment Contract) in order to qualify for the GI Bill. Other documents must be submitted to claim a spouse and/ or child as dependents. Reservists applying under Chapter 1606 benefits must submit DD Form 2384 (Notice of Basic Eligibility) from their Reserve Unit.

Transfer students should complete VA form 22-1995. A widow, wife or dependent of a 100 percent permanently disabled veteran should check with the VSO to see if they are eligible and should fill out VA form 5495.

Allow 6 to 8 weeks from the drop/add date of the term before expecting to receive a check from the VA unless an advance payment has been requested at least 30 days prior to the beginning of the session. A St. Petersburg College Admissions Application must be filed and student must be registered for classes before an advance payment can be requested.

Degree Program

The VA will pay benefits only if the veteran is seeking a degree (A.A., A.S. or A.A.S.) or an approved Certificate. As a degree-seeking student, a veteran must submit transcripts of work attempted at any other college or university by the end of the first semester of attendance.

Failure to do so will result in termination of VA benefits. Also, the veteran, while in attendance, must follow the course of study as outlined in the catalog. For an A.A. Degree, the VA will only pay for courses, which satisfy the basic A.A. Degree. Contact the VSO for details. The VA will not pay for courses which do not count

cess will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Winn-Dixie Stores, Inc.—For full- or part-time Winn-Dixie employees, $250. Write Tampa Division, P. O. Box 440, Tampa, Fl 33601.

Congressman C. W. "Bill" Young Scholarship—Established to honor Congressman C. W. "Bill" Young, the scholarship will provide funds to students in need of financial assistance who are attending classes full or part-time, in any field of study, at any campus of SPC. These $1,500 scholarships are per academic year and can be used for tuition, books, fees and/or other bona fide college expenses of the student. Availability of scholarship will appear in the Scholarships and Student Financial Assistance office's newsletter, "In the Money."

Joe and Vilma Zalupski, Ed.D "Achieving The Dream" Graduating Student Scholarship—Established by the first provost of the Clearwater Campus, Dr. Vilma Zalupski, and her husband. The scholarship provides $1,000 to a graduating Clearwater Campus student. The chosen recipient must have a minimum 2.5 GPA and have overcome serious obstacles to attain his/her degree. Nominations are made by the Clearwater Campus faculty and staff with presentation made at the annual Clearwater Awards Night Ceremonies.

Joe and Vilma Zalupski, Ed.D "Achieving The Dream" Continuing Student Scholarship—Established by the first provost of the Clearwater Campus, Dr. Vilma Zaluski, and her husband. This scholarship of $500 is to be awarded to a Clearwater Campus continuing student with a minimum 2.5 GPA, who has earned a minimum of 24 semester hours, has overcome serious obstacles to be able to matriculate and plans to continue his/her enrollment at the Clearwater Campus. Nominations are made by the Clearwater Campus faculty and staff with presentation made at the annual Clearwater Awards Night Ceremonies.

Zonta Club of Upper Pinellas-Callie Grall Memorial Scholarship—In honor of a beloved member, the Zonta Club of Upper Pinellas established this $1,500 scholarship, awarded by semester to provide tuition, books, course fee expenses and/or other bona-fide college expenses to Women-on-the-Way students. The applicant in financial need may be full or part-time and demonstrate academic promise in the applicant's chosen field at an upper Pinellas County SPC campus. Consideration also may be given to students who demonstrate involvement in public affairs or community activities. Applicants should contact the Director of the Women-on-the-Way Program, Clearwater Campus.

Additional scholarships are also available, including scholarships provided through the U.S. Armed Forces and others. For complete information on scholarships or other forms of financial assistance, contact any SPC campus Scholarships and Student Financial Assistance office.

VETERANS INFORMATION

St. Petersburg/Gibbs Campus, AD 100: (727) 341-4623
Clearwater Campus, AD 154: (727) 791-2495
Tarpon Springs Campus, AD 126: (727) 712-5709

Accreditation

St. Petersburg College is approved for education and training by the State Approving Agency.

Maintenance of Records

Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.

Complete academic records are maintained of previous college level academic training and these records clearly indicate the amount of credit accepted which proportionately shortens the training period; the Department of Veterans' Affairs and the student are so notified. The record is a cumulative record in that it shows the result of each term of enrollment, subjects taken and grades earned.

Offices

The Veterans Services Offices (VSO) are in the Scholarships and Student Financial Assistance offices on the St. Petersburg/Gibbs and Clearwater campuses and the Tarpon Springs Center. Inquiries concerning benefits, tutorial assistance or VA Work-Study Programs should be directed to these offices. Veterans Services Office personnel will facilitate securing veterans' benefits.

Applying for Benefits

Veterans making a first-time application should complete VA form 22-1990. Veterans under the Delayed Entry Program who went on active duty after December 31, 1976 must also submit a copy of DD4C (Enlistment Contract) in order to qualify for the GI Bill. Other documents must be submitted to claim a spouse and/or child as dependents. Reservists applying under Chapter 1606 benefits must submit DD Form 2384 (Notice of Basic Eligibility) from their Reserve Unit.

Transfer students should complete VA form 22-1995. A widow, wife or dependent of a 100 percent permanently disabled veteran should check with the VSO to see if they are eligible and should fill out VA form 5495.

Allow 6 to 8 weeks from the drop/add date of the term before expecting to receive a check from the VA unless an advance payment has been requested at least 30 days prior to the beginning of the session. A St. Petersburg College Admissions Application must be filed and student must be registered for classes before an advance payment can be requested.

Degree Program

The VA will pay benefits only if the veteran is seeking a degree (A.A., A.S. or A.A.S.) or an approved Certificate. As a degree-seeking student, a veteran must submit transcripts of work attempted at any other college or university by the end of the first semester of attendance.

Failure to do so will result in termination of VA benefits. Also, the veteran, while in attendance, must follow the course of study as outlined in the catalog. For an A.A. Degree, the VA will only pay for courses, which satisfy the basic A.A. Degree. Contact the VSO for details. The VA will not pay for courses which do not count

toward fulfilling graduation requirements (this includes auditing a course and repeating any course in which a grade of "D" or above was received with the exception of Gordon Rule courses which require a grade of "C" or better.)

Fee Extensions

Florida statutes provide for the deferment of payment of matriculation and tuition fees for veterans and other eligible persons until 60 days after the beginning of the term. The extension can only be used once in an academic year and the student must complete the application and promissory note after registration and before the due date indicated on the registration form. If this procedure is not followed, the veteran's registration will be canceled and re-registration will be necessary. A minimal fee per credit hour is charged to receive the extension.

If classes are not officially dropped during the drop/add period through the admissions/registration office, the student will continue to be responsible for the repayment of the deferred fees even if the student is not attending classes. The obligation can be canceled only through qualification for a refund, which may be used to offset the amount due.

Attendance

The veteran should be aware of each instructor's policy concerning absences. In the case of veterans enrolled in A.A., A.S., A.A.S. or Certificate programs, students exceeding more than three unexcused absences within 1 semester will be dropped for non-attendance, terminated from veteran's benefits for unsatisfactory progress and the VA will require a refund of any monies received. Excused absences will be granted for extenuating circumstances only and must be documented.

Express Sessions

These courses are less than full term and have different beginning and/or ending dates. As a result, the VA must calculate the rate of payment. Contact the VSO for additional information. Express Session courses take longer for approval, so funds may not be received until later in the term.

Telecourses

Credit hours taken on open-circuit television may not always be totaled with classroom credits for half time, three-quarter or full-time benefits. Check with the VSO to determine the impact of televised courses on your benefits.

Status Changes (Withdrawals, Drops and Incomplete Grades)

It is the veteran's responsibility to inform the VSO any time a course is dropped, added or audited. Each student receiving Veterans' Benefits must report their schedule to the VSO as soon as their new schedule has been confirmed by admissions/registration. Any delay in doing so could mean a corresponding delay in receiving VA benefits.

If a veteran decides not to attend classes before the term begins and he/she has a fee extension, all classes must be officially dropped or the veteran will be liable to the College for the tuition and fees. If the term has already begun, formal withdrawal must be made through the associate provost and the VSO must be informed of these actions.

Veterans who drop a course during the term may owe a repayment of their veterans' benefits. They must be sure to read all correspondence from the VA carefully so that financial liability can be avoided.

Standards of Progress

A veteran or other eligible person will be considered to have made unsatisfactory progress if unable to complete graduation requirements within the approved length of time. These requirements are based on a 60-credit hour graduation requirement for the Associate in Arts degree; or the number of credit hours as shown in the required program when the degree is the Associate in Science, Associate in Applied Science or certificate in an occupational specialty. If after completing seven (7) semester hours a student's GPA is less than 2.0, he/she will be notified that his/her academic record is indicative of unsatisfactory progress and if his/her GPA within one semester after being placed on academic warning is less than 2.0, certification for VA educational benefits will be denied by the College until such time as the student raises his/her cumulative GPA to a minimum of 2.0. All other policies regarding academic probation and suspension are the same as indicated in other areas of the catalog.

ELECTRONIC CAMPUS

ELECTRONIC CAMPUS

http://e.spjc.edu

COURSES BY TELEVISION

Telecourses are offered on cable throughout Pinellas County and are aired several times each week. A copy of the videotape is available for viewing in each of the SPC libraries. Credit earned for TV courses may be applied toward an associate degree. Many can be used to earn teacher certification and recertification credits. Courses offered via television are designated by the symbol (TV) in the course listings section of the catalog. Veterans Services (VS) students should check with their campus Scholarships and Student Financial Assistance office before enrolling in television courses. All courses are not available every session. Please check the Schedule of Classes each session or contact the Telecourse Office (727) 394-6117 or (727) 394-6119.

ON-LINE COURSES

On-line courses are available to students with e-mail addresses and computers linked to the Internet. Syllabi and assignments are posted on the Internet. Courses have no pre-set meeting times, although students and instructors also interact on-line at other times.

TELEWEB: COMBINATION OF COURSES

A third option is a combination of Telecourses and Online courses, called Teleweb. Students view the telecourse on Cable TV or Channel 3 and converse with instructors and other students via the Internet. Syllabi, assignments, quizzes and tests may be posted on the Internet.
Currently, the following courses are available via Television, On-Line and/or Teleweb:

BUSINESS

ACG	2001	Applied Financial Accounting I
ACG	2021	Financial Accounting
ACG	2071	Managerial Accounting
ACG	2100	Intermediate Accounting I
ACG	2110	Intermediate Accounting II
APA	1111	Introduction to Accounting I
APA	1121	Introduction to Accounting II
CGS	1100	Microcomputer Applications
CGS	1263	Local Area Network Concepts
CGS	1515	Spreadsheets Techniques and Programming
CGS	1545	Database Techniques and Programming
CGS	1560	Microcomputer Operating System
CGS	2103	Advanced Microcomputer Applications
CGS	2402	C++ Programming
COP	1000	Computer Concepts
COP	2250	Java Programming I
COP	2823	Advanced Web Page Creation
FIN	1030	Principles of Finance
FIN	1100	Personal Finance
GEB	1011	Introduction to Business
MAN	1800	Small Business Entrepreneurship
MAN	2021	Principles of Management
MAR	2011	Principles of Marketing
MKA	2021	Salesmanship
OST	1100	Keyboarding I
OST	1110	Keyboarding II
OST	1793	Internet Orientation
OST	2335	Business Communications
TAX	2000	Business Taxes

COMMUNICATIONS

AML	2012	American Literature
CRW	2000	Creative Writing
ENC	0010	Basic Writing I & Lab
ENC	0020	Basic Writing II & Lab
ENC	1101	Composition I
ENC	1102	Composition II
ENC	2210	Technical Writing
FIL	2100	Motion Picture Writing I
FIL	2110	Motion Picture Writing II
REA	0001	Basic Reading I & Lab
REA	0002	Basic Reading II & Lab
REA	1105	Critical Reading and Thinking
SPC	1060	Public Speaking

CRIME SCENE TECHNOLOGY

CJT	1110	Introduction to Crime Scene Technology
CJT	1111	Advanced Crime Scene Technology
CJT	1220	Crime Scene Photography I
CJT	2112	Crime Scene Safety
CJT	2141	Introduction to Forensic Science
CJT	2240	Fingerprint Class
CJT	2260	Biological Evidence

CRIMINAL JUSTICE

| CCJ | 1020 | Introduction To Criminal Justice |
| CCJ | 2250 | Constitutional Law and Rules of Evidence |

EARLY CHILDHOOD EDUCATION

EDF	1005	Introduction to Education
EDG	2701	Teaching Diverse Populations
EEX	2010	Introduction to Exceptional Education
EME	2040	Introduction to Educational Technology

EMERGENCY ADMINISTRATION AND MANAGEMENT

FFP	1823	Technical Applications in Emergency Management
FFP	1830	Introduction to Hazards
FFP	2800	Emergency Mgmt Public Education Programs
FFP	2801	Fundamentals of Emergency Management
FFP	2820	Emergency Preparedness
FFP	2821	Integrated EMS II
FFP	2822	Integrated EMS I
FFP	2831	Hazard Mitigation
FFP	2840	Disaster Recovery Operations
FFP	2841	Contingency Planning for Business and Industry
FFP	2880	Public Policy in Emergency Management
FFP	2881	Emergency Mgmt Leadership and Administration
SYP	2460	Effects of Disaster on Society

ENGLISH AS A SECOND LANGUAGE

| EAP | 1695 | Advanced ESL II |

ETHICS

PHI	1600	Studies in Applied Ethics
PHI	1603	Applied Ethics
PHI	1631	Studies in Professional Ethics
PHI	2649	Ethics for Public Safety Professionals

FIRE SCIENCE

FFP	1000	Fundamentals of Fire Protection
FFP	1109	Fire Department Occupational Safety & Health
FFP	1505	Fire Prevention
FFP	1540	Private Fire Protection Systems I

FFP	1780	Company Officer
FFP	2120	Building Construction for the Fire Science
FFP	2401	Hazardous Materials I
FFP	2402	Hazardous Materials II
FFP	2521	Blueprint Reading & Plans Review
FFP	2610	Fire Cause & Origin Determination
FFP	2740	Fire Service Course Delivery
FFP	2781	Fire Administration II
FFP	2810	Fire Fighting Tactics and Strategy I

FOREIGN LANGUAGES

FRE	1120	Elementary French I
FRE	1121	Elementary French II
SPN	1120	Elementary Spanish I
SPN	1121	Elementary Spanish II

FUNERAL SERVICES

FSE	1000	Introduction to Funeral Services
FSE	2080	Funeral Law
FSE	2160	Funeral Pathology
FSE	2201	Funeral Home Management Operations

HEALTH INFORMATION MANAGEMENT

HIM	1282	Medical Billing
HIM	2222	Basic ICD Coding
HIM	2234	Advanced Coding & Reimbursement
HIM	2253	CPT Coding

HUMANITIES

ARH	1000	Understanding Art
HUM	2210	Western Humanities I
HUM	2233	Western Humanities II
HUM	2270	East-West Synthesis of Humanities
MUH	1110	Introduction to Music
MUT	1001	Fundamentals of Music
REL	2300	World Religions

LIBRARY SCIENCE

LIS	1002	Introduction to Electronic Research

MATHEMATICS

MAC	1105	College Algebra
MAC	2233	Applied Calculus I
MAT	0012	Pre-Algebra
MAT	0024	Elementary Algebra
MAT	1033	Intermediate Algebra
MGF	1106	Liberal Arts Mathematics I
MGF	1107	Liberal Arts Mathematics II
STA	2023	Elementary Statistics

MEDICAL LAB TECHNOLOGY

MLT	1022	Introduction to Clinical Lab Science
MLT	1022L	Introduction to Clinical Lab Science Lab
MLT	1040	Phlebotomy
MLT	1610	Clinical Chemistry
MLT	1610L	Clinical Chemistry Lab
MLT	2362	Hematology & Body Fluids
MLT	2362L	Hematology & Body Fluids Lab

NATURAL SCIENCE

AST	1002	Universe: The Infinite Frontier
AST	1003	The Solar System
BSC	1005	Biological Science

BSC	1005L	Biological Science Lab
BSC	1083	Human Anatomy
BSC	1085	Human Anatomy & Physiology I
BSC	1085L	Human Anatomy & Physiology I Lab
BSC	1086	Human Anatomy & Physiology II
BSC	1086L	Human Anatomy & Physiology II Lab
BSC	1930	Biological Issues
CHM	1025	Introductory Chemistry
EVS	1001	Introduction to Environmental Science
GLY	1000	Earth Revealed
HUN	1201	Science of Nutrition
ISC	1141	Earth Sciences
MCB	2010	Microbiology
MCB	2010L	Microbiology Lab
OCE	2001	Introduction to Oceanography

SOCIAL AND BEHAVIORAL SCIENCES

AMH	2010	History of the United States I
AMH	2020	History of the United States II
ANT	2410	Cultural Anthropology
DEP	2102	Child Development
ECO	2013	Principles of MacroEconomics
ECO	2023	Principles of MicroEconomics
EUH	1000	Development of Western Civilization I
EUH	1001	Development of Western Civilization II
POS	2041	American National Government
PSY	1012	General Psychology
SLS	1301	Career and Life Planning
SYG	2000	Introductory Sociology
SYG	2430	Marriage and Family

VETERINARY TECHNOLOGY

SPC offers students worldwide a unique opportunity to earn an Associate in Science degree in Veterinary Technology through its Distance Education Program. It is designed for veterinary hospital employees who are unable to relocate or give up daytime jobs. Courses are conducted in the evening via a computer network, while laboratory courses are completed in an animal hospital or clinic under the supervision of veterinarians and graduate technicians. For more information about SPC's Veterinary Technology On-line Program send an e-mail to hancockg@spcollege.edu or call (727) 341-3653. Or visit our Web Site at: vettechdlp@spjc.edu.

WELLNESS AND HUMAN PERFORMANCE

HLP	1081	Personal Wellness
HSC	2100	Personal and Community Health

- Registration procedures are the same as traditional courses.
- Purchase course study guide and textbook immediately following registration. Textbooks are available at the bookstore or on the Internet: http://www.spjc.bkstr.com/
- Telecourse Syllabus will be available at the Electronic Campus Web site: http://e.spjc.edu
- Verify the College has your correct address upon registration.
- Log in to your online and/or teleweb classes within three days of the first day of class. The courses are not accessible until the first day of the semester.
- Orientation is required for all telecourses and some teleweb courses (check syllabus for time and place of orientation meetings).

For more information, contact the Electronic Campus office at womerl@spcollege.edu or call (727) 394-6117 or 394-6119.
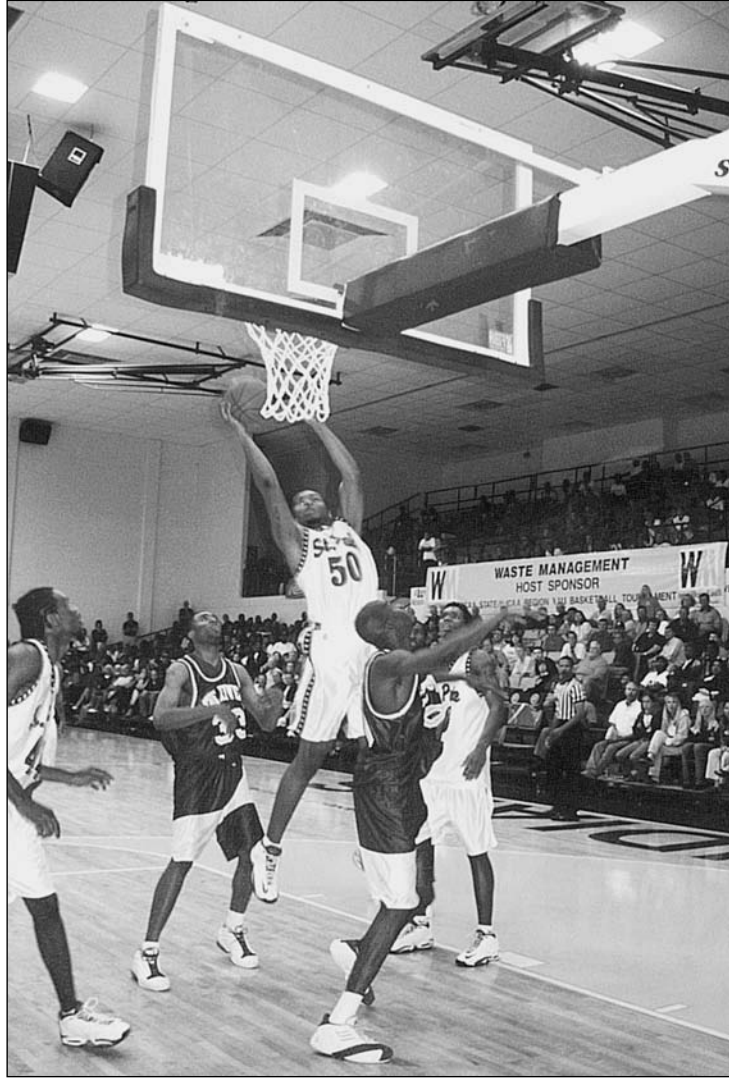
OPEN CAMPUS

Open Campus offers both credit and noncredit educational courses in the community through the following programs:

CREDIT PROGRAMS

Credit courses are offered at business sites, in high schools and in Europe through the International Study Program. Completed credit courses may be applied toward a degree. Students enrolled in the Open Campus Credit Program have all the privileges of regular, full-time on-campus students.

INTERNATIONAL STUDY PROGRAM

Through the International Study Program at St. Petersburg College, high school students may earn college credit as they take courses and tour ancient lands, browse through world-famous museums and enjoy architectural wonders of the modern world. Anyone who has completed 2 years of language in high school can participate in the Language Study programs in French, German and Spanish. Registration starts in the fall; orientation is in the January preceding the summer study tours and courses begin in the spring semester. For more details, call the SPC International Study Program Director at (727) 341-4448.

SEMESTER EXPERIENCE ABROAD (SEA)

Study in Seville, Spain and earn credit at St. Petersburg College. Through the Semester Experience Abroad (SEA) program, you'll join other American students for a semester of learning that won't interrupt your degree program at SPC and won't require a knowledge of Spanish language.

In the SEA program, you'll explore the history, art, language and culture of the city of Seville. The program is offered during the fall and spring at the International Institute of Studies – Seville, in cooperation with the College Consortium for International Studies in Washington, D.C.

All courses are approved by the Florida Department of Education toward degree Programs in this state.

For more information, contact the Director of International Studies (727) 341-4448 or 341-4458.

HIGH SCHOOL-COLLEGE DUAL CREDIT PROGRAM

Through St. Petersburg College, area high school students may take certain courses that give them credit toward a high school diploma and a college degree. Such credits then are transferable from SPC to other colleges and universities. The courses are available to public school, private school and home school students who are sophomores, juniors and seniors. The classes may be taken during the school day, as well as some evening hours.

Geared toward students with at least a 3.0 GPA, the Dual Credit Program offers courses at no expense – no fees for application, registration or texts (private school and home school students must purchase textbooks). Students must, however, provide their own transportation to classes.

To find out more, call SPC's Dual Credit Director at (727) 341-4448, or contact any high school guidance office.

FAST TRACK BA

High school students, who want the convenience of finishing college in just 3 years without going away, can get that process started while a high school sophomore or junior. The program is possible through a cooperative effort of Pinellas County Schools, St. Petersburg College and the University of South Florida St. Petersburg.

The Fast Track B.A. (Bachelor of Arts) program combines college-level courses available through the Dual Credit program with the Advanced Placement (AP) or International Baccalaureate (IB) programs. Students can complete a year of college credits before leaving high school, finish their Associate in Arts degree at SPC in one year, then move on to the USF St. Petersburg Campus - and graduate with a baccalaureate degree in one of 19 different majors just 2 years later.

Sponsored by the Florida Department of Education and implemented by St. Petersburg College, qualified students may receive dual high school and college credits. Students pay no fees for application, registration or textbooks (private school and home school students must purchase textbooks). For more information and assistance, students should contact the dual credit liaison at their high school or telephone St. Petersburg College, Dual Credit Program Director at (727) 341-4448.

CONTINUING EDUCATION HEALTH PROGRAM

SPC's CE Health program is one of the largest programs of its kind in the Florida Community College System. It offers over 200 continuing education courses, programs, seminars and conferences to Nurses, Allied Health and Mental Health professionals. In 1999, CE courses via the Internet – OnlinCE.net – was launched along with print courses in Vital Signs Magazine, expanding the CE Health Program's outreach to the state of Florida.

Through the CE Health Program, professionals can enhance their knowledge and skills by tailoring their continuing education to meet their specific professionals needs. Nationally known speakers and local experts offer flexible, timely programs that cover a diverse range of topics. Classes are offered days, evenings or weekends at convenient locations throughout the county. A brochure featuring current course offerings is mailed to over 30,000 professionals in the community three times a year. For information call (727) 341-4548 or (727) 341-4442.

LIFELONG LEARNING/DRIVER IMPROVEMENT/ DIVORCE: A CHILD'S VIEW

Through the Lifelong Learning program the community can explore a variety of courses for enrichment, self-improvement and recreation. Voyager space and medical youth camps are featured during the summer. Also available are programs such as (1) the court-mandated "Divorce: A Child's View" for divorcing parents with children 18 and under; (2) Legal Guardian continuing Education; and (3) Three driver improvement courses: Basic Driver Improvement, Drug Awareness Education for first time drivers and Advanced Driver Education.

COLLEGE FOR KIDS

College for Kids is a program for children Kindergarten through sixth grade during June, July and August. Students who have successfully completed grades K-6 may attend College for Kids. SPC accommodates students with special needs in accordance with ADA requirements for colleges. With or without accommodation, students must have appropriate independent work skills and behaviors appropriate to high levels of activity within a loosely structured learning environment. All SPC College for Kids instructors are certified elementary school teachers who facilitate enjoyable and enhanced learning opportunities.

CORPORATE TRAINING

CORPORATE TRAINING @ ICOT

PROFESSIONAL DEVELOPMENT TRAINING

Noreen Hodges (727) 341-4445

COMPUTER TRAINING

Paul Harris (727) 341-4462

Serving Pinellas County since 1985, SPC's Corporate Training offers a wide variety of individual and business related courses. Positioned as a strategic partner for both large and small corporations, this versatile department has two main areas of focus, professional development training and computer software training.

An important feature of Corporate Training is its flexibility. Classes and workshops range from a few hours to several days and can be designed for college credit or non-credit. Corporate Training brings a wealth of business training experience located in the ICOT Center Business Park, on the north side of Ulmerton Road in Clearwater. SPC@ICOT is located in an 11,000 square-foot facility, with classes open to the public or for customized programs for local organizations. It is designed to meet training needs by offering: 4 multimedia computer labs, 2 professional development rooms, a large conference room and a breakout room as well as ample parking. Custom classes can be scheduled when and where requested or at any of our convenient campus locations.

Corporate Training features and services:
- Customized professional development and computer software training and certificate programs for individuals, business and industry.
- On-site courses and seminars custom designed to meet unique corporate training needs.
- Custom courseware development services.
- Public workshops including regulated industries for the business community and professional groups.
- Flexible training schedules, low cost, with highly experienced trainers and consultants as instructors.
- Accredited by the Southern Association of Colleges and Schools.
- Scheduled courses are open to anyone.

Corporate Training professional affiliations are:
- American Society for Training & Development (ASTD)
- International Society for Performance Improvement (ISPI)
- Society for Human Resource Management (SHRM)
- Learning Resource Network (LERN)
- Florida Association of Community Colleges (FACC)

PROFESSIONAL DEVELOPMENT TRAINING

Although Corporate Training offers a wide cadre of college credit courses, it also provides noncredit training programs, seminars, certificate programs and conferences for individuals, business and industry, government and community agencies. Areas covered include profit and nonprofit management topics and professional development, project management, travel career training, business specific ESL (English As A Second Language) and regulated industries.

Business trainees can earn Continuing Education Units (CEUs) for seminars, workshops and course work in topic areas such as tax preparation, business tax, continuing professional education for CPA's, architects, construction, enrolled agents, title insurance, appraisal, real estate and insurance. Certificates of Completion series are available covering topic areas such as: project management, customer service, administrative assistant and supervisory skills. Corporate Training now offers a full spectrum of training programs designed by Achieve Global (formerly Zenger Miller), and Franklin Covey that are presented by our certified trainers. In addition, Quick Response Grants funded by Workforce Florida are available to new and expanding Pinellas County organizations who meet the program criteria and qualifications.

COMPUTER TRAINING

Corporate Training's Technical Services offers basic, intermediate and advanced training for many of the latest applications and operating systems. From introductory computer classes and mainstream business applications, to advanced programming and desktop publishing, our high quality computer training is quick and convenient.

In addition to daytime classes, training is also offered during evenings and weekends to fit busy schedules. Private classes can also be arranged for groups in your training facility or at our training center. Subject areas covered include: computer operating systems, office applications, word processing, networking, programming and desktop publishing. In addition to software application training, we also offer Internet training and Web page design classes.

Custom on-site computer software classes utilizing our portable lab can be arranged through Corporate Training. These classes can be based on existing or customized courseware. Courseware development is available at reasonable rates. Call on us for a quick and convenient quote to meet your specific training needs. Visit our web site at www.spjc.edu/icot or email us at cts@spjc.edu.

GRADUATION

GRADUATION REQUIREMENTS FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

(College Policy 6Hx23-4.24)

The College awards bachelors degrees, associate degrees, technical certificates and applied technology diplomas for satisfactory completion of a planned program of post-high school studies.

I. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the **Bachelor of Arts, Bachelor of Science or Bachelor of Applied Science Degrees.**

A. Students must satisfactorily complete at least 120 semester hours of college-level credits. For residency purposes, at least 30 of the semester hours required for graduation must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits or the number of credits in residency required for a degree.

B. For purposes of conferring a bachelor degree, students must complete at least 40 semester hours of courses numbered 3000 level or above. At least 30 of the 40 hours must be earned at St. Petersburg College.

C. Fulfill all requirements for the chosen major.

D. Students must generally achieve a grade point average of 2.0 or better on a 4.0 scale for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined, except for the College of Education, which requires that students achieve 2.5 or better average in all coursework. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College. Individual programs may require a higher grade point average for graduation.

E. Students must satisfactorily complete the general education requirements for the Associate in Arts degree including any assessment of educational outcomes that are required by the College.

F. Students must satisfactorily complete the College-Level Academic Skills Test (CLAST) unless exempt.

G. Students must complete the Gordon Rule requirement.

H. Students must complete 2 credits/consecutive years of the same foreign language or American Sign Language in high school (documented by an official high school transcript) or 8-10 hours in the same language or American Sign Language at the college level. Students may also provide official proof of successful completion of CLEP or other proficiency examination. Students admitted without this requirement met must satisfy it prior to graduation for any bachelors program.

I. Students have a 5-year period, beginning with the academic year of initial acceptance and enrollment into a specific baccalaureate degree at the junior level, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 5-year period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within this 5-year

period will begin a new 5-year period upon their enrollment following the expiration of their previous 5-year period.

J. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.

K. Special graduation requirements must be met for individual programs as follows:

1. **Bachelor of Arts/Science in Education**:
   a. maintain a minimum overall G.P.A. of 2.5 on a 4.00 scale in upper-division courses.
   b. successful completion of the Florida Teachers Certification Examination or other instrument authorized for certification within the state of Florida.

2. **Bachelor of Science in Nursing** – completion of 40 semester hours of upper-division nursing coursework.

3. **Bachelor of Applied Science in Technology Management** – completion of a minimum of 21 semester hours in the major in a single technical discipline.

II. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the **Associate in Arts** degree:

A. Students must satisfactorily complete at least 60 semester hours of college-level credits. At least 25 percent of the semester hours required for graduation must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits or the number of credits in residency, required for a degree.

B. Students must achieve a grade-point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.

C. Students must satisfactorily complete the general education requirements for the Associate in Arts degree including any assessment of educational outcomes that are required by the College.

D. Students must satisfactorily complete the College-Level Academic Skills Test (CLAST), unless exempt.

E. Students have a 5-year period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 5-year period based on advisement provided by the

program director and/or the counselor/advisor. Students who have not graduated within this 5-year period will begin a new 5-year period upon their next enrollment following the expiration of their previous 5-year period.

F. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.

III. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the **Associate in Science or Associate in Applied Science** degree:

A. Students must satisfactorily complete the general education requirements for the Associate in Science or Associate in Applied Science degree including any assessment of educational outcomes that are required by the College. Students must satisfactorily complete 25 percent of the semester hours required for graduation at St. Petersburg College including at least 12 credit hours in the major.

B. Students must satisfactorily complete the Associate in Science or Associate in Applied Science degree End of Program Assessment.

C. Students must achieve a grade point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.

D. Students have a 5-year period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 5-year period based on advisement provided by the program director and/or the counselor/advisor. For students in limited enrollment programs, students must receive approval from the appropriate program director. For students enrolled in linkage programs, the 5-year period begins with their initial enrollment at their local college. Students who have not graduated within this 5-year period will begin a new 5-year period upon their next enrollment following the expiration of their previous 5-year period. In each of the selected admission A.S. degree programs, students have a 5-year period, beginning with the session of initial enrollment into the program, to complete the specialty courses required for the degree.

E. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.

IV. The following general requirements for completion must be met by all students who are candidates for **College Credit Certificates or Applied Technology Diplomas:**

A. Candidates must achieve a 2.0 grade point average or better on a 4.0 scale in all coursework applicable to either the College Credit Certificate or Applied Technology Diploma.

GRADUATION WITH HONORS

(College Policy 6Hx23-4.22)

I. Each student graduating with an associate degree from St. Petersburg College with a grade point ratio of 3.3 or higher on all college work will receive a special notation on their diploma indicating graduation with honors.

II. There are two categories of "honors" for graduation.

A. "**High honors**" is awarded when the student has earned a grade point average of 3.8 or higher on all St. Petersburg College work and, if the student has earned college credit elsewhere, has a combined grade point average on all college work of 3.8 or higher.

B. "**Honors**" is awarded when the student has earned a grade point average of 3.3 or higher on all St. Petersburg College work and, if the student has earned college credit elsewhere, has a combined grade point average on all college work of 3.3 or higher.

SUBSTITUTE GRADUATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES

(College Policy 6Hx23-4.02)

The president is authorized to permit substitute graduation requirements for eligible students who have disabilities as defined by State Board of Education Rule 6A-10.041,F.A.C, to provide disabled students reasonable substitutions for graduation from the College. Procedures have been established to determine appropriate substitutions for these students on a case-by-case basis. Students with disabilities who believe they qualify for a substitution should contact the associate provost or provost at their campus or site.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

The state of Florida, through Florida statutes and rules of the State Board of Education, requires all students in Florida public community/junior colleges and universities to pass the College-Level Academic Skills Test (CLAST) to be awarded the Associate in Arts or to be admitted to upper division status, unless exempted (see below).

The CLAST measures the communication and computation skills that are judged by state university and community college faculty to be those skills that college students should have acquired by the end of their sophomore year. Students must pass all 4 subtests to be awarded an Associate in Arts degree or to be admitted to upper division status in state universities in Florida. The CLAST requirements also apply to students transferring to state universities in Florida from private Florida colleges as well as from out-of-state colleges.

Students who are otherwise qualified for admission to upper division status at a state university and who have satisfied the

minimum standards on only 3 of the 4 subtests of the CLAST may enroll for an additional 36 credits in upper division courses in a state university before passing all 4 subtests.

Eligibility for Taking the CLAST

To be eligible to take the CLAST students must successfully have completed at least 18 credit hours of college-level courses. College preparatory credits do not count toward the 18 hours.

Students register to take the test during the regular course schedule registration of the session in which the CLAST will be taken.

CLAST Exemption

There are alternative ways to meet the CLAST exit requirements for the Associate in Arts degree. Students who have 2.5 GPAs in appropriate courses may qualify for exemptions. Students who achieve a score of 500 on the Verbal and/or Math portion of the SAT 1, or a 21 score on the Enhanced Act in Mathematics, 21 on the English and/or 22 on the Reading may be exempt from all or a portion of the CLAST. To determine if you qualify for an exemption from CLAST, please contact the counseling/advising department.

Special Testing Conditions for Students with Disabilities

There are provisions for adaptations of test materials and conditions so a student with a record of a physiological disorder that substantially impairs visual, auditory, manual or speaking abilities or with a record of a learning disability can demonstrate achievement of CLAST skills. Such students must notify the Institutional Test Administrator (telephone (727) 341-4771) prior to the CLAST registration deadline.

CLAST Appeals

Students with specific learning disabilities or physiological disorders may appeal for special consideration. In addition, students who have met all requirements for graduation with the exception of CLAST and who have failed any subtest 4 times and who believe they have demonstrated appropriate proficiency through coursework may appeal for a waiver. All appeals go to the CLAST Appeals Committee.

Minimum CLAST Score Standards for Each Subtest

Effective October 1992

Reading	295
English Language Skills	295
Math	295
Essay	6

Skills Tested by the CLAST (With Major SPC Courses That Contain the Skills)

ESSAY SKILLS (ENC 1101, ENC 1102, ENC 1121, ENC 1122, ENC 2210, ENC 2301)
- Select a subject which lends itself to development
- Determine the purpose and audience for writing
- Limit a subject to requirements of time, purpose and audience
- Formulate a thesis or main idea statement
- Provide adequate supporting details
- Arrange ideas and details in an organizational pattern appropriate to the purpose and focus
- Provide relevant supporting material
- Write coherent prose with effective transition between parts
- Avoid slang, jargon, clichés and pretentious expressions
- Use a variety of sentence patterns
- Avoid unnecessary use of passive construction

- Maintain consistent point of view
- Revise, edit, and proofread for clarity, consistency and conformity

All of the skills tested on the English language skills subtest are also evaluated on the essay subtest.

ENGLISH LANGUAGE SKILLS (Same courses as for essay skills as well as all college preparatory English courses)
Word Choice Skills
- Use words which convey the meaning required by context
- Avoid wordiness

Sentence Structure Skills
- Place modifiers correctly
- Coordinate and subordinate sentence elements effectively
- Use parallel expressions for parallel ideas
- Avoid fragments, comma splices and fused sentences

Grammar, Spelling, Capitalization, and Punctuation Skills
- Use standard verb forms
- Maintain agreement between subject and verb
- Maintain agreement between pronoun and antecedent
- Use proper case forms
- Use adjectives and adverbs correctly
- Avoid inappropriate shifts in verb tense
- Make logical comparisons
- Use standard spelling, punctuation and capitalization

READING SKILLS (REA 1105, REA 1205, REA 0001, REA 0002, REA 0012)
Literal Comprehension
- Recognize main ideas
- Identify supporting details
- Determine meaning of words in context

Critical Comprehension
- Recognize author's purpose
- Identify organizational pattern
- Distinguish between fact and opinion
- Detect bias
- Recognize author's tone
- Recognize relationships within sentences
- Recognize relationships between sentences
- Recognize valid arguments
- Draw inferences and conclusions

MATHEMATICS SKILLS (MAT 1033, MGF 1106, MGF 1107, MAC 1105, MAT 0012, MAT 0024)
Arithmetic Skills
- Add, subtract, multiply and divide rational numbers in fractional form
- Add, subtract, multiply and divide rational numbers in decimal form
- Solve the sentence 'a% of b is c,' where values for two of the variables are given.
- Calculate percent increase and percent decrease
- Recognize the meaning of exponents
- Recognize the role of the base number in determining place value in the base ten numeration system
- Identify equivalent forms of decimals, percents and fractions
- Determine the order relation between real numbers
- Identify a reasonable estimate of a sum, average or product of numbers
- Infer relations between numbers in general by examining particular number pairs
- Solve real-world problems which do not involve the use of percent
- Solve real-world problems which involve the use of percent
- Solve problems that involve the structure and logic of arithmetic

Geometry and Measurement Skills
- Round measurements
- Calculate distance, areas, and volumes
- Identify relationships between angle measures
- Classify simple plane figures by recognizing their properties
- Recognize similar triangles and their properties
- Identify appropriate units of measurement (linear, square, cubic) for geometric objects
- Infer formulas for measuring geometric figures
- Select applicable formulas for computing measures of geometric figures
- Solve real-world problems involving perimeters, areas and volumes of geometric figures
- Solve real-world problems involving the Pythagorean property

Algebra Skills
- Add, subtract, multiply, and divide real numbers
- Apply the order-of-operations agreement to numerical and algebraic expressions
- Use scientific notation
- Solve linear equations and inequalities
- Use formulas to compute results
- Find particular values of a function
- Factor a quadratic expression
- Find the roots of a quadratic equation
- Solve a system of two linear equations in two unknowns
- Use properties of operations correctly
- Determine whether a particular number is among the solutions of a given equation or inequality
- Recognize statements and conditions of proportionality and variation
- Identify regions of the coordinate plane which correspond to specific conditions and vice versa
- Use applicable properties to select equivalent equations and inequalities
- Solve real-world problems involving the use of variables
- Solve problems that involve the structure and logic of algebra

Statistics Skills, Including Probability
- Identify information contained in bar, line and circle graphs
- Determine the mean, median, and mode of a set of numbers
- Use the fundamental counting principle
- Recognize properties and interrelationships among the mean, median and mode
- Choose the most appropriate procedures for selecting an unbiased sample
- Identify the probability of a specified outcome
- Infer relations and make accurate predictions from studying statistical data
- Interpret real-world data involving frequency and cumulative frequency tables
- Solve real-world problems involving probabilities

Logical Reasoning Skills
- Deduce facts of set inclusion or set non-inclusion from a diagram
- Identify statements equivalent to the negations of simple and compound statements
- Determine equivalence or nonequivalence of statements
- Draw logical conclusions from data
- Recognize invalid arguments with true conclusions
- Recognize valid reasoning patterns of valid arguments in everyday language
- Select applicable rules for transforming statements without affecting their meaning
- Draw logical conclusions when facts warrant them

WRITING REQUIREMENTS

State Board of Education Rule 6A-10.30 requires students completing the Associate in Arts Degree to produce written work of at least 24,000 words in 12 semester hours of English course work. Colleges could submit alternative plans. St. Petersburg College's alternative plan is included in the GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE. Also, see Alternative Plan for Gordon Rule Requirements for additional writing requirements information.

FOREIGN LANGUAGE REQUIREMENTS

All undergraduate students who are admitted to a public university or college in Florida shall have earned 2 credits of sequential foreign language in high school or 8 to 10 semester credits in one foreign language at the college level. This includes demonstrated proficiency in American Sign Language, e.g., 2 credits of high school level instruction or 8 to 10 credit hours of college level instruction. The law specifically exempts 2 groups of undergraduate students from the foreign language requirement:

1. students who received Associate in Arts Degrees prior to September 1, 1989, and
2. students who enrolled full-time in a program of study leading to an Associate in Arts Degree from a Florida community college prior to August 1, 1989, and who maintain continuous full-time enrollment until they are admitted to a university. (Continuous full-time enrollment shall be defined as enrollment in one course per academic year until admitted to a university.)

In addition, the rule provides for a limited number of students to be admitted to the State University System without meeting the foreign language requirement if there is evidence that the applicant is expected to do successful academic work at the admitting university. However, any Associate in Arts degree graduate from a public community college or university in Florida, or other upper-division transfer student, admitted without meeting the foreign language requirement, must earn such credits prior to graduation from a state university.

Students are strongly encouraged to complete foreign language requirements at the junior (community) college. Students should not confuse this admissions requirement to the state universities with the foreign language exit/graduation requirements each institution may have. Students should check with the university they plan to attend to determine that institution's foreign language graduation requirement.

ARTICULATION AGREEMENT

General Education Agreement

State Board of Education Regulation 6A-10.024 stipulates that after a public university or community college in Florida has published its general education core curriculum, the integrity of that curriculum shall be recognized by the other public universities and community colleges. Once a student has been certified by St. Petersburg College on the official transcript as having completed satisfactorily the prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other state university or community college in Florida to which he or she may transfer shall require any further such general education courses.

If articulation problems should occur, students should contact the community college articulation officer at the state university they are attending or contact the associate provost on their home campus at St. Petersburg College.

Transfer Agreement

Florida law provides that "every associate in arts graduate of a Florida community college must be granted admission to an upper division program offered by a state university institution except to: a limited access program; a teacher certification program; or a major program requiring an audition or portfolio." After admission has been granted to A.A. graduates as specified above and to state university system students who have successfully completed 60 credit hours of course work (and met the requirements of Section 240.107 F. S.), admission shall then be granted to other state university system students who have not completed 60 credit hours and Florida community college students who have successfully completed 60 credit hours but who have not been granted an AA degree. The law further gives priority for admission to a state university to community college associate in arts graduates over out-of-state students.

Effective August 2000, all graduates of an associate in science degree program listed in the Statewide Articulation Manual shall be granted admission into a corresponding baccalaureate program at the state universities, except for limited access programs and those requiring specific grades on particular courses for admission.

ASSOCIATE IN ARTS DEGREE

I. **GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE**

The general education requirements for the Associate in Arts degree consist of a minimum of 36 semester hours of credit. The minimum area requirements for the 36 semester hours are as follows:

A. **COMMUNICATION** -**Grade of "C" or higher – <u>14,000 words</u>** .... **9 credits**

This requirement may be met by completing 1, 2 and 3 below:

1. ENC 1101   Composition I **OR** (**<u>6,000 words</u> each**) .... 3 credits
   ENC 1121   Honors Composition I
   NOTE: ENC 1101 or ENC 1121 must be completed within the first 24 semester course work.

2. **One of the following 3 semester hour courses**: (**<u>6,000 words</u>**) .... 3 credits
   ENC 1102   Composition II
   ENC 1122   Honors Composition II
   AML 2012   American Literature I
   AML 2022   American Literature II
   ENL 2012   British Literature I
   ENL 2022   British Literature II
   LIT 2110   World Literature I
   LIT 2120   World Literature II
   NOTE: ENC 1102 or its equivalent course from this list must be completed within the first 36 semester hours of coursework.

3. **One of the following 3 semester hour courses**: (**<u>2,000 words</u>**) .... 3 credits
   SPC 1600   Introduction to Speech Communication **OR** (Honors**)**
   SPC 1016   Business and Professional Speaking
   SPC 1060   Public Speaking

B. **HUMANITIES/FINE ARTS**-**Grade of "C" or higher – <u>4,000 words</u>** .... **6 credits**

This requirement may be met by completing 1 and 2 below: (2,000 words each)

1. *HUM 2210   Western Humanities I (Ancient through Renaissance) **OR** (Honors**)**
   *HUM 2233   Western Humanities II (Baroque to the Present) **OR** (Honors)
   HUM 2250   Humanities (Western Man) **OR (Honors)
   *Students who have received credit for HUM 2250 cannot also receive credit for
   HUM 2210 or HUM 2233.
   **For students who completed HUM 2250 prior to Session I, 1996-97.

2. **One of the following 3 semester hour courses (2,000 words)** .... 3 credits
   ARH 1000   Understanding Art
   ARH 2050   Art History I
   ARH 2051   Art History II
   *HUM 2210   Western Humanities I (Ancient through Renaissance) **OR** (Honors)
   *HUM 2233   Western Humanities II (Baroque to the Present) **OR** (Honors)
   HUM 2270   Humanities (East-West Synthesis) **OR** (Honors)
   MUH 1110   Introduction to Music
   MUL 1010   Introduction to Music History
   PHI 1010   Introduction to Philosophy
   REL 2300   World Religions

C. **MATHEMATICS –Grade of "C" or higher** .... **6 credits**

This requirement may be met by completing any two courses with a MAC, MAP, MAS,
MGF or MTG prefix. STA 2023 may be substituted for any one course.

D. **NATURAL SCIENCES**

(A minimum of 6 semester hours including at least one laboratory course, shown with an "L" in the prefix, or a laboratory/ lecture course shown with a "C" in the prefix.) This requirement may be met by completing 1 and 2 below; **OR** 9 semester hours (not including a laboratory experience) from a combination of 1 and 2 below; **OR** a minimum of 12 semester hours from either field alone.

1. **BIOLOGICAL SCIENCES** .... **3 credits**
   BOT 1000C   Botany with Lab
   BSC 1005   Biological Science
   BSC 1005L   Biological Science Lab
   BSC 1010-1010L   Biology I Cellular Processes/Lab
   BSC 1011-1011L   Biology II Organisms and Ecology/Lab
   BSC 1040C   Honors Introduction to Biology with Lab
   BSC 1083   Human Anatomy
   BSC 1083L   Human Anatomy Lab
   BSC 1085-1085L   Human Anatomy and Physiology I/Lab
   BSC 1086-1086L   Human Anatomy and Physiology II/Lab
   BSC 1930   Biological Issues

BSC	2250C	Field Biology of Florida Plants and Animals w/ Lab
HUN	1201	Science of Nutrition
MCB	2010-2010L	Microbiology and Lab
OCB	1000C	Biology of Marine Life

    2. **PHYSICAL SCIENCES** .... **3 credits**

AST	XXXX	Astronomy prefix course

        (Note: Students taking AST 1002 cannot also receive credit for AST 1003 and AST 1004)

CHM	XXXX	Chemistry prefix course
GLY	XXXX	Geology prefix course
PHY	XXXX	Physics prefix course
PSC	XXXX	Physical Science prefix course
EVS	1001	Introduction to Environmental Science
ISC	1001L	Methods of Science Laboratory
ISC	1141	Earth Sciences
MET	2010	Introductory Meteorology
OCE	2001	Introduction to Oceanography
OCE	2001L	Oceanography Laboratory

E. **SOCIAL AND BEHAVIORAL SCIENCES – <u>4,000 words</u>** .... **6 credits**

    This requirement may be met by completing 1 and 2 below with a grade of "C" or higher:

    1. POS   2041   American National Government – **2,000 words OR**
          POS   2050   Honors American Government – **2,000 words**

    2. **One of the following 3 semester hour courses – (<u>2,000 words</u>)** ....3 credits

AMH	1091	African-American History
AMH	2010	History of the United States to 1865
AMH	2020	History of the United States from 1865
AMH	2059	The United States in Vietnam
ANT	2000	Introduction to Anthropology
ANT	2003	Survey Anthropology
ANT	2410	Cultural Anthropology
ECO	2013	Principles of Macroeconomics **OR** (Honors)
ECO	2023	Principles of Microeconomics **OR** (Honors)
EUH	1000	Development Western Civilization I to 1500
EUH	1001	Development of Western Civilization II from 1500
GEA	2172	Geography of the Developing World
GEA	2174	Geography of Developed World
INR	2002	International Relations
POS	2112	State and Local Government
PSY	1012	General Psychology
SYG	2000	Introductory Sociology
SYG	2010	Social Problems
SYG	2221	Woman and Society
SYG	2430	Marriage and Family
WOH	2040	The Twentieth Century

F. **ETHICS**-Grade of "C" or higher – <u>2,000 words</u> .... **3 credits**

    PHI 1600 or PHI 1602 or PHI 1631 or PHI 2649 or PHI 1603

G. **COMPUTER COMPETENCY** (no minimum credit hours required).

    Computer competency may be demonstrated by completing one of the following:

    1. Passing a College approved Basic Computer Skills Competency Test.
    2. Successfully completing (with grades of "C" or better) a high school level computer course (acceptable to the College) of at least one semester.
    3. Successful completion of at least one of the following:
        a. CGS 1060 Computer Literacy-WIN/NT.
        b. Any of the following 2 credit or 3 credit courses: CGS 1000, CGS 1100, CGS 1570 or COP 1000.
        c. Any three of the following 1 credit courses: CGS 1510, CGS 1520, CGS 1540, CGS 1930, CIS 1341, COP 1344 or OST 1741.
        d. EME 2040 Introduction to Educational Technology, preferred for Education majors.
        e. EGS 1141C Engineering Graphics with CAD or ETD 1320 AutoCAD I, preferred for Engineering majors.

II. **GENERAL EDUCATION ALTERNATIVES FOR INTERDISCIPLINARY STUDIES IN THE ASSOCIATE IN ARTS DEGREE**

    Students achieving a satisfactory score on the reading and English language sections of the College Placement Test and who receive an interview orientation with Interdisciplinary Studies Program faculty may enroll in this option of the regular general education program. The minimum area requirements for this 27 credit hour option are as follows:

A. A, B, E and F above: INTERDISCIPLINARY STUDIES (a minimum of 27 semester hours). This requirement may be met by completing 1, 2 and 3 below:

    1. IDS 1101 – Honors Interdisciplinary Studies - Ancient*
    2. IDS 1102 – Honors Interdisciplinary Studies - Medieval/Renaissance*
    3. IDS 2103 – Honors Interdisciplinary Studies - Modern*
        *A grade of "C" or higher is required for each of these courses.

B. Students partially completing the Interdisciplinary Studies will receive advanced standing credit toward the completion of the general education program, Section I above, as follows:
1. IDS 1101 – ENC 1101, HUM 2210 and EUH 1000 (all required).
2. IDS 1102 – ENC 1102, SPC 1600 and HUM 2233 (all required).
3. IDS 2103 – POS 2041, LIT 2120 and PHI 1600 (2 required, 1 elective).
C. C, G and H above
No general education alternatives for IDS Studies.

III. **ALTERNATIVE PLAN FOR GORDON RULE REQUIREMENTS IN THE ASSOCIATE IN ARTS DEGREE PROGRAM**
(SBE Rule 6A-010.30(2)(a))
The Board of Trustees of St. Petersburg College has submitted to the State Board of Education and had approved an alternative to the provision of this Rule requiring students to produce written work of at least 24,000 words in 12 semester hours of English coursework. This alternative requires completing of the following courses with a grade of "C" or higher in each course:

	Course			Minimum Words
A.	ENC	1101	Composition I **or**	6,000
	ENC	1121	Honors Composition I	
B.	One of the following courses:			6,000
	ENC	1102	Composition II	
	ENC	1122	Honors Composition II	
	AML	2012	American Literature I	
	AML	2022	American Literature II	
	ENL	2012	British Literature I	
	ENL	2022	British Literature II	
	LIT	2110	World Literature I	
	LIT	2120	World Literature II	
C.	One of the following courses:			2,000
	SPC	1600	Introduction to Speech Communication	
	SPC	1600	Honors Introduction to Speech Communication	
	SPC	1016	Business and Professional Speaking	
	SPC	1060	Public Speaking	
D.	One of the following courses:			2,000
	HUM	2210	Western Humanities I (Ancient through Renaissance)	
	HUM	2210	Honors Western Humanities I (Ancient through Renaissance)	
	HUM	2233	Western Humanities II (Baroque to the Present)	
	HUM	2233	Honors Western Humanities II (Baroque to the Present)	
E.	One of the following courses:			2,000
	ARH	1000	Understanding Art	
	ARH	2050	Art History I	
	ARH	2051	Art History II	
	HUM	2210	Western Humanities I (Ancient through Renaissance)	
	HUM	2210	Honors Western Humanities I (Ancient through Renaissance)	
	HUM	2233	Western Humanities II (Baroque to the Present)	
	HUM	2233	Honors Western Humanities II (Baroque to the Present)	
	HUM	2270	Humanities (East-West Synthesis)	
	HUM	2270	Honors Humanities (East-West Synthesis)	
	MUH	1110	Introduction to Music	
	MUL	1010	Introduction to Music History	
	PHI	1010	Introduction to Philosophy	
	REL	2300	World Religions	

	Course			Minimum Words
F.	POS	2041	American National Government **or**	2,000
	POS	2050	Honors American Government	
	AND			
	One of the following courses:			2,000
	AMH	1091	African-American History	
	AMH	2010	History of the United States to 1865	
	AMH	2020	History of the United States from 1865	
	AMH	2059	The United States in Vietnam	
	ANT	2000	Introduction to Anthropology	
	ANT	2003	Survey of Anthropology	
	ANT	2410	Cultural Anthropology	
	ECO	2013	Principles of Macroeconomics (or Honors)	
	ECO	2023	Principles of Microeconomics (or Honors)	
	EUH	1000	Development of Western Civilization I to 1500	
	EUH	1001	Development of Western Civilization II from 1500	
	GEA	2172	Geography of the Developing World	
	GEA	2174	Geography of the Developed World	
	INR	2002	International Relations	
	POS	2112	State and Local Government	
	PSY	1012	General Psychology	
	SYG	2000	Introductory Sociology	
	SYG	2010	Social Problems	
	SYG	2221	Woman and Society	
	SYG	2430	Marriage and Family	
	WOH	2040	The Twentieth Century	
G.	One of the following courses:			2,000
	PHI	1600	Studies in Applied Ethics	
	PHI	1602	Honors Studies in Applied Ethics	
	PHI	1631	Studies in Professional Ethics	
	PHI	2649	Applied Ethics in Public Safety Professions	
	PHI	1603	Applied Ethics	
			TOTAL	24,000

These courses are designated with a "G" in the course descriptions section of the catalog.
Mathematics requirements may vary with transfer institution and major.

St. Petersburg College is dedicated to the task of assisting students toward their goal of achieving a college education.

During the first two years of college at St. Petersburg College, students secure a broad education in the area of English, Humanities, Social Science, Laboratory Science, Mathematics and Computers; in addition, they begin specialized work in their own particular fields of interest. It is the aim of SPC to provide quality instruction for transfer credit to senior institutions. The Associate in Arts degree program is intended for students planning to transfer to a public university or college to pursue Bachelor of Arts or certain Bachelor of Science degrees. The Associate in Arts degree requirements, as outlined on the previous pages, are designed to enable graduates to transfer at the junior level into B.A. as well as many B.S. degree programs at public universities and colleges in Florida and other states. The selection of elective courses should be based on information regarding requirements of the student's intended transfer institution and major field of study. This information may be obtained from counselors/advisors and the appropriate college catalogs.

GENERAL EDUCATION

See the General Education Requirements shown
 in the Catalog .... 36 Credits

PREREQUISITES AND ELECTIVES

Request detailed information for requirements
for each major from your Counselor or Academic
Advisor .... 24 Credits
TOTAL .... 60 Credits

The State Universities and Community Colleges have developed common prerequisites for each of the majors offered in the State University System. For some of the majors the prerequisites are few, leaving students many choices for the courses they may take to satisfy General Education requirements and leaving room for additional electives. On the other hand, many majors have specified detailed prerequisites that will require careful course choices for satisfaction of the 36 hour General Education requirement as well as for the remaining 24 hours that students have to complete for the Associate in Arts Degree.

Students must make certain that they meet the specific requirements of the institutions to which they plan to transfer.

Detailed information regarding the prerequisites for majors, institutional requirements and other important information for transfer students is provided in the Recommended A.A. Degree Programs Guide for approximately 250 majors. This complete Recommended A.A. Degree Programs Guide is available on the FACTS website — www.FACTS.org.

SAMPLE A.A. DEGREE PROGRAMS PREPARING FOR A BACHELOR'S DEGREE in the following programs are included in this catalog:

Architecture
Business and Management
Communication (Mass)
Education, Elementary Teacher
Education, English Teacher
Engineering
Humanities
Life Sciences
Mathematics & Statistics
Music
Public Administration & Social Work

A complete listing of all majors offered at public universities and colleges follows the sample degree programs listed above.

Architecture — FAMU*, FAU, UF*
(ARCH-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition II **OR** (approved Literature Course)	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016, 1060 or 1600 Honors)	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[y] College Algebra	3
MAC	2233	[a,c] Applied Calculus	3
Biological Sciences Approved Course			3
PHY	1053	[a,h] General Physics I	3
PHY	1048L	[a] General Physics Lab I	1
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602, 1631or 2649)	3
Computer Competency Requirement Course			

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in
 addition to those listed under General Education:

ARC	1211	[c] The Building Arts	3
ARC	1301	Architectural Design 1	4
ARC	1302	Architectural Design 2	4
ARC	1701	Architectural History	3
ARC	2201	[d] Architectural Theory I	3
ARC	2303	[z] Architectural Design 3	4
ARC	2304	[z] Architectural Design 4	4
ARC	2461	[e,z] Materials and Methods of Construction I	3
ARC	2501	[f] Architectural Structures I	4

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   66

See current SPC catalog for list of approved optional courses for each academic area.

* Limited Access Program
[a] This course is a prerequisite for admission to the major even though listed among the General Education.
[b] Acceptable substitute: MAC 3311.
[c] Acceptable substitutes: ARH 2000 or ARC 2702.
[d] Acceptable substitute: ARC 3206.
[e] Acceptable substitute: ARC 2472
[f] Acceptable substitute: ARC 2580.
[g] Acceptable substitutes: PHY 2004, PHY 2053 or PHY 3004.
[y] This course not required for major but is the prerequisite for the required MAC 2233.
[z] Our courses, ARC 2303, ARC 2304 & ARC 2461, are each 1 credit short of Common Prerequisite requirement.

NOTES:
 Additional courses may be required as prerequisites depending on the student's preparation.
 General Education Requirements normally total 36 credit hours. This total is higher because some of the Common Prerequisite requirements are shown in the General Education Requirements listing.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN BUSINESS & MANAGEMENT

Business, General – FSU*, UCF, USF*
Business Administration & Management – FAMU, FAU, FGCU, FIU*, FSU*, UCF, UF, UNF, USF*, UWF
Accounting – FAMU, FAU, FGCU, FIU, FSU*, UCF, UF*, UNF, USF*, UWF
Business Managerial Economics – FAMU, UCF, UNF, USF*, UWF
Finance, General – FAU, FGCU, FIU, FSU* , UCF, UF, UNF, USF*, UWF
Insurance & Risk Management – FIU, FSU*, UF
Financial Services – UNF

(BUS-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition II **OR**	3
		(approved Literature course)	
SPC	1600	Introduction to Speech **OR**	3
		(SPC 1016, 1060, or 1600 Honors)	
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR**	3
		(approved Humanities/Fine Arts course)	
MAC	2233 [a,b,e]	Applied Calculus I	3
STA	2023 [a,c,zz]	Elementary Statistics	3
Natural Sciences		One Biological & One Physical Science Course (One course must include a lab)	6
POS	2041	American National Government or (Honors)	3
ECO	2013	[a] Principles of Macroeconomics or (Honors)	3
PHI	1600	Studies in Applied Ethics **OR**	3
		(PHI 1602, 1631 or 2649)	
CGS	1100	[a,d] Microcomputer Applications	3

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

ECO	2023	Principles of Microeconomics (or Honors)	3
ACG	2021	[e] Financial Accounting	3
ACG	2071	[f] Managerial Accounting	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight-semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited Access Program
[a] This course is a prerequisite for admission to the major even though listed among the General Ed. Requirements.
[b] Acceptable substitute: MAC X230.
[c] Acceptable substitute: QMB X100.
[d] Acceptable substitutes: Demonstrated competency or one of the following equivalent courses: CGS 1530, 1570, 2060, 2100, 2531, 2000, MAN 2812.
[e] Acceptable substitute: ACG X001 and ACG X011.
[F] For the Accounting Major at FSU, UF and USF, ACG X071 will count toward the degree as elective credits for transfer students,.
However, it is recommended that native students take another non-accounting elective.
[zz] At UCF, ECO 3401 is an acceptable substitute for STA X023 and MAC X233.

NOTES:
Additional courses may be required as prerequisites depending on the student's preparation.
General Education Requirements normally total 36 credit hours. This total is higher because some of the Common Prerequisite requirements are shown in the General Education Requirements listing.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN MASS COMMUNICATIONS

Communication (Mass) – FSU*, UCF, UNF, FIU, USF*, UWF
(MCOMM-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition II **OR**	3
		(approved Literature Course)	
SPC	1600	Introduction to Speech Communication **OR**	3
		(SPC 1016, 1060 or 1600 Honors)	
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR**	3
		(approved Humanities/Fine Arts course)	
Mathematics	[a]	Two college-level courses with an MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences		One Biological & One Physical Science Course (One course must include a lab)	6
POS	2041	American National Government (or Honors)	3
Social and Behavioral Sciences Approved Course			3
PHI	1600	Studies in Applied Ethics **OR**	3
		(PHI 1602, 1631, 2649)	
Computer Competency Requirement			

PREREQUISITE COURSES IN THE MAJOR

Recommended that 18 credit hours be taken **outside** the major at the lower division.

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight-semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.
* Limited Access Program
[a] STA 2023 may be substituted for any one course.

NOTES:
Additional courses may be required as prerequisites depending on the student's preparation.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ELEMENTARY TEACHER EDUCATION

Elementary Teacher Education – FAMU, FAU,FGCU, FIU, FSU*,UCF, UF*Proteach, UNF, USF, UWF
(EDUC-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	[a] Composition I	3
AML	2012	[a] American Literature OR ENC 1102 **OR** (another approved Literature Course)	3
SPC	1600	[a] Introduction to Speech Communication **OR** (SPC 1016,1060,1600 Honors)	3
HUM	2210	[a] Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
PHI	1010	[a] Introduction to Philosophy **OR** (approved Humanities/Fine Arts Course)	3
Mathematics		[a, b] Two college-level courses with a MAC, MGF or MTG prefix	3
Natural Sciences		[a] One Biological & One Physical Science (One course must include a lab)	6
POS	2041	[a] American National Government or (Honors)	3
PSY	1012	[a] General Psychology	3
PHI	1600	[a] Studies in Applied Ethics **OR** (PHI 1602,1631, 2649)	3
EME	2040	[a,c] Introduction to Educational Technology	3

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

AMH	2010	U.S. History I **OR**	3
AMH	2020	U.S. History II	(3)
EDF	1005	Introduction to Education	3
EDG	2701	[y] Teaching Diverse Populations	3
XXX	XXXX***	Courses **BEYOND** General Education Requirements	9

*** Mathematics (3 cr); Natural/Physical Sciences (2-3 cr); and Social Sciences (3 cr)

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.
* Limited Access Program
[a] This course is a prerequisite for admission to the major even though listed among the General Education Requirements.
[b] STA 2023 may be substituted for any one course.
[c] Equivalent course or demonstrated competency may substitute.
[y] **In addition to EDG 2701, students must complete at least 6 credit hours of course work with an international or diversity focus.** Some suggested courses are: HUM 2270 Humanities (East-West Synthesis), AMH 1091 African-American History, ANT 2410 Cultural Anthropology, REL 2300 World Religions.

NOTES:
Additional courses may be required as prerequisites depending on the student's preparation.
A minimum of 9 hours in English, including writing, literature and speech.
A minimum of 9 hours in mathematics, excluding MAT 1033 and including college algebra or higher and geometry.
A minimum of 9 hours in natural and/or physical sciences, including earth science, life science and physical science with a minimum of one associated lab.
A minimum of 6 hours in humanities, including philosophy and fine arts.
A minimum of 12 hours in the social sciences, including general psychology and American History.
Education courses may not be used to meet these requirements.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ENGLISH TEACHER EDUCATION

English Teacher Education – FAMU, FAU, FGCU, FIU, FSU, UCF, UF, UNF, USF, UWF
(EDUC-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	[a] Composition I	3
AML	2012	[a] American Literature OR ENC 1102 **OR** (another approved Literature Course)	3
SPC	1600	[a] Introduction to Speech Communication	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
PHI	1010	Introduction to Philosophy **OR** (approved Humanities/Fine Arts Course)	3
Mathematics		[b] Two college-level courses with a MAC, MGF or MTG prefix	6
Natural Sciences		One Biological & One Physical Science Course (One course must include a lab)	6
POS	2041	American National Government or (Honors)	3
PSY	1012	[a] General Psychology	3
PHI	1600	[a] Studies in Applied Ethics **OR** (PHI 1602,1631, 2649)	3
EME	2040	[a,c] Introduction to Educational Technology	3

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

AMH	2010	U.S. History I **OR**	3
AMH	2020	U.S. History II	(3)
EDF	1005	Introduction to Education	3
EDG	2701	[y] Teaching Diverse Populations	3
XXX	XXXX ***	Courses **BEYOND** General Education Requirements	9

*** Mathematics (3 cr); Natural/Physical Sciences (2-3 cr); and Social Sciences (3 cr)

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.
* Limited Access Program
[a] This course is a prerequisite for admission to the major even though listed among the General Education.
[b] STA 2023 may be substituted for any one course.
[c] Equivalent course or demonstrated competency may substitute.
[y] **In addition to EDG 2701, students must complete at least 6 credit hours of course work with an international or diversity focus.** Some suggested courses are: HUM 2270 Humanities (East-West Synthesis), AMH 1091 African-American History, ANT 2410 Cultural Anthropology, REL 2300 World Religions.

NOTES:
Additional courses may be required as prerequisites depending on the student's preparation.
A minimum of 9 hours in English, including writing, literature and speech.
A minimum of 9 hours in mathematics, excluding MAT 1033 and including college algebra or higher and geometry.
A minimum of 9 hours in natural and/or physical sciences, including earth science, life science and physical science with a minimum of one associated lab.
A minimum of 6 hours in humanities, including philosophy and fine arts.
A minimum of 12 hours in the social sciences, including general psychology and American History.
Education courses may not be used to meet these requirements.

Engineering, General — UF*, USF*
Aerospace Engineering — UCF, UF
Agricultural Engineering — UF
Chemical Engineering — FAMU, FIU, FSU, USF*, UF
Civil Engineering — FAMU, FIU, FSU, UCF, UF, UNF, USF*
Computer Engineering — FAMU, FAU, FIU, FSU, UCF*, UF, USF*
Electrical, Electronics Engineering — FAMU, FAU, FIU, FSU, UCF, UF, UNF*, USF*, UWF,
Engineering Science — UF
Environmental Health Engineering — UCF, UF
Industrial/Manufacturing Engineering — FAMU, FSU, UCF, USF*
Materials Engineering — UF
Mechanical Engineering — FAMU, FAU, FIU, FSU, UCF, UF, UNF, USF*
Nuclear Engineering — UF
Coastal & Ocean Engineering — FAU
Industrial & Systems Engineering — FIU, UF

(ENGNR-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	[a] Composition I	3
ENC	1102	[a] Composition **OR** (approved Literature course)	3
SPC	1600	Introduction to Speech Communication **OR** SPC 1016, 1060 or 1600 Honors)	3
HUM	2210	[a] Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	[a] Humanities (East-West Synthesis) **OR** (approved Humanities/Fine Arts Course)	3
MAC	2311	[a,c] Calculus with Analytic Geometry I	5
MAC	2312	[a,c] Calculus with Analytic Geometry II	5
CHM	1045	[a,b] General Chemistry & Qualitative Analysis I	3
CHM	1045	[a,b] General Chemistry & Qualitative Analysis Lab I	1
Biological Sciences Approved Course			3
POS	2041	[a] American National Government or (Honors)	3
[a] Social and Behavioral Sciences Approved Course			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602, 1631 or 2649)	3
Computer Competency Requirement			

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

MAC	2313	[c] Calculus with Analytic Geometry III	4
MAP	2302	[c] Differential Equations	3
PHY	2048	Physics I	3
PHY	1048L	Physics Lab I	1
PHY	2049	Physics II	3
PHY	1049L	Physics Lab II	1
XXX	XXXX	Humanities or Social Sciences	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.
* Limited Access Program
[a] This course is a prerequisite for admission to the major even though listed among the General Education.
[b] Acceptable substitute: CHS 1440
[c] Acceptable substitutes: MAC 2281, MAC 2282, MAC 2283.

NOTES:
Additional courses may be required as prerequisites depending on the student's preparation.
General Education requirements normally total 36 credit hours. This total is higher because some of the Common Prerequisite requirements are shown in the General Education listing.

Humanities – FIU, FSU, UCF, USF, UWF
(ENGHM-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition II **OR** (approved Literature course)	3
SPC	1600	Introduction to Speech **OR** (SPC 1016, 1060 or 1600 Honors)	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR** (approved Humanities/Fine Arts Course)	3
Mathematics	[a]	Two college-level courses with an MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences		One Biological & One Physical Science Course (One course must include a lab)	6
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602, 1631, 2649)	3
Computer Competency Requirement			

NO PREREQUISITE COURSES IN THE MAJOR

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.
[a] STA 2023 may be substituted for any one course.

NOTES:
All Community College students are encouraged to complete the Associate in Arts degree.
Additional courses may be required as prerequisites depending on the student's preparation.

Biology, General – FAMU, FAU, FIU, FSU, UCF, UNF, USF, UWF
Plant Pathology – UF
Ecology (Limnology) – UCF
Marine/Aquatic Biology – UWF
(NATSC-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition II **OR**	3
		(approved Literature course)	
SPC	1600	Introduction to Speech Communication **OR**	3
		(SPC 1016, 1060 or 1600 Honors)	
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR**	3
		(approved Humanities/Fine Arts Course)	
MAC	2311 [a,b]	Calculus with Analytic Geometry I	5
MAC	2312 [a,c]	Calculus with Analytic Geometry II	5
BSC	1010 [a,d]	Biology I - Cellular Processes	3
BSC	1010L[a,d]	Biology Lab I - Cellular Processes	1
CHM	1045 [a]	General Chemistry & Analysis I	3
CHM	1045L [a]	General Chemistry & Analysis I Lab	1
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course			3
PHI	1600	Studies in Applied Ethics **OR**	3
		(PHI 1602,1631 or 2649)	
Computer Competency Requirement			

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major
in addition to those listed under General Education:

BSC	1011 [e]	Biology II -Organisms & Ecology	3
BSC	1011L [e]	Biology Lab II - Organisms & Ecology	1
CHM	1046	General Chemistry & Qualitative Analysis II	3
CHM	1046L	General Chemistry & Qualitative Analysis Lab II	1
CHM	2210 [f]	Organic Chemistry I	3
CHM	2210L [f]	Organic Chemistry Lab I	1
CHM	2211 [g]	Organic Chemistry II	3
CHM	2211L [g]	Organic Chemistry Lab II	1

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.

[a] This course is a prerequisite for admission to the major even though listed among the General Education.
[b] Acceptable substitute: MAC 2233, 2253 or X281.
[c] Acceptable substitute: STA 2023, 2122, 2014, 2024, 2321 or equivalent, MAC 2234, 2254, X282.
[d] Acceptable substitutes: PCB X010, X011, X021, X131, BSC X040, 2012.
[e] Acceptable substitutes: ZOO X010, BOT X010, BSC X041, BOT X013.
[f] Acceptable substitutes: PHY 3043/3043L, 3048/3048L, 3049/3049L or equivalent.
[g] Acceptable substitutes: PHY 3053/3053L, 3048/3048L, 3049/3049L or equivalent.

NOTES:
Additional courses may be required as prerequisites depending on the student's preparation.
General Education Requirements normally total 36 credit hours. This total is higher because some of the Common Prerequisite requirements are shown in the General Education Requirements listing.

Mathematics, General – FAMU, FAU, FIU, FSU, UCF, UF, UNF, USF*, UWF
(MATH-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition II **OR**	3
		(approved Literature course)	
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016, 1060 or 1600 Honors)	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR**	3
		(approved Humanities/Fine Arts Course)	
MAC	2311 [a]	Calculus with Analytic Geometry I	5
MAC	2312 [a]	Calculus with Analytic Geometry II	5
Natural Sciences		*One Biological & One Physical Science Course (One course must include a lab)	6
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course			3
PHI	1600	Studies in Applied Ethics **OR**	3
		(PHI 1602, 1631 or 2649)	
COP	XXXX [a]	Computer Language – (Pascal, FORTRAN, C, C+ or C++)	3

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

MAC	2313	Calculus with Analytic Geometry III	4

*Plus successful completion of two laboratory-based science courses for respective science majors. These courses may be used to meet General Education Requirements:

BSC 1010/1010L & BSC 1011/1011L (one or both) **OR**   4 – 8
CHM 1045/1045L & CHM 1046/1046L (one or both) **OR**   4 – 8
PHY 1053/1048L & PHY 1054/1049L (one or both)   4 – 8

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.
* Limited Access Program
[a] This course is a prerequisite for admission to the major even though listed among the General Education.

NOTES:
Additional courses may be required as prerequisites depending on the student's preparation.
General Education Requirements normally total 36 credit hours. This total is higher because some of the Common Prerequisite requirements are shown in the General Education Requirements listing.

Social Work, General — FAMU, FAU, FIU, FSU, UCF*, USF*, UWF
(HUSEV-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition **OR** (approved Literature course)	3
SPC	1600	Introduction to Speech **OR**	
		(SPC 1016, 1060 or 1600 Honors)	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR**	
		approved Humanities/Fine Arts Course)	3
Mathematics		[b] Two college-level courses with an MAC, MAP, MAS, MGF or MTG prefix	6
BSC	1005	[a,c] Biological Science	3
BSC	1005L	[a,c] Biological Science Lab	1
Physical Sciences Approved Course			3
POS	2041	[a] American National Government or (Honors)	3
ECO	2013	[a] Principles of Macroeconomics or (Honors)	3
PHI	1600	Studies in Applied Ethics **OR**	
		(PHI 1602, 1631, 2649)	3
Computer Competency Requirement			

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

PSY	1012	General Psychology	3
SYG	2000	Introduction to Sociology **OR**	3
SYG	2010	Social Problems	(3)

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited Access Program

[a] This course is a prerequisite for admission to the major even though listed among the General Education.

[b] STA 2023 may be substituted for any one course.

[c] Acceptable substitute: Biology (Human Biology or Anatomy & Physiology).

NOTES:

Additional courses may be required as prerequisites depending on the student's preparation.

General Education Requirements normally total 36 credit hours. This total is higher because some of the Common Prerequisite requirements are shown in the General Education Requirements listing.

Music, General – FAU, FIU, FSU*, UF*, UNF
Jazz Studies – FAMU, UNF*
Music Performance – FAMU, FSU*, UCF, UNF*, USF UWF

(ARTS-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	Composition I	3
ENC	1102	Composition II **OR** (approved Literature course)	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016, 1060 or 1600 Honors)	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis) **OR** (approved Humanities/Fine Arts Course)	3
Mathematics	a	Two college-level courses with an MAC, MAP, MAS or MGF prefix	6
Natural Sciences		One Biological & One Physical Science course (One course must include a lab)	6
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602, 1631, 2649)	2
Computer Competency Requirement			

PREREQUISITE COURSES IN THE MAJOR

LISTED COURSES			ACCEPTABLE SUBSTITUTES	
MUT	1111	x 3	MUT 1121	4
MUT	1112	x 3	MUT 1122	4
MUT	2116	x 3	MUT 2126	4
MUT	2117	x 3	MUT 2127	4

can substitute for the series in the left column (4 credits each)

MUT	1241	x 1	MUT 1221, 1222, 2226 & 2227 **OR**
MUT	1242	x 1	MUT 1261, 1262, 2266 & 2267 **OR**
MUT	2246	x 1	MUT 1271, 1272, 2276 & 2277
MUT	2247	x 1	(any one of the series of courses in this right column can substitute for any one course in the left column)

The above acceptable substitute 4 credit courses are integrated courses, including both written music theory (part-writing) and the aural/visual (sight-singing and dictation). The courses at FSU, UF, FIU, & FAU are split into 3 credit written music music theory (part-writing) and 1 credit aural/visual (sight-singing and dictation). Our 4 credit courses should be equal to the combined 3 plus 1 credit courses.

MUN	XXXX	4
MVx	1X1X	2 – 4
MVx	2X2X	2 – 4

Secondary Piano Proficiency
by Examination y 0(Credits)

ELECTIVES
XXX   XXXX   z

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS   60

See current SPC catalog for list of approved optional courses for each academic area.
* Limited Access Program
a STA 2023 may be substituted for any one course.
x Courses unavailable.
y Acceptable substitutes: MVK 1111, 1112, 2121 & 2122, OR 111r, 111r, 2121r, 2121r, 1211, & 2221
z Additional Courses Recommended: **VARIES FROM TRACK TO TRACK AND INSTITUTION TO INSTITUTION.**

NOTES:
   DUPLICATE COURSES SUCH AS MVK 1111r MAY BE REPEATED UP TO 4 TIMES.
   Additional Requirements for Degree required and **VARY FROM TRACK TO TRACK AND INSTITUTION TO INSTITUTION.**
   Additional courses may be required as prerequisites depending on the student's preparation.

MAJORS OFFERED AT 4-YEAR COLLEGES & UNIVERSITIES

Accounting
Actuarial Sciences
Addiction Studies
Advertising
Aerospace Engineering
African-American Studies
Agriculture (Food and Resource) Economics
Agricultural Business/Operations
Agricultural Engineering
Agriculture Science
Agricultural Teacher Education (Vocational)
Agronomy & Crop Science
American Studies (USA)
Animal, Dairy & Poultry Science
Anthropology
Apparel Design Technology
Applied Math/Math Sciences
Architecture
Art History & Appreciation
Art Teacher Education
Art, General
Asian Studies
Astronomy
Atmospheric Science & Meteorology
Biochemistry
Biological and Physical Sciences:
    Biology & Chemistry
    Biology & Computer Science
    Biology & Earth Science
    Biology & Mathematics
    Biology & Physics
    Chemistry & Computer Science
    Chemistry & Earth Science
    Chemistry & Mathematics
    Chemistry & Physics
    Computer Science & Earth Science
    Computer Science & Mathematics
    Computer Science & Physics
    Earth Science & Mathematics
    Earth Science & Physics
    Earth Systems Science Concentration
    Math & Physics
Biological Systems Mgmt. & Environmental Systems Mgmt.
Biology, General
Biology Teacher Education
Botany, General
Business Administration & Management
Business Managerial Economics
Business Marketing Management
Business Teacher Education (Vocational)
Business, General
Chemical Engineering
Chemical Sciences
Chemistry
Chemistry Teacher Education
Civil Engineering
Civil Technology
Classics & Classical Language
Coastal & Ocean Engineering
Communication (Mass)
Community Health – Health Science
Community Health Liaison
Computer & Information Engineering
Computer & Information Sciences

Computer Engineering
Computer Information Systems
Computer Sciences
Computer Science Concentration
Construction/Building Technology
Construction Track/Engineering Technology
Criminal Justice Studies
Dance – B.A. Track
Dance – B.F.A. Track
Dance Education
Design in Architecture Studies
Dietetics/Nutritional Services
Digital Media/Computer Animation
Digital Media/Computing for Media
Digital Media/Digital Music
Digital Media/Graphic Design
Digital Media/Writing Media
Drama Education
Dramatic Arts
Earth/Space Teacher Education
East Asian Language/Literature
Ecology (Limnology)
Economics and Policy Specialization
Economics Business
Economics Social Sciences
Education of Blind & Visually Handicapped
Education of Emotionally Handicapped
Education of Mentally Handicapped
Education of Specific Learning Disabled
Electrical Track, Engineering Technology
Electrical, Electronics Engineering
Electronic Engineering Technology
Elementary Teacher Education
Engineering Science
Engineering, General
English, General
English Teacher Education
Entomology
Environmental Health Engineering
Environmental Management
Environmental Science B.A. Program
Environmental Science B.S. Program
Environmental Science & Policy – B.S.
Environmental Studies Concentration
Environmental Studies/Nat. Science Option – B.S. Prog.
Environmental Studies/Policy Option – B.S. Prog.
Exercise Science
Exercise Science/Athletic Training Track
Family & Child
Finance, General
Financial Services
Fire and Emergency Services
Fitness & Wellness Track
Food Science
Food Science & Human Nutrition – Dietetics
Foreign Languages Teacher Education
Foreign Languages, Multiple
Forensic Science
Forest Resources & Conservation
French
Geography
Geology
German
Gerontology
Graphic Design
Greek, Classical
Health Administration
Health Information Management
Health Sciences – Addictions Studies

Health Sciences – B.S.
Health Sciences – Community Health
Health Sciences – Health Administration
Health Sciences – Nutrition & Dietetics
Health Sciences – Physical Therapy
Health Sciences – Rehabilitative Services
Health Services Administration
Health Teacher Education
History
Home Economics General
Home Economics Teacher Education (Vocational)
Horticulture Science
Hospitality Administration/Mgmt
Housing
Human Resource Development
Human Resources Management
Human Services, B.S.
Humanities
Independent Studies
Industrial & Systems Engineering
Industrial/Manufacturing Engineering
Information Sciences
Information Sciences & Systems
Information Studies
Instructional Track, Engineering Tech
Insurance & Risk Management
Interdisciplinary Natural Sciences
Interior Design
International Business Management
International Relations
Italian
Jazz Studies
Jewish Studies
Journalism
Jr. High/Middle School Teacher Education/
    English – Special Education
Jr. High/Middle School Teacher Education/
    Math – Special Education
Jr. High/Middle School Teacher Education/
    Science – Special Education
Jr. High/Middle School Teacher Education/
    Social Science – Special Education
Landscape Architecture
Landscape Operations & Management
Latin
Latin American Studies
Legal Assisting
Leisure Services Management
Leisure Services Professional
Liberal Arts & Sciences
Linguistics
Magazine Production
Management Info Systems/Business Data Process
Management Science
Manufacturing/Industrial Engineering Tech
Manufacturing Track – Engineering
Marine/Aquatic Biology
Mass Communication
Materials Engineering
Mathematics, General
Mathematics, General – Teacher Certification
Math & Physics
Math – Applied Math/Math Sciences
Math – Statistics
Math Teacher Education – Secondary Math Education
Mechanical Engineering
Mechanical Engineering – Related Technology
Medical Technology
Merchandising

Microbiology/Bacteriology
Middle Grade English/Middle Grade Social Science Ed
Middle Grade Math/Middle Grade English Ed
Middle Grade Math/Middle Grade Science Ed
Middle Grade Math/Middle Grade Social Science Ed
Middle Grade Science/Middle Grade English Ed
Middle Grade Science/Middle Grade Social Science Ed
Middle Grade Science Teacher Education
Motion Picture & TV Technology
Motion Picture, TV, Recording Arts
Music Composition
Music History & Appreciation
Music Performance
Music Teacher Education
Music Therapy
Music, General
Music/Music Theory
Natural Resources
Natural Resource Conservation
New College
Nuclear Engineering
Nursing
Nutrition & Dietetics
Nutritional Sciences
Occupational Specialist Training Ed.
Occupational Therapy
Packaging Science
Pharmacy
Philosophy
Philosophy & Religion
Photography
Physical Sciences
Physical Therapy
Physics
Physics Teacher Education
Plant Pathology
Plant Sciences
Political Science & Government
Portuguese
Pre-Elementary/Early Childhood Teacher Education
Printing Production
Production Management, Manufacturing & Processing
Psychology, General
Public Administration
Public Relations & Organizational Communication
Radiation Physics
Radio & TV Broadcasting
Radiologic (Medical) Technology
Real Estate
Recreation Program Delivery
Rehabilitative Services
Religious Studies
Respiratory Therapy
Rhetorical Speech & Communication
Russian
Russian & East European Studies
Science Mathematics Education
Secondary Science/Math Teacher Ed.
Social Psychology
Social Sciences General
Social Science Teacher Education
Social Work, General
Sociology
Sociology/Anthropology
Soils Science
Spanish
Special Education, General
Speech Pathology & Audiology
Statistics

Studio/Fine Arts
Surveying – Engineering Tech
Technical Education
Textiles
Textiles & Clothing
Therapeutic Recreation
Transportation Management
Urban & Regional Planning
Vocational Industrial Education
Vocational Rehab Counseling
Waste Management & Utilization & Land Water Mgmt
Wildlife Ecology and Conservation
Women's Studies
Zoology

ASSOCIATE IN SCIENCE DEGREE
ASSOCIATE IN APPLIED SCIENCE DEGREE
COLLEGE CREDIT CERTIFICATES
APPLIED TECHNOLOGY DIPLOMAS

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

(College Policy 6Hx23-4.32)

The general education requirements for the Associate in Science degree consist of a minimum of 18 transferable semester hours of credit. The minimum area requirements for the 18 transferable semester hours are as follows:

A. **COMMUNICATIONS –**
    Grade of "C" or better . . . . **6 – 9 credits**
    Complete either 1, 2 and 3 **OR** 1 and 3 below:
    1. Choose one: . . . . 3 credits
        ENC   1101   Composition I **OR**
        ENC   1121   Honors Composition I
        And, if required by program
    2. Choose one: . . . . 3 credits
        ENC   1102   Composition II **OR**
        ENC   1122   Honors Composition II
        NOTE: ENC 1101 or ENC 1121 must be completed within the first 24 credit hours of course work and ENC 1102 or ENC 1122 must be completed within the first 36 credit hours of course work.
    3. Choose one: . . . . 3 credits
        SPC   1600   Introduction to Speech Communication **OR** Honors
        SPC   1016   Business and Professional Speaking
        SPC   1060   Public Speaking

B. **HUMANITIES/FINE ARTS –**
    Grade of "C" or better . . . . **3 credits**
    Choose one:
    ARH   1000   Understanding Art
    ARH   2050   Art History I
    ARH   2051   Art History II
    *HUM 2210   Western Humanities I (Ancient through Renaissance) **OR** Honors
    *HUM 2233   Western Humanities II (Baroque to the Present) **OR** Honors
    HUM   2270   Humanities (East-West Synthesis) **OR** Honors
    MUH   1110   Introduction to Music
    MUL   1010   Introduction to Music History
    PHI   1010   Introduction to Philosophy
    REL   2300   World Religions
    HUM 2250   Humanities (Western Man) **OR Honors
    *Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.
    **For students who completed HUM 2250 prior to Session I, 1996-97

C. **MATHEMATICS – Grade of "C" or better** . . . . **3 credits**
    Any college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix

D. **NATURAL SCIENCES** (no minimum credit hours required for general education for the A.S. degree, except by the specific A.S. articulated programs).

E. **SOCIAL AND BEHAVIORAL SCIENCES –**
    Grade of "C" or better . . . . **3 credits**

Choose one:
AMH   1091   African-American History
AMH   2010   History of the United States I
AMH   2020   History of the United States II
AMH   2059   The United States in Vietnam
ANT   2000   Introduction to Anthropology
ANT   2003   Survey Anthropology
ANT   2410   Cultural Anthropology
ECO   2013   Principles of Macroeconomics **OR** (Honors)
ECO   2023   Principles of Microeconomics **OR** (Honors)
EUH   1000   Development of Western Civilization I
EUH   1001   Development of Western Civilization II
GEA   2172   Geography of the Developing World
GEA   2174   Geography of Developed World
INR   2002   International Relations
POS   2041   American National Government
POS   2050   Honors American National Government
POS   2112   State and Local Government
PSY   1012   General Psychology
SYG   2000   Introductory Sociology
SYG   2010   Social Problems
SYG   2221   Woman and Society
SYG   2430   Marriage and Family
WOH   2040   The Twentieth Century

F. **ETHICS – Grade of "C" or better** . . . . **2-3 credits**
    Choose one:
    PHI   1603   Applied Ethics   2 credits
    PHI   1600   Studies in Applied Ethics   3 credits
    PHI   1602   Honors Studies in Applied Ethics   3 credits
    PHI   1631   Studies in Professional Ethics   3 credits
    PHI   2649   Applied Ethics in Public Safety Professions   3 credits

G. **COMPUTER COMPETENCY** (no minimum credit hours required). Computer competency may be demonstrated by completing one of the following:
    1. Passing a College approved Basic Computer Skills Competency Test.
    2. Successfully completing (with grades of "C" or higher) a high school level computer course (acceptable to the College) of at least 1 semester.
    3. Successful completion of at least one of the following:
        a. CGS 1060 Computer Literacy-WIN/NT.
        b. Any of the following two-credit or three-credit courses: CGS 1000, CGS 1100, CGS 1570, or COP 1000.
        c. Any three of the following one-credit courses: CGS 1510, CGS 1520, CGS 1540, CGS 1930, CIS 1341, COP 1344 or OST 1741.
        d. EME 2040 Introduction to Educational Technology, preferred for Education majors.
        e. EGS 1141C Engineering Graphics with CAD or ETD 1320 AutoCAD I, preferred for Engineering majors. Programs may limit the options available under Mathematics, Humanities/Fine Arts and Social and Behavioral Sciences.

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ASSOCIATE IN SCIENCE DEGREE
ASSOCIATE IN APPLIED SCIENCE DEGREE
COLLEGE CREDIT CERTIFICATE AND
APPLIED TECHNOLOGY DIPLOMA PROGRAMS

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GENERAL INFORMATION

The following community occupational programs have been especially designed to assist students who desire the advantages of a college education and at the same time wish to prepare themselves for immediate employment.

Some of the Associate in Science degree programs have limited space and therefore have selective admissions. These programs are subject to the Equal Access/Equal Opportunity requirements of both the College and the State of Florida. As a result, the minimum qualification requirements may be waived.

Insurance or proof of coverage is required for students in all programs where there is a possibility of liability involved. Students should check individual programs for this requirement. Health program students are required to obtain liability and clinical accidental insurance through the College for which a special fee is charged.

LINKAGE PROGRAMS

The Linkage System is a cooperative agreement among five community colleges in the Tampa Bay Area—Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College and St. Petersburg College.

The system offers students the opportunity to enter identified programs on a quota-based system.

Students must be enrolled at their local college while completing the general education requirements for a specific linkage program. Application must be made both to the college offering the linkage program and the program, if a selective admission is a requirement. Students must conform to program policies and procedures, including deadline dates, as stated in the Linkage College Catalog. Applicant must have the local College Occupational Dean/Director attest to eligibility on a transmittal form to the Occupational Dean/Director of the Linkage College.

Additional information on Linkage programs may be obtained by contacting a St. Petersburg College counselor.

The following Linkage Programs will be offered by the indicated institutions:

Dental Hygiene	– St. Petersburg College and Pasco-Hernando Community College
Diagnostic Medical SonographyTechnology	– Hillsborough Community College
Environmental Science Technology	– Hillsborough Community College
Funeral Services	– St. Petersburg College
Health Information Management	– St. Petersburg College and Polk Community College
Medical Laboratory Technology	– St. Petersburg College
Multimedia Technology	– Polk Community College
Nuclear Medicine Technology	– Hillsborough Community College
Occupational Therapy Assistant	– Polk Community College
Opticianry	– Hillsborough Community College
Physical Therapist Assistant	– St. Petersburg College and Polk Community College
Radiation Therapy Technology	– Hillsborough Community College
Respiratory Care	– St. Petersburg College, Manatee CC and Hillsborough CC
Veterinary Technology	– St. Petersburg College

GRADUATION INFORMATION

All occupational degrees earned at St. Petersburg College are based upon the successful completion of each prescribed program as indicated. Effective August 2000, all graduates of an associate in science degree in Business Administration, Electronics Engineering Technology, Hospitality & Tourism Management, Nursing and Radiography, (programs that are listed in the Statewide Articulation Manual) may articulate courses from these programs into a corresponding baccalaureate program at the state universities. The College does not assume any responsibility for the transfer of credits to a senior college or university for any associate in science degree program not listed in the Statewide Articulation Manual.

GRADUATION REQUIREMENTS

Candidates for graduation with an Associate in Science degree and Associate in Applied Science degree in vocational programs must:
1. Satisfactorily complete the prescribed course of study listed under the program, including special graduation requirements.
2. Satisfactorily complete Item II. (A-C) under the section Graduation Requirements for All Degrees, Certificates and Diplomas (Exceptions will be noted under specific programs.)
3. For the Associate in Science program at St. Petersburg College satisfactorily complete the general education core requirements that is acceptable to the State University System.

ADVISEMENT REQUIREMENTS

1. For students in the Associate in Science and Associate in Applied Science degree programs the College will provide an automated program evaluation report each session in which they are enrolled at the College.
2. Each Associate in Science and Associate in Applied Science degree candidate must have a graduation advisement session with their program advisor prior to completing 42 credit hours in the degree program.

COLLEGE CREDIT CERTIFICATE PROGRAMS AND APPLIED TECHNOLOGY DIPLOMAS

Students interested in SPC College Credit Certificate Programs and Applied Technology Diplomas should contact the Program Director at the noted phone number, for specific entrance requirements, skills and experience needed before enrolling in certain programs and class schedule options.

Upon completion of a required program, the student may be awarded the appropriate certificate or diploma. A notation of the award will be made on the student's permanent record and transcript. This will be done even if the student continues beyond the diploma or certificate program towards an associate degree.

ASSOCIATE IN SCIENCE DEGREES

- Accounting Technology (ACCTG)
- Architectural Design and Construction Technology (ARCH)
- Business Administration (BUS) (fully transferable to Bachelors Degree at any SUS in Florida)
- Computer Engineering Technology – CISCO (CCNA)
- Computer Engineering Technology – Computer(CPNET)
- Computer Information Technology
    - With options in:
        - Computer/Network Support Technician (CNET)
        - Microsoft Certified Office User Specialist (MOUS)
        - Office Systems Technology (OSMGT)
- Computer Programming and Analysis – (PROG)
- Crime Scene Technology (CST)
- Criminal Justice Technology
    - With options in:
        - Law Enforcement/Corrections (CJTRK)
        - Corrections Probation Officer (CJCPO)
- Database Technology
    - With options in:
        - Microsoft Certified Database Administrator (MCDBA)
        - Microsoft Certified Solution Developer (MCSD)
        - Oracle Certified Database Administrator (OCDBA)
        - Oracle Certified Database Developer (OCDEV)
- Drafting and Design Technology (DRAFT)
- Dental Hygiene (DENHY)
- Early Childhood Education (CHDEV)
- Electronics Engineering Technology (ELEC) (fully transferable to Bachelors Degree at any SUS in Florida)
- Emergency Administration and Management (EAM)
- Emergency Medical Services (EMS)
- Environmental Resource Management
    - With options in:
        - Irrigation Management (IRMGT)
        - Landscaping Technology (LDSCP)
- Fire Science Technology (FIRE)
- Funeral Services (FUNSE)
- Graphic Design Technology
    - With options in:
        - Multimedia (MLMD)
        - Print Design (GRAPH)
- Health Information Management (HIM)
- Hospitality & Tourism Management (HMGT) (fully transferable to BS at FIU)
- Human Services
    - With options in:
        - Social Services (HSDIS)
        - Alcohol/Substance Abuse (HSM)
- Internet Services Technology
    - With options in:
        - Master CIW Administrator (MCIWA)
        - Master CIW Designer (MCIWD)
        - Master CIW Application Developer (WEADV)
        - Web Designer Technician (WEBDS)
        - Web Developer (WEBDV)
- Legal Assisting (LEGAL)
- Manufacturing Technology
    - With options in:
        - Computer-Integrated Design (CID)
        - Manufacturing Production (MNTEC)
- Medical Laboratory Technology (MLT)
- Networking Services Technology
    - With options in:
        - Linux Systems Administrator (LINUX)
        - Microsoft Certified Systems Engineer (MCSE)
        - Network Systems Specialist (NETWK)
- Nursing (R.N.) (NURSE) (fully transferable to Bachelors Degree at any SUS in Florida)
        - (Including Transitional Day Program for LPNs in Florida, Transitional Evening Program for Practical Nurses in Florida, Transitional Evening Track for Paramedics)
- Physical Therapist Assistant (PTA)
- Plastics Engineering Technology (MANUF)
- Quality Compliance Technician (QUAL)
- Radiography (RAD) (fully transferable to BS at UCF)
- Respiratory Care (RESC)
        - (Including Transitional Program for Respiratory Care Technicians or Students with Advanced Standing; Transitional Program for Paramedics)
- Sign Language Interpretation (INTRP)
- Telecommunications Engineering Technology
    - With options in:
        - Telecommunications (TELEC)
        - Wide Area Network (WAN)
- Veterinary Technology (VETTC)
        - (Including Distance Education Program)

ASSOCIATE IN APPLIED SCIENCE DEGREES

- Automotive Service Management Technology (AUTO)
- Business Administration and Management
    - With options in:
        - Management (MGMT)
        - Marketing (MKT)
- Industrial Management Technology (INMG)

COLLEGE CREDIT CERTIFICATES

Business Development & Administrative Services
- Accounting Applications (ACCAP)
- Business Administration (Veterinary Hospital Manager) (VHM)
- Food and Beverage Management (FBM)
- Legal Assisting Advanced Technical Certificate (LGL)
- Rooms Division Management (RDM)

Certified Internet Webmaster Technology
- Master Certified Internet Web Administrator (MCIWA)
- Master Certified Internet Webmaster Designer (MCIWD)
- Master Certified Internet Web Enterprise Developer (WEEDV)
- Web & E-Commerce Application Developer (WEADV)

Computer, Database, Engineering and Network Technology
- CISCO Certified Network Associate (CCNA)
- CISCO Certified Network Professional (CCNP)
- Computer/Network Support Technician (CNET)
- Computer Programming (PROG)
- Desktop Designer (DESK)
- Internetworking Support Technician (INST)
- IT Quality Assurance and Software Testing (ITQAS)
- Linux System Administrator (LINUX)
- Microsoft Certified Database Administrator (MCDBA)
- Microsoft Certified Office User Specialist (MOUS)
- Microsoft Certified Professional (MCP)
- Microsoft Certified Solution Developer (MCSD)
- Microsoft Certified Systems Engineer (MCSE)
- Network Systems Specialist (NETSY)
- Oracle Certified Database Administrator (OCDBA)
- Oracle Certified Database Developer (OCDEV)
- Software Systems Developer (SSD)
- Wide Area Network (WAN)
- Windows Programming (WINPR)

Environmental Resource Management
- Irrigation Technician (IRRT)
- Landscape Design & Installation Technician (LDIT)

Industrial Development
- AutoCAD Foundations Technology (ATCAD)
- Building Construction Technology (BCNST)
- Computer Integrated Design (CID)
- Drafting Technology (DRAFT)
- Advanced Plastics Engineering Technician (PLET)
- Manufacturing Production (MNTEC)
- Quality Process Technician (QUAL)

Health Care
- Cancer Data Management (CDM)
- Critical Care (CC)
- Emergency Care (EMC)
- Nursing Clinical Judgement (NCJ)
- Nursing Pharmacotherapeutics (NPT)
- Paramedic (PMED)
- Patient Care Management (PCM)
- Perioperative Nursing (BPN)

Public Service
- Basic Corrections (BCO)
- Basic Law Enforcement (BLE)
- Computer Related Crime Investigation (CRCI)
- Corrections Probation Officer (CPO)
- Crime Scene Technology (CST)
- Emergency Administration and Management (EAM)
- Fire Inspector I (FISI)
- Fire Inspector II (FISII)
- Fire Investigator I (FIVI)
- Fire Investigator II (FIVII)
- Fire Officer I (FOI)
- Fire Officer II (FOII)

APPLIED TECHNOLOGY DIPLOMAS

- Associate Addiction Professional (CAAP)
- Emergency Medical Technician (EMT)
- Medical Coder (MCDE)
- Medical Transcription (MTRN)
- Pest Control Operations (PCOP)
- Youth Development Professional (YDP)

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY (ARCH-AS)

ASSOCIATE IN SCIENCE DEGREE

(Major Courses are taught on the Clearwater Campus)
**Robert Hudson, Instructor-in-Charge,
Telephone (727) 791-2647**

A balance of practical skills and management training prepares successful AS degree candidates for careers in contractors' or architects' offices, building construction administration, or self-employment in the construction industry. The program is very flexible, allowing the student to choose electives that are most suited to their career goals. Some of the courses satisfy the requirement of the Construction Industry License Board for Continuing Education Units. Classes are conveniently offered days, evenings and weekends.

GENERAL EDUCATION COURSES (15 credits)
ENC 1101	Composition I	3
Humanities /Fine Arts Approved Course		3
Mathematics	ªAny college-level course with a MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course		3
SPC 1600	Introduction to Speech Communications **OR** (SPC 1016 or 1060)	3

SUPPORT COURSES (30 credits)
PHI 1600	Studies in Applied Ethics **OR** (1602, 1631, 2649)	3
Select 9 credits: BUL 2131 or 2241 or 2242, GEB 1011, MAN 1800 or 2340, REE 1040, SOP 1602		9
Select 15 credits: ARC, BCN, BCT or TAR courses		15
Select 3 credits: CHM, GLY, ISC, PSC or PHY prefix		3

MAJOR COURSES (21 credits)
Codes – Select 3 credits:		3
BCN 1930	Hurricane Resistant Design	
BCN 2014	OSHA	
BCN 2068	ADA	
BCT 1760	Codes	
BCT 2066	RCS-96 Code	
BCT 2067	SSTD 10-96 "Deemed to Comply"	
Drawing – Select 3 credits:		3
ARC 1126C	Architectural Drawing I	
BCN 1050	Building Specifications	
BCN 1251C	Construction Drawing	
BCN 1272	Blueprint Reading	
TAR 2054C	Computer-Aided Drafting	
TAR 2055C	Intermediate AutoCAD	
TAR 2056C	Advanced AutoCAD	
TAR 2122C	Advanced Construction Drawing	
Estimating – Select 3 credits:		3
BCT 1600	Construction Estimating	
BCT 2601	Advanced Estimating and Scheduling	
General – Select 3 credits:		3
ARC 1211	The Building Arts	
ARC 1701	Architectural History I	
ARC 1702	Architectural History II	
Industry – Select 3 credits:		3
BCN 2070	Avoiding and Resolving Claims	
BCT 2705	Job Site Superintending	
BCT 2715	Advanced Construction Project Mgmt	
TAR 1271	Professional Practice	
Materials – Select 3 credits:		3
ARC 2461	Materials and Methods of Construction I	
BCN 1057	HVAC	
BCN 1058	Plumbing	
BCN 1059	Electrical	
BCN 2052	Masonry	
BCN 2053	Roofing	
BCN 2054	Surveying	
BCN 2055	Concrete	
BCN 2056	Steel	
Work Experience – Select 3 credits:		3
BCN 1940	Construction Practicum	
BCN 2949	Co-op Work Experience	
TAR 1941	Architectural Drafting Practicum	
TAR 2949	Co-op Work Experience	

TOTAL PROGRAM HOURS   66

ª If you wish to take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree.

DRAFTING AND DESIGN TECHNOLOGY (DRAFT-AS)

ASSOCIATE IN SCIENCE DEGREE

(Major Courses are taught on the Clearwater Campus)
Robert Hudson, Telephone (727) 791-2647

GENERAL EDUCATION COURSES (15 credits)
ENC 1101	Composition I	3
Humanities /Fine Arts Approved Course		3
Mathematics	ªAny college-level course with a MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course		3
SPC 1600	Introduction to Speech Communications **OR** (SPC 1016 or 1060)	3

SUPPORT COURSES (15 credits)
PHI 1600	Studies In Applied Ethics **OR** (1602, 1631 or 2649)	3
Select 3 credits: CHM, GLY, ISC, PSC or PHY prefix		3
Select 9 credits: BUL 2131 or 2241 or 2242, GEB 1011, MAN 1800 or 2340, REE 1040, SOP 1602		9

MAJOR COURSES (32 credits)
BCN 1251C	Construction Drawing	3
TAR 2054C	Computer-Aided Drafting	3
TAR 2055C	Intermediate AutoCAD	3
TAR 2056C	Advanced AutoCAD	3
TAR 2122C	Advanced Construction Drawing	3
Select 8 credits: ARC, BCN, BCT or TAR courses		8
Codes – Select 3 credits:		3
BCN 1930	Hurricane Resistant Design	
BCN 2014	OSHA	
BCN 2068	ADA	
BCT 1760	Codes	
BCT 2066	RCS-96 Code	
BCT 2067	SSTD 10-96 "Deemed to Comply"	
Materials – Select 3 credits:		3
ARC 2461	Materials and Methods of Construction I	
BCN 1057	HVAC	
BCN 1058	Plumbing	
BCN 1059	Electrical	
BCN 2052	Masonry	
BCN 2053	Roofing	
BCN 2054	Surveying	
BCN 2055	Concrete	
BCN 2056	Steel	
Work Experience – Select 3 credits:		3
BCN 1940	Construction Practicum	
BCN 2949	Co-op Work Experience	
TAR 1941	Architectural Drafting Practicum	
TAR 2949	Co-op Work Experience	

TOTAL PROGRAM HOURS   62

ª If you take MAT 1033, your degree will be an AAS degree instead of an AS degree. Transferability cannot be guaranteed with the AAS degree.

BUSINESS TECHNOLOGIES PROGRAM

Martha Adkins, Program Director (CL), (727) 791-2530
Joseph Smiley, Program Director (TS) (727) 712-5813
Connie Szuch, Program Director (SP/G) (727) 341-4724

Business Technologies offers a variety of academic programs that are designed to enhance the educational experiences and employment opportunities of students interested in the field of business. It is the goal of Business Technologies to prepare students to meet the challenges of an ever-changing, competitive, global society through high-quality education using state-of-the-art technology. Most of the Business Technologies programs incorporate specialty options permitting students to tailor their studies toward their own career and/or personal interests. Students in Business Technologies are educated in the fundamentals of computer technology, communications, and business management.

The field of business includes a variety of occupations ranging from manager, accountant, and supervisor, to salesperson, office assistant, and computer programmer/analyst. Business occupations in today's global marketplace require individuals to have good interpersonal skills as well as managerial and leadership skills. These skills are emphasized across the broad spectrum of academic programs and courses offered in Business Technologies. The general college admissions policy applies to all students entering any Business Technologies program.

Some Business Technologies courses are taught only at specified campuses and others are offered only in the evening. Based upon equipment and demand, some computer courses may be taught at only one site.

The programs offered by Business Technologies are:

AS DEGREES
Accounting Technology (ACCTG)
Business Administration (Fully transferable to a Bachelors Degree at any state university in FL) (BUS)
Computer Engineering Technology – CISCO Networking (CCNA)
Computer Information Technology
    With options in:
        Computer/Network Support Technician (CNET)
        Microsoft Certified Office User Specialist (MOUS)
        Office Systems Technology (OSMGT)
Computer Programming and Analysis (PROG)
Database Technology
    With options in:
        Microsoft Certified Database Administrator (MCDBA)
        Microsoft Certified Solution Developer (MCSD)
        Oracle Certified Database Administrator (OCDBA)
        Oracle Certified Database Developer (OCDEV)
Internet Services Technology
    With options in:
        Master CIW Administrator (MCIWA)
        Master CIW Designer (MCIWD)
        Master CIW Application Developer (WEADV)
        Web Designer Technician (WEBDS)
        Web Developer (WEBDV)
Legal Assisting (LEGAL)
Networking Services Technology
    With options in:
        Linux Systems Administrator (LINUX)
        Microsoft Certified Systems Engineer (MCSE)
        Network Systems Specialist (NETWK)

AAS DEGREES
Automotive Service Management Technology (AUTO)
Business Administration and Management
    With options in:
        Management (MGMT)
        Marketing (MKT)
Industrial Management Technology (INMG)

COLLEGE CREDIT CERTIFICATES
Business Development & Administrative Services
    Accounting Applications (ACCAP)
    Business Administration (Veterinary Hospital Manager) (VHM)
Certified Internet Webmaster Technology
    Master Certified Internet Web Administrator (MCIWA)
    Master Certified Internet Webmaster Designer (MCIWD)
    Master CIW Enterprise Developer (WEEDV)
    Web & E-Commerce Application Developer (WEADV)
Computer and Network Technology
    CISCO Certified Network Associate (CCNA)
    CISCO Certified Network Professional (CCNP)
    Computer/Network Support Technician (CNET)
    Computer Programming (PROG)
    IT Quality Assurance and Software Testing (ITQAS)
    Linux System Administrator (LINUX)
    Microsoft Certified Database Administrator (MCDBA)
    Microsoft Certified Office User Specialist (MOUS)
    Microsoft Certified Professional (MCP)
    Microsoft Certified Solution Developer (MCSD)
    Microsoft Certified Systems Engineer (MCSE)
    Networking Systems Specialist (NETSY)
    Oracle Certified Database Administrator (OCDBA)
    Oracle Certified Database Developer (OCDEV)
    Software Systems Developer (SSD)
    Windows Programming (WINPR)

ACCOUNTING TECHNOLOGY
(ACCTG-AS)

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES (18 credits)

ENC	1101	Composition I	3
SPC	1016	Business and Professional Speaking **OR** (SPC 1600)	3
Humanities/Fine Arts Approved Course			3
Mathematics		a Any college level course with a MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics	3

SUPPORT COURSES (28 credits)

ACG	2001-2011	Applied Financial Accounting I & II **OR**	3, 3
ACG	2021	b Financial Accounting	(3)
BUL	2241	Business Law I	3
CGS	1100	Microcomputer Applications	3
FIN	1030	Principles of Finance	3
GEB	1011	Introduction to Business	3
GEB	2350	Survey of International Business	3
MAN	2340	Human Factors in Supervision	3
OST	1793	Internet Orientation	1
OST	2335	Professional Communication Skills	3

MAJOR COURSES (18 credits)

ACG	2071	Managerial Accounting	3
ACG	2100	Intermediate Accounting I	3
ACG	2110	Intermediate Accounting II	3
ACG	2062	Microcomputer Accounting	3
CGS	1515	Spreadsheet Techniques and Programming	3
TAX	2000	Introduction to Business Taxes	3

TOTAL PROGRAM HOURS   **64**

a If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree.

b Students who choose to take ACG 2021 instead of ACG 2001 and ACG 2011 must take an additional 3 credit elective: ACG 2949, CGS 2518, CGS 2103, MAN 2021 or other ACG or TAX course.

BUSINESS ADMINISTRATION
(BUS-AS)

ASSOCIATE IN SCIENCE DEGREE

(Fully transferable to Bachelor's Degree at any state university in Florida)

GENERAL EDUCATION COURSES (24 credits)

ENC	1101-1102	Composition I, II	3,3
Humanities/Fine Arts Approved Course			3
SPC	1600	Introduction to Speech Communication	3
MAC	1105	College Algebra	3
MAC	2233	Applied Calculus	3
ECO	2013	Principles of Macroeconomics	3
ECO	2023	Principles of Microeconomics	3

PROGRAM PREREQUISITES (12 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
CGS	1100	Microcomputer Applications	3
STA	2023	Elementary Statistics	3

PROFESSIONAL CORE COURSES (28 credits)

BUL	2241	Business Law I	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAR	2011	Principles of Marketing	3
CGS	1560	Microcomputer Operating System	3
CGS	2103	Advanced Microcomputer Applications	3
OST	1793	Internet Orientation	1
OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics	3
Select 3 credits:			
COP	1822	Introduction to Web Page Creation	(1)
COP	1829	Web Graphics I	(1)
LIS	1002	Introduction to Electronic Research	(1)
MAN	2949	Co-op Work Experience	(1-3)
PHI	2103	Critical Thinking and Decision Making	(3)

TOTAL PROGRAM HOURS   **64**

COMPUTER INFORMATION TECHNOLOGY

COMPUTER/NETWORK SUPPORT TECNICIAN (CNET) OR MICROSOFT CERTIFIED OFFICE USER SPECIALIST (MOUS-AS) OR OFFICE SYSTEMS TECHNOLOGY (OSMGT-AS)

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES (18 credits)

ENC 1101	Composition I	3
SPC 1016	Business and Professional Speaking **OR** (SPC 1600)	3
Humanities/Fine Arts Approved Course		3
Mathematics	a One college-level course with an MAC MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course		3
PHI 1631	Studies in Professional Ethics	3

SUPPORT COURSES (24 credits)

ACG 2021	Financial Accounting	3
ACG 2071	b Managerial Accounting **OR**	3
FIN 1030	Principles of Finance	
BUL 2241	Business Law I	3
CGS 1000	Introduction to Computers and Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1560	Microcomputer Operating Systems	3
GEB 1011	Introduction to Business	3
MAN 2340	Human Factors in Supervision	3

Option A: **Computer/Network Support Technician (CNET) (21 credits)**

CET 1171C	Personal Computer Systems Repair I	3
CET 1172C	Personal Computer Systems Repair II	3
CGS 1260	Computer Hardware Decision	3
CGS 1263	Local Area Network Concepts	3
COP 2403	P/C Assembler	3

Select 6 credits:

CDA 2500	Data Communications	(3)
CEN 1300	Implementing & Supporting Microsoft Windows XP Professional	(3)
CIS 2321	Systems Analysis and Design	(3)

TOTAL PROGRAM HOURS 63

OR

Option B: **Microsoft Certified Office User Specialist (MOUS) (21 credits)**

CGS 1930	Micro Systems Software	1
CGS 2103	Advanced Microcomputer Applications	3
CGS 2508	Advanced Word (Microsoft Specialist)	3
CGS 2518	Advanced Excel (Microsoft Specialist)	3
CGS 2526	Advanced PowerPoint (Microsoft Specialist)	3
CGS 2535	Outlook (Microsoft Specialist)	1
CGS 2542	Advanced Access (Microsoft Specialist)	3
COP 1822	Introduction to Web Page Creation	1
COP 1829	Web Graphics I	1
OST 1793	Internet Orientation	1
OST 1810	Desktop Publishing I	1

TOTAL PROGRAM HOURS 63

OR

Option C: **Office Systems Technology (OSMGT) (21 credits)**

CGS 1515	Spreadsheet Techniques and Programming	3
CGS 2103	Advanced Microcomputer Applications	3
CGS 2535	Outlook (Microsoft Specialist)	1
COP 1822	Introduction to Web Page Creation	1
COP 1829	Web Graphics I	1
OST 1100	Keyboarding I	3
OST 1110	Keyboarding II	3
OST 1793	Internet Orientation	1
OST 1810	Desktop Publishing I	1
OST 1812	Desktop Publishing II	1
OST 2335	Professional Communication Skills	3

TOTAL PROGRAM HOURS 63

a If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree.

b Students transferring to a four-year institution must also take ACG 2071.

COMPUTER PROGRAMMING AND ANALYSIS (PROG-AS)

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES (18 credits)

ENC 1101	Composition I	3
SPC 1016	Business and Professional Speaking **OR** SPC 1600	3
Humanities/Fine Arts Approved Course		3
Mathematics	a One college-level course with an MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course		3
PHI 1631	Studies in Professional Ethics	3

SUPPORT COURSES (27 credits)

ACG 2021	Financial Accounting	3
ACG 2071	b Managerial Accounting **OR**	3
FIN 1030	Principles of Finance	(3)
BUL 2241	Business Law I	3
CGS 1000	Introduction to Computers and Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1560	Microcomputer Operating Systems	3
GEB 1011	Introduction to Business	3
OST 2335	Professional Communication Skills	3
MAN 2340	Human Factors in Supervision	3

MAJOR COURSES (18 credits)

CGS 2402	Programming in C++ For Business	3
CIS 2321	Systems Analysis and Design	3
COP 2010	Visual Basic for Windows I	3
COP 2011	Visual Basic for Windows II	3
COP 2222	Advanced C++ Programming for Business	3

Select 3 credits:

COP 1120	COBOL Programming I	(3)
COP 2224	C++ Windows Programming for Business	(3)
COP 2403	P/C Assembler	(3)
COP 2800	Java Programming II	(3)

TOTAL PROGRAM HOURS 63

a If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree,

b Students transferring to a four-year institution must take ACG 2071.

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DATABASE TECHNOLOGY

MICROSOFT CERTIFIED DATABASE ADMINISTRATOR (MCDBA-AS) OR MICROSOFT CERTIFIED SOLUTION DEVELOPER (MCSD-AS) OR ORACLE CERTIFIED DATABASE ADMINISTRATOR (OCDBA-AS) OR ORACLE CERTIFIED DATABASE DEVELOPER (OCDEV-AS)

ASSOCIATE IN SCIENCE DEGREE

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GENERAL EDUCATION COURSES (18 credits)

ENC 1101	Composition I	3
SPC 1016	Business and Professional Speaking **OR** (SPC 1600)	3
Humanities/Fine Arts Approved Course		3
Mathematics	[a] One college-level course with a MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course		3
PHI 1631	Studies in Professional Ethics	3

SUPPORT COURSES (27 credits)

ACG 2021	Financial Accounting	3
ACG 2071	[b] Managerial Accounting **OR**	3
FIN 1030	Principles of Finance	(3)
BUL 2241	Business Law I	3
CGS 1000	Introduction to Computers and Programming	3
CGS 1100	Microcomputer Applications	3
CGS 1560	Microcomputer Operating Systems	3
GEB 1011	Introduction to Business	3
MAN 2340	Human Factors in Supervision	3
OST 2335	Professional Communication Skills	3

Option A: **Microsoft Certified Database Administrator (MCDBA) (18 credits)**

CEN 1300	Implementing & Supporting Microsoft Windows XP Professional	3
CEN 1301	Supporting MS Windows 2000 Professional and Server	3
CEN 1303	System Administration for MS SQL Server	3
CEN 1305	Supporting a MS Windows 2000 Network Infrastructure	3
COP 2705	Programming a Database on Microsoft SQL Server	3
COP 2706	Mastering Enterprise Development Using MS Visual Basic 6	3
TOTAL PROGRAM HOURS		**63**

OR

Option B: **Microsoft Certified Solution Developer (MCSD) (18 credits)**

CEN 2331	Distributed Application and Database Design using MS Tools	3
COP 2010	Visual Basic for Windows I	3
COP 2011	Visual Basic for Windows II	3
COP 2705	Programming a Database on Microsoft SQL Server	3
COP 2706	Mastering Enterprise Development using Microsoft Visual Basic 6	3
COP 2824	Web Site Development Using MS Visual InterDev	3
TOTAL PROGRAM HOURS		**63**

OR

Option C: **Oracle Certified Database Administrator (OCDBA) (18 credits)**

COP 2740	Introduction to Oracle: SQL & PL/SQL	3
COP 2741	Oracle Enterprise DBA: Architecture and Administration	3
COP 2742	Oracle Enterprise DBA: Backup and Recovery	3
COP 2743	Oracle Enterprise DBA: Network Administration	3
COP 2744	Oracle Enterprise DBA: Performance Tuning	3

Select 3 credits:

CDA 2500	Data Communications	(3)
CGS 1545	Database Techniques and Programming	(3)
CGS 2402	C++ Programming for Business	(3)
CIS 2321	Systems Analysis and Design	(3)
COP 2250	Java Programming I	(3)
TOTAL PROGRAM HOURS		**63**

OR

Option D: **Oracle Certified Database Developer (OCDEV) (18 credits)**

COP 2740	Introduction to Oracle: SQL & PL/SQL	3
COP 2745	Develop Oracle PL/SQL Program Units	3
COP 2746	Oracle Developer 2000 Forms I	3
COP 2747	Oracle Developer 2000 Forms II	3
COP 2748	Oracle Developer 2000 Reports	3

Select 3 credits:

CDA 2500	Data Communications	(3)
CGS 1545	Database Techniques and Programming	(3)
CGS 2402	C++ Programming for Business	(3)
CIS 2321	Systems Analysis and Design	(3)
COP 2250	Java Programming I	(3)
TOTAL PROGRAM HOURS		**63**

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree,

[b] Students transferring to a four-year institution must take ACG 2071

INTERNET SERVICES TECHNOLOGY

CIW MASTER ADMINISTRATOR (MCIWA-AS) OR
CIW MASTER DESIGNER (MCIWD-AS) OR
CIW APPLICATION DEVELOPER (WEADV-AS) OR
WEB DESIGNER TECHNICIAN (WEBDS-AS) OR
WEB DEVELOPER TECHNICIAN (WEBDV-AS)

ASSOCIATE IN SCIENCE DEGREE

John Kurnik, Instructor-In-Charge (727) 791-2610

GENERAL EDUCATION COURSES (18 credits)

ENC	1101	Composition I	3
SPC	1016	Business and Professional Speaking **OR**	3
		SPC 1600	(3)
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with an MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics	3

SUPPORT COURSES (24 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting **OR**	3
FIN	1030	Principles of Finance	(3)
CGS	1000	Introduction to Computers & Programming	3
CGS	1100	Microcomputer Applications	3
CGS	1263	Local Area Network Concepts	3
CGS	1560	Microcomputer Operating Systems	3
GEB	1011	Introduction to Business	3
MAN	2340	Human Factors in Supervision	3

Option A: CIW Master Administrator (MCIWA) (21 credits)

CEN	1511	Introduction to Server Administration	3
CEN	1514	Introduction to TCP/IP Concepts & Practices	3
CEN	1543	Introduction to Internetworking Security	3
CEN	2513	Advanced Server Administration	3
CEN	2520	Advanced TCP/IP Concepts & Practices	3
CEN	2525	Advanced Internetworking Security	3
CGS	1824	Web Foundations	3
		TOTAL PROGRAM HOURS	**63**

OR

Option B: CIW Master Designer (MCIWD) (21 credits)

COP	2823	Advanced Web Page Creation	3
CGS	1172	E-Commerce Site Designer I	3
CGS	1824	Web Foundations	3
CGS	2173	E-Commerce Site Designer II	3
CGS	2820	Site Designer I	3
CGS	2821	Site Designer II	3
Select 3 credits:			
CGS	1935	Visual Design for the Internet	(3)
COP	1829	Web Graphics	(1)
CGS	2525	Introduction to Multimedia	(2)
GRA	2536	Digital Typography	(1)
GRA	2803	Basic Animation	(2)
		TOTAL PROGRAM HOURS	**63**

OR

Option C: CIW Application Developer (WEADV) (21 credits)

CGS	1824	Web Foundations	3
CGS	1174	Fundamentals of CGI Using PERL	3
COP	1001	PERL Fundamentals	3
COP	1803	JavaScript Fundamentals	3
COP	1830	Dynamic Server Pages	3
COP	2823	Advanced Web Page Creation	3
Select 3 credits:			
COP	2010	Visual Basic for Windows I	(3)
COP	2011	Visual Basic for Windows II	(3)
CGS	2222	Advanced C++ Programming for Business	(3)
CGS	2402	Programming in C++ for Business	(3)
COP	2250	Java Programming I	(3)
		TOTAL PROGRAM HOURS	**63**

OR

Option D: Web Designer Technician (WEBDS) (21 credits)

CGS	1935	Visual Design for the Internet	3
CGS	2525	Introduction to Multimedia	2
CGS	2871	Desktop Audio/Video Design	3
COP	1822	Introduction to Web Page Creation	1
COP	1826	Web Graphics Design I	3
COP	1827	Web Graphics Design II	3
COP	1941	Website Creation Practicum	1
COP	2823	Advanced Web Page Creation	3
GRA	2202	Digital Typography	1
OST	1793	Internet Orientation	1
		TOTAL PROGRAM HOURS	**63**

OR

Option E: Web Developer Technician (WEBDV) (21 credits)

CGS	1936	Interactive Web Page Creation: CGI Scripts Using PERL	3
CGS	1937	CGI Scripts Using PERL II	3
COP	1822	Introduction to Web Page Creation	1
COP	1941	Website Creation Practicum	1
COP	2600	Object Oriented Web Programming	3
COP	2801	JavaScript	3
COP	2823	Advanced Web Page Creation	3
OST	1793	Internet Orientation	1
Select 3 credits:			
CGS	1935	Visual Design for the Internet	(3)
CGS	2402	Programming in C++ for Business	(3)
CGS	2525	Introduction to Multimedia	(2)
COP	1829	Web Graphics I	(1)
COP	2010	Visual Basic for Windows I	(3)
GRA	2160	Basic Animation	(2)
GRA	2202	Digital Typography	(1)
		TOTAL PROGRAM HOURS	**63**

NETWORKING SERVICES TECHNOLOGY

MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE-AS) OR NETWORK SYSTEMS SPECIALIST (NETWK-AS) OR LINUX SYSTEM ADMINISTRATOR (LINUX-AS)

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES (18 credits)

ENC	1101	Composition I	3
SPC	1016	Business and Professional Speaking **OR** SPC 1600	3
Humanities/Fine Arts Approved Course			3
Mathematics		ᵃ One college-level course with an MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics	3

SUPPORT COURSES (24 credits)

ACG	2021	Financial Accounting	3
ACG	2071	ᵇ Managerial Accounting **OR**	3
FIN	1030	Principles of Finance	
BUL	2241	Business Law I	3
CGS	1000	Introduction to Computers and Programming	3
CGS	1100	Microcomputer Applications	3
CGS	1560	Microcomputer Operating Systems	3
GEB	1011	Introduction to Business	3
MAN	2340	Human Factors in Supervision	3

Option A: Microsoft Certified Systems Engineer (MCSE) (21 credits)

CEN	1300	Implementing & Supporting Microsoft Windows XP Professional	3
CEN	1301	Supporting MS Windows 2000 Professional and Server	3
CEN	1305	Supporting a Microsoft Windows 2000 Network Infrastructure	3
CEN	1320	Implementing and Administering Windows 2000 Directory Services	3
CEN	1321	Designing a MS Windows 2000 Directory Services Infrastructure **OR**	3
CEN	1323	Designing a Secure Windows 2000 Network	(3)

Select 6 credits:

CEN	1303	System Administration for Microsoft SQL Server	(3)
CEN	1306	Microsoft Exchange Server Concepts & Administration	(3)
CEN	1307	Creating and Configuring a Web Server using Microsoft Tools	(3)
CEN	1308	Implementing MS Internet Explorer 4.0	(1)
CEN	1309	Supporting Microsoft Systems Management Server	(3)
CEN	1310	Fundamentals of Developing a B2C solution with Microsoft Commerce Server 2000	(3)
CEN	1316	Designing & Developing a Microsoft Exchange Server Organization	(3)
COP	2705	Programming a Database on Microsoft SQL Server	(3)

TOTAL PROGRAM HOURS 63

OR

Option B: Network Systems Specialist (NETWK) (21 credits)

CDA	2500	Data Communication	3
CEN	2523	LAN Administration	3
CEN	2524	LAN Troubleshooting	3
CGS	1263	Local Area Network Concepts	3
CIS	2321	Systems Analysis and Design	3
COP	2403	P/C Assembler	3

Select 3 credits:

CET	1171C	Personal Computer Systems Repair I	(3)
CET	1172C	Personal Computer Systems Repair II	(3)
CGS	1260	Computer Hardware Decisions	(3)
COP	1822	Introduction to Web Page Creation	(1)
COP	1829	Web Graphics I	(1)
OST	1793	Internet Orientation	(1)

TOTAL PROGRAM HOURS 63

OR

Option C: Linux System Administrator (LINUX) (21 credits)

CEN	2880	Linux System Administration I	3
CEN	2881	Linux System Administration II	3
CEN	2882	Linux System Security	3
CEN	2883	Linux Domain Name Service (DNS) Administration	3
CEN	2884	Linux Apache Web Server Administration	3
CEN	2885	Linux Bourne Again Shell (Bash) Programming	3

Select 3 credits:

CEN	2886	Linux Network File System (NFS) and Automounter	(3)
CEN	2887	Oracle 8i for Linux	(3)

TOTAL PROGRAM HOURS 63

ᵃ If you take MAT 1033,your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree,

ᵇ Students transferring to a four-year institution must also take ACG 2071.

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LEGAL ASSISTING
(LEGAL-AS)

ASSOCIATE IN SCIENCE DEGREE

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Dr. Susan Demers, Instructor-in-Charge, (727) 791-2501

The Legal Assisting program is designed to train students for careers as legal assistants (paralegals) in law firms, governmental entities and corporate legal departments. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law. Graduates are prepared to assist in interview and investigation, legal research, discovery and litigation support and design and development of new procedures. Courses provide for specialization in three areas to be selected from the following: Estate and Guardianship Administration, Corporations, Real Estate, Family Law, Civil Litigation or Criminal Litigation. Legal Specialty courses are offered only at night and not every course is offered every semester. Program is directed from the Clearwater Campus with a majority of the classes held at the Caruth Health Center in Pinellas Park.

Students entering the program are encouraged to attend a special orientation held each session for new and interested students. Computer skills are essential for employability and should be acquired early in the program.

GENERAL EDUCATION COURSES (21 credits)
ENC	1101-1102	Composition I, II	3,3
SPC	1600	Introduction to Speech Communication	3
		Humanities/Fine Arts Approved Course	3
Mathematics		One college-level course with a MAC, MGF, MTG or STA prefix	3
		Social & Behavioral Sciences Approved Course	3
PHI	1631	Studies in Professional Ethics	3

SUPPORT COURSES (6 credits)
ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3

MAJOR COURSES (41 credits)
BUL	2241	Business Law I	3
PLA	1003	Introduction to Legal Assistantship	3
PLA	1104	Legal Research and Writing	3
PLA	1361	Techniques of Interview and Investigation	3
PLA	1730	Computerized Legal Research	1
PLA	2114	Advanced Legal Research	3
PLA	2940	Legal Assistant Seminar and Work Experience	3

Specialty area electives – Select 3 areas – 18 credits   6,6,6

Area I: ESTATE AND GUARDIANSHIP – 6 credits
PLA 2601-2602 Probate and Estate Planning I, II

Area II: CORPORATE – 6 credits
BUL 2242 Business Law II
PLA 2433 Corporations

Area III: REAL ESTATE – 6 credits
REE 1040 Real Estate Principles and License Law
PLA 2610 Real Estate Transactions

Area IV: CIVIL LITIGATION – 6 credits
PLA 2203-2223 Civil Litigation I, II

Area V: CRIMINAL LITIGATION – 6 credits
PLA 2303-2323 Criminal Litigation I, II

Area VI: FAMILY LAW – 6 credits
PLA 2800-2801 Family Law I, II

Specialty skill electives – Select 4 credits
OST	1100	Keyboarding I	(3)
OST	1711	Information Processing Applications I	(3)
PLA	1732	Microcomputer-Based Law Office Management	(2)
PLA	1763	Law Office Management	(3)
PLA	2731	Microcomputer-Based Litigation Skills	(1)

TOTAL PROGRAM HOURS   68

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EARLY CHILDHOOD EDUCATION PROGRAM
(CHDEV-AS)

ASSOCIATE IN SCIENCE DEGREE

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Barbara Glowaski, Program Director, (CL) (727) 791-2548
Sheryl Peterson, Program Director, (SPG) (727) 341-4713

This program curriculum provides a general education as well as courses in the specialized areas of early childhood education with a specific student-selected teaching focus. The general college admissions policy applies to all students entering the Early Childhood Education Program. Students who successfully complete the program will earn an Associate in Science degree. They will also be recognized under Florida law and the Department of Children and Families' regulations as having completed a Child Development Associate credential equivalency program. Courses for the C.D.A. educational waiver, the C.D.A. credential and the Director's credential are also offered.

GENERAL EDUCATION COURSES (21 credits)
ENC	1101-1102	Composition I, II	3,3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1060 or SPC 1016)	3
Mathematics		[a] One college-level course with an MAC, MGF, MTG or STA prefix	3
MUH	1110	Introduction to Music **OR** any ARH prefix course	3
POS	2041	American National Government	3
PHI	1600	Studies in Applied Ethics	3
		Computer Competency Requirement	

SUPPORT COURSES (12 credits)
BSC	1930	Biological Issues **OR**	3
BSC	2250C	Field Biology of Florida Plants and Animals w/Lab **OR**	(3)
EVS	1001	Introduction to Environmental Science **OR** any AST, ISC or OCE prefix	(3)
DEP	2102	Child Development	3
PSY	1012	General Psychology	3
SYG	2000	Introductory Sociology **OR**	3
SYG	2430	Marriage and Family	(3)

MAJOR COURSES (30 credits)
EEC	1001	Early Childhood Planning and Management	3
EEC	1600	Guiding the Young Child	3
EEC	1601	Observing and Recording Early Childhood Behavior	1
EEC	1603	Early Childhood Development	3
EEC	2300	Developing Cognitive Activities for Young Children	3
EEC	2312	Developing Creative Activities for Young Children	3
EEC	2907	Early Childhood Education Teacher Training	4
EDG	1319	[b] Developmentally Appropriate Practices for Infants and Toddlers **OR**	1
EDG	1319	Developmentally Appropriate Practices for Young Children **OR**	(1)
EDG	1319	Developmentally Appropriate Practices for the Special Child	(1)
EEC/EDG		[c] Elective	3
LAE	2000	Language Arts Development in Young Children	3
LIT	1330	Literature for Early Childhood	3

TOTAL PROGRAM HOURS   63

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability with the AAS degree is not guaranteed.

[b] Curriculum for this requirement may be satisfied in alternate manner. Any alternative must retain the total credit hours described above as needed for this degree. Please contact program director for details.

[c] Majors have the option of developing an area of specialization in any of the following settings: center based, home based, before and after school, infant/toddler, special needs, home visitor, and center management.

This area of specialization should be selected in consultation with a program instructor.

SOUTHEASTERN PUBLIC SAFETY INSTITUTE

James C. Brock, Director

The College's Criminal Justice Institute offers both credit and noncredit educational courses through a number of programs located at the Allstate Center, 3200 34th St. S., St. Petersburg.

CREDIT PROGRAMS: The academic programs housed within the Criminal Justice Institute consist of the following: the Associate in Arts Degree in Criminal Justice; the Associate in Science in Crime Scene Technology; the Associate in Science in Criminal Justice Technology with options in Law Enforcement/Corrections or Corrections Probation Officer; and Certificates in Crime Scene Technology, Basic Law Enforcement, Basic Corrections Officer and Corrections Probation Officer. The courses for these programs are offered at the Clearwater and St. Petersburg/Gibbs Campuses and the Tarpon Springs Center.

ACADEMIES: The Criminal Justice Institute conducts basic recruit academy programs that lead to certification as law enforcement and corrections officers in the State of Florida and conforms to the requirements of the Florida Criminal Justice Standards and Training Commission.

ELIGIBILITY: Those accepted into these programs can enter in one of three ways: (1) Hired by a state, county, or local law enforcement or corrections agency; (2) Sponsored by a state, county, or local law enforcement or corrections agency; or (3) Self-sponsored after successfully completing the required screening process. Contact our offices for more information at (727) 341-4490.

ADVANCED AND IN-SERVICE TRAINING: The Criminal Justice Institute offers approximately 500 advanced training seminars a year for in-service criminal justice personnel. Officers are enrolled by their respective agencies. The courses are primarily noncredit and vary from several hours to three weeks. Criminal Justice Institute personnel will provide and assist in the planning of seminars to satisfy particular learning experiences. Additional information may be obtained by calling (727) 341-4500.

CRIME SCENE TECHNOLOGY
(CST-AS)

ASSOCIATE IN SCIENCE DEGREE

(This program is administered at the Allstate Center)
Angel L. Rosado, Program Director, (727) 341-4503

The purpose of the Crime Scene Technology AS degree program is to prepare students for employment in the field of criminalistics with a specialty in Crime Scene Technology. The student can serve as, but is not limited to, a Crime Scene Technician, Crime Scene Photographer, Fingerprint Classification Specialist, Crime Lab Assistant, Investigator/Consultant, Juvenile Assessment Worker, Latent Print Examiner/Trainee, Fire Inspector/Investigator, Forensic Science Specialist and Property and Evidence Personnel. Crime Scene Technologists can be employed by Local, State and Federal law enforcement agencies, State Attorneys' Offices, Public Defenders' Offices, Medical Examiners' Offices, law firms and private industry.

The content includes, but is not limited to, a working knowledge of all basic tenets in crime scene technology encompassed in the phases of crime scene search, recording, evidence gathering, packaging of evidence and courtroom testimony. The goal is the proper collection of crime scene evidence according to all legal dictates for presentation in court.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory program is provided through vocational classroom instruction and applied laboratory procedures and practice.

Laboratory and field experiences are an integral part of this program. Students will participate in mock crime scene exercises, moot court hearings and various lab experiences that involve the processing of evidence.

SPECIAL ADMISSION REQUIREMENTS:
1. Complete SPC application.
2. Take SPC placement test.
3. Attend an advising session with program director or faculty member.

SPECIAL GRADUATION REQUIREMENTS:
A grade of "C" or better in all designated specialty courses in this program. Completion of an End-of-Program Assessment Examination.

GENERAL EDUCATION COURSES (20-21 credits)

ENC	1101-1102	Composition I, II	3,3
SPC	1016	Business and Professional Speaking **OR** (SPC 1600)	3
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with a MAC, MGF, MTG or STA prefix	3
Social/Beh. Sci.		Select one: AMH 1091 **OR** POS 2041 **OR** POS 2050 **OR** POS 2112 **OR** PSY1012	3
PHI	2649	Applied Ethics in Public Safety Professions **OR**	3
PHI	1603	Applied Ethics	(2)

SUPPORT COURSES (11-12 credits)

BSC	1083	Human Anatomy	3
CCJ	1020	Introduction to Criminal Justice	3
CGS	1570	Microcomputer Integrated Software	2
CHM	1025/1025L	Intro to Chemistry and Lab **OR**	3,1
PSC	1001C	Physical Science with Lab	(3)

MAJOR COURSES (28 credits)

CJT	1110	Introduction to Crime Scene Technology	3
CJT	1111	Advanced Crime Scene Technology	3
CJT	1220	Crime Scene Photography I	3
CJT	1221	Crime Scene Photography II	3
CJT	2112	Crime Scene Safety	2
CJT	2113	Courtroom Presentation of Scientific Evidence	3
CJT	2141	Introduction to Forensic Science	3
CJT	2240	Fingerprint Classification	3
CJT	2241	Latent Fingerprint Development	3
CJT	2260	Biological Evidence	2

TOTAL PROGRAM HOURS   60

CRIMINAL JUSTICE TECHNOLOGY,

LAW ENFORCEMENT/CORRECTIONS (CJTRK-AS) OR
CORRECTIONS PROBATION OFFICER (CJCPO-AS) OR

ASSOCIATE IN SCIENCE DEGREE

(This program is administered at the Allstate Center)
Angel L. Rosado, Program Director, (727) 341-4503

The Criminal Justice Technology Program offers the student a broad background in the history, philosophy, organization, management and operation of the criminal justice system. The program provides for specialization in either Law Enforcement or Corrections. In Law Enforcement an emphasis is placed on the role of the police in the process of social control, and in the legal and philosophical issues involved. In Corrections emphasis is placed on the supervision, protection, care, custody and control of inmates/offenders.

The Criminal Justice Institute offers an Associate in Science degree program that allows students to not only graduate with an AS degree, but also be certifiable as both law enforcement or corrections officers in compliance with the requirements of the Florida Criminal Justice Standards and Training Commission.

This program is accredited by the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training Commission, P. O. Box 1489, Tallahassee, FL 32302, telephone (904) 488-8547.

REQUIREMENTS OF THE CRIMINAL JUSTICE TECHNOLOGY PROGRAM (College Policy 6Hx23-4.63)

I. **Special Admission Requirements**
   In addition to admission requirements of St. Petersburg College, admission to the Criminal Justice Technology Program is limited to students who meet the following criteria:
   1. Satisfy the requirements of a criminal history background check completed by the Police Applicant Screening Service (P.A.S.S.), Telephone (727) 864-3822.
   2. Possess a valid driver's license.
   3. Show proof of medical insurance coverage prior to taking CJD 2704, CJD 2723C, CJD 2705 and CJD 2741.

II. **Special Graduation Requirements**
   A grade of "C" or better in all designated specialty courses in this program.

ADDITIONAL INFORMATION:
Interview with the Program Director is required.

ESTIMATED ADDITIONAL FEES:

Uniforms	$138.80
Defensive Tactics Uniform	18.00
State Exam Application Fee	75.00
Criminal Background Check	50.00

GENERAL EDUCATION COURSES (23 credits)

ENC	1101	Composition, I	3
ENC	1102	Composition II	3
SPC	1600	Introduction to Speech Communication	3
Humanities/Fine Arts Approved Course			3
Mathematics		ᵃ One college-level course with a MAC, MGF, MTG or STA prefix	3
PSY	1012	General Psychology	3
PHI	2649	Applied Ethics in Public Safety Professions	3
CGS	1570	Microcomputer Integrated Software	2

MAJOR COURSES (27 credits)

CJD	1701	Criminal Justice Legal II	3
CJD	2704	Criminal Justice Defensive Tactics	2
CJD	2721	Law Enforcement Patrol	3
CJD	2722	Law Enforcement Traffic	3
CJD	2723C	Vehicle Operations	1
CJD	2724	Law Enforcement Investigations	4
CJD	2740	Criminal Justice Interpersonal Skills II	3
CJD	2741	Correctional Emergency Preparedness	1
CJD	2742	Correctional Operations	4
EMS	1059C	Emergency Medical Services First Responder	3

Option A: **Law Enforcement/Corrections (CJTRK) (14 credits)**

CJD	1700	Criminal Justice Legal I	3
CJD	1702	Criminal Justice Communications	3
CJD	1703	Criminal Justice Interpersonal Skills I	4
CJD	2705	Criminal Justice Weapons	2
CJD	2720	Criminal Justice Legal III	2

TOTAL PROGRAM HOURS   64

OR

Option B: **Corrections Probation Officer (CJCPO) (14 credits)**

CJD	1790	Correctional Probation Legal	3
CJD	1791	Correctional Probation Operations	1
CJD	1792	Correctional Probation Interpersonal Skills	3
CJD	2793	Correctional Probation Communications	3
CJD	2794	Correctional Probation Supervision	3
CJD	2795	Correctional Probation Weapons	1

TOTAL PROGRAM HOURS   64

ᵃ If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree,

CISCO NETWORKING – (CCNA-AS)
ASSOCIATE IN SCIENCE DEGREE

Matt Basham, Program Director, (727) 549-6160

GENERAL EDUCATION COURSES (20 credits)

ENC	1101-1102	Composition I, II	3,3
SPC	1600	Introduction to Speech Communication	3
		OR (SPC 1016, 1060)	
Humanities/Fine Arts Approved Course			3
Mathematics		One college level course with a MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1603	Applied Ethics	2

SUPPORT COURSES (7 credits)

CGS	1560	Microcomputer Operating Systems	3
EET	1084	Introduction to Electronics	3
EET	1205C	Electronic Instrumentation	1

MAJOR COURSES (41 credits)

CET	1114	Digital Fundamentals	3
CET	1114L	Digital Laboratory	1
CET	1480	Introduction to Open Systems	3
CET	1486	Introduction to LANs	3
CET	2489	Basics of Integrated Networks	3
CET	2540	Open Systems Architecture I-TCP/IP	3
CET	2541	Open Systems Architecture II-ATM	3
CET	2753	Design of T-1 Systems	3
CET	2932	Advanced Topics in Telecommunications	3
CET	1600	Network Fundamentals (CISCO)	3
CET	1610	Router Technology (CISCO)	3
CET	2615	Advanced Router Technology (CISCO)	3
CET	2620	Project-Based Learning (CISCO)	3
EET	2949	Co-op Work Experience	3
ETI	1700	Industrial Safety	1
		TOTAL PROGRAM HOURS	**68**

COMPUTER NETWORKING (CPNET-AS)
ASSOCIATE IN SCIENCE DEGREE

(This program is offered only on the St. Petersburg/Gibbs Campus)

Brad Jenkins, Program Director, (727) 341-4390

GENERAL EDUCATION COURSES (20 credits)

ENC	1101-1102	Composition I, II	3,3
SPC	1600	Introduction to Speech Communication	3
		OR (SPC 1016, 1060)	
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with a MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1603	Applied Ethics	2

SUPPORT COURSES (7 credits)

CGS	1560	Microcomputer Operating Systems	3
EET	1084	Introduction to Electronics	3
EET	1205C	Electronic Instrumentation	1

MAJOR COURSES (41 credits)

(Italicized courses complete the INST-CT)

(BOLD courses are 4 of the 6 courses in the WAN-CT)

CET	**1071**	**Introduction to Telecommunications**	**3**
CET	1114	Digital Fundamentals	3
CET	1114L	Digital Laboratory	1
CET	*1480*	*Introduction to Open Systems*	*3*
CET	*1486*	*Introduction to LANs*	*3*
CET	**2489**	**Basics of Integrated Networks**	**3**
CET	*2540*	*Open Systems Architecture I-TCP/IP*	*3*
CET	**2541**	**Open Systems Architecture II-ATM**	**3**
CET	2751	Network Management	3
CET	**2753**	**Design of T-1 Systems**	**3**
CET	*2755*	*Bridges, Routers and Gateways*	*3*
CET	2932	Advanced Topics in Telecommunications	3
EET	1015	Direct Current Circuit Analysis	3
EET	1015L	Direct Current Circuit Laboratory	1
EET	2949	Co-op Work Experience	3
		TOTAL PROGRAM HOURS	**68**

ENGINEERING TECHNOLOGY

ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-AS)

ASSOCIATE IN SCIENCE DEGREE

(Fully transferable to a Bachelor's Degree at FAMU, UCF, UWF)
(This program is offered only on the St. Petersburg/Gibbs Campus)

Brad Jenkins, Program Director, (727) 341-4390

The Electronics Engineering Technology Program is fully accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), Technology Accreditation Commission, 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone (410) 347-7700. The program is designed for those students who seek employment in the field of electronics or who wish to transfer to one of the state universities. Candidates for the Electronics Engineering Technology Degree Program should meet the requirements of the College admissions policy and have a good background in mathematics and science. The graduates of the Electronics Engineering Technology Program are eligible to transfer to universities offering the Bachelor of Engineering Technology degree.

The Engineering Technology Program sponsors the Sigma Gamma chapter of Tau Alpha Pi honor society for engineering technology students.

GENERAL EDUCATION COURSES (22 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication	3
Humanities/Fine Arts Approved Course			3
MAC	1105	College Algebra	3
Social & Behavioral Sciences Approved Courses			6
PHY	1048L	Physics Laboratory I	1
PHY	1053	General Physics I	3

SUPPORT COURSES (5 credits)

PHI	1603	Applied Ethics	2
MAC	1114	Trigonometry	3

MAJOR COURSES (41 credits)

CET	1071	Introduction to Telecommunications	3
CET	1114	Digital Fundamentals	3
CET	1114L	Digital Laboratory	1
CET	2123	Microprocessor Fundamentals	3
CET	2123L	Microprocessor Laboratory	1
EET	1015	Direct Current Circuit Analysis	3
EET	1015L	Direct Current Circuit Laboratory	1
EET	1025	Alternating Current Circuit Analysis	3
EET	1025L	Alternating Current Circuit Laboratory	1
EET	1205C	Electronic Instrumentation	1
EET	2140	Solid State Electronics	3
EET	2140L	Solid State Laboratory	1
EET	2155	Linear Integrated Circuits	3
EET	2155L	Linear Circuits Laboratory	1
EET	2324	Electronic Communications	3
EET	2355	Digital Communications	3
EET	2915L	Research Projects Laboratory	1
ETD	1320	AutoCAD I	3
MAC	2253	Engineering Analysis I	3

TOTAL PROGRAM HOURS   68

QUALITY COMPLIANCE TECHNOLOGY (QUAL-AS)

ASSOCIATE IN SCIENCE DEGREE

(This program is offered only on the St. Petersburg/Gibbs Campus)

Brad Jenkins, Program Director, (727) 341-4390

The Quality Compliance Technology program provides the knowledge and skills required for the advanced quality related positions in the medical, aerospace, electronics, plastics and other manufacturing industries. Coverage includes the study of metrology, quality auditing, reliability, failure analysis, inspection and measurement, non-destructive testing methods and clean room technology. The curriculum also provides additional course coverage in areas of statistical process control, geometric dimensioning and tolerancing and quality methods related to modern manufacturing.

GENERAL EDUCATION COURSES (17 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR**	3
		(SPC 1016, 1060)	
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with a Mac, MGF or MTG prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1603	Applied Ethics **OR**	
		(PHI 1600, 1602, 1631 or 2649)	2

SUPPORT COURSES (12 credits)

ETD	1320	AutoCAD I	3
ETI	1482C	Introduction to Integrated Manufacturing	3
PSC	1001C	Physical Science with Lab	3
STA	2023	Elementary Statistics	3

MAJOR COURSES (35 credits)

EGS	2122C	Geometric Dimensioning and Tolerancing	3
ETI	1131	Statistical Process Control	3
ETI	1150C	Methods of Inspection and Measurement	3
ETI	1644	Production and Inventory Control	3
ETI	2100	Introduction to Quality Assurance	3
ETI	2121C	Non-Destructive and Destructive Testing	3
ETI	2151C	Process Metrology	3
ETI	2153	Quality Auditing	3
ETI	2185	Reliability and Failure Analysis	3
ETI	2400	Topics in Modern Manufacturing I	3
ETI	2718C	Introduction to Cleanroom Technology	2
MAN	1043	Quality Management Concepts	3

TOTAL PROGRAM HOURS   64

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MANUFACTURING TECHNOLOGY

**MANUFACTURING PRODUCTION (MNTEC-AS) OR
COMPUTER-INTERGRATED DESIGN (CID-AS)**

ASSOCIATE IN SCIENCE DEGREE

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(This program is offered only on the St. Petersburg Gibbs Campus)

Brad Jenkins, Program Director, (727) 341-4390

The Manufacturing Technology program offers options in Computer-Integrated Design and Manufacturing Production. The program curriculum provides the coverage of the advanced manufacturing techniques related to lean manufacturing, six sigma, just-in-time (JIT) and ISO standards. Major aspects of the program also include manufacturing processes and operations through applications in manufacturing, using automated manufacturing techniques, production and inventory systems, CAD/CAM development, forecasting and scheduling, quality control, MRP and statistical process control.

GENERAL EDUCATION COURSES (17 credits)

ENC	1101	Composition I	3
		Humanities/Fine Arts Approved Course	3
SPC	1600	Introduction to Speech Communication	3
MAC	1105	College Algebra	3
		Social & Behavioral Sciences Approved Course	3
PHI	1603	Applied Ethics	2

SUPPORT COURSES (7 credits)

MNA	1744	Effective Project Management	1
PSC	1001C	Physical Science with Lab	3
STA	2023	Elementary Statistics	3

MAJOR COURSES (31 credits)

EET	1084	Introduction to Electronics	3
EGS	2122C	Geometric Dimensioning and Tolerancing	3
EST	2632	Computer-Integrated-Manufacturing	3
ETD	1320	AutoCAD I	3
ETI	1131	Statistical Process Control	3
ETI	1421	Manufacturing Processes & Materials I	3
ETI	1422	Manufacturing Processes & Materials II	3
ETI	1482C	Introduction to Integrated Manufacturing	3
ETI	1644	Production and Inventory Control	3
ETI	1700	Industrial Safety	1
ETI	2100	Introduction to Quality Assurance	3
Total General Education, Support and Major Courses			**55**

Option A:		**Computer – Integrated Design (CID) (9 credits)**	
ETD	1350	AutoCAD II	3
ETD	1355C	AutoCAD III	3
ETD	1360C	AutoCAD IV – Advanced Solid Modeling	3
		TOTAL PROGRAM HOURS	**64**

OR

Option B:		**Manufacturing Production (MNTEC) (9 credits)**	
ETI	2400	Topics in Modern Manufacturing I	3
ETI	2410	Topics in Modern Manufacturing II	3
MAN	1043	Quality Management Concepts	3
		TOTAL PROGRAM HOURS	**64**

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PLASTICS ENGINEERING TECHNOLOGY (MANUF-AS)

ASSOCIATE IN SCIENCE DEGREE

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(This program is offered only on the St. Petersburg/Gibbs Campus)

Brad Jenkins, Program Director, (727) 341-4390

The Plastics Engineering Technology program covers the aspects of plastics (polymer) materials and the processing techniques used in conjunction with these materials. The major areas of study include plastics processing, materials handling, polymers, quality control and mold design.

GENERAL EDUCATION COURSES (17 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech **OR** (SPC 1016 or 1060)	3
		Humanities/Fine Arts Approved Course	3
Mathematics		One college- level course with a MAC, MGF or MTG prefix	3
		Social & Behavioral Sciences Approved Course	3
PHI	1603	Applied Ethics **OR** (PHI 1600, 1602,1631 or 2649)	2

SUPPORT COURSES (10 credits)

CGS	1060	Computer Literacy – Win/NT	1
MAN	2021	Principles of Management	3
PSC	1001C	Physical Science with Lab	3
STA	2023	Elementary Statistics	3

MAJOR COURSES (37 credits)

ETD	1320	AutoCAD I	
ETI	1131	Statistical Process Control	3
ETI	1421	Manufacturing Processes & Materials I	3
ETI	1466	Basic Plastics and Processing	3
ETI	1466L	Basic Plastics and Processing Lab	1
ETI	1482C	Introduction to Integrated Manufacturing	3
ETI	1700	Industrial Safety	1
ETI	2460	Polymer Fundamentals	3
ETI	2461	Materials Handling Systems	3
ETI	2462C	Mold Design with Lab	4
ETI	2463	Plastics Practicum	3
ETI	2465	Process Equipment Systems	3
ETI	2468	Advanced Plastics Processes	3
ETI	2468L	Advanced Plastics Processes Lab	1
		TOTAL PROGRAM HOURS	**64**

TELECOMMUNICATIONS ENGINEERING TECHNOLOGY

**TELECOMMUNICATIONS OPTION (TELEC-AS) OR
WIDE AREA NETWORK OPTION (WAN-AS)**

ASSOCIATE IN SCIENCE DEGREE

(This program is offered only on the St. Petersburg/Gibbs Campus)

Brad Jenkins, Program Director, (727) 341-4390

The Telecommunications Engineering Technology Program meets the needs of the industries involved in the telecommunications phases of computer networking, systems, and operations. The program curriculum provides the student with the necessary systems and applications support needed to be telecommunications specialists and network managers. The program emphasizes local area networks, integrated networks, Open Systems Interconnection (OSI), T-1 system design, TCP/IP, ATM, SONET, fiber distributed data interface (FDDI) and network management.

GENERAL EDUCATION COURSES (20 credits)

ENC	1101-1102	Composition I, II	3,3
SPC	1600	Introduction to Speech Communication	3
		OR (SPC 1016, 1060)	
		Humanities/Fine Arts Approved Course	3
Mathematics		One college-level course with a MAC, MGF, MTG or STA prefix	3
		Social & Behavioral Sciences Approved Course	3
PHI	1603	Applied Ethics **OR**	2
		(PHI 1600, 1602,1631 or 2649)	

SUPPORT COURSES (8 credits)

CGS	1560	Microcomputer Operating Systems	3
EET	1084	Introduction to Electronics	3
EET	1205C	Electronic Instrumentation	1
ETI	1700	Industrial Safety	1

MAJOR COURSES (30 credits)
(BOLD courses complete the INST-CT)
(Italicize courses complete the WAN-CT)

CET	*1071*	*Introduction to Telecommunications*	*3*
CET	**1480**	**Introduction to Open Systems**	**3**
CET	**1486**	**Introduction to LANs**	**3**
CET	*2489*	*Basics of Integrated Networks*	*3*
CET	**2540**	**Open Systems Architecture I-TCP/IP**	**3**
CET	*2541*	*Open Systems Architecture II-ATM*	*3*
CET	*2753*	*Design of the T-1 Systems*	*3*
CET	**2755**	**Bridges, Routers, and Gateways**	**3**
CET	2932	Advanced Topics in Telecommunications	3
EET	2949	Co-op Work Experience	3
Total General Education, Support and Major Courses			**58**

Option A:	**Telecommunications (TELEC) (6 credits)**	
CET 1114	Digital Fundamentals	3
CET 2751	Network Management	3
TOTAL PROGRAM HOURS		**64**

OR

Option B:	**Wide Area Network (WAN) (6 credits)**	
CET 2780	Wide Area Network Switching	3
CET 2783	High Speed Network Switching	3
TOTAL PROGRAM HOURS		**64**

EMERGENCY ADMINISTRATION AND MANAGEMENT (EAM-AS)

ASSOCIATE IN SCIENCE DEGREE

David L. Adams, Program Director,
Telephone (727) 341-4479

The Field of Emergency Management

The magnitude of floods, fires, hurricanes, terrorist bombings and other major disasters in recent years has raised society's awareness of the importance of Emergency Management. Rapid growth and increasing complexity of the field have created a need for new educational models and degree options for those in leadership and management roles.

The SPC degree in Emergency Administration and Management

Emergency Administration and Management (EAM) is a comprehensive degree program whose goal is to reduce the vulnerability of the population to disasters through preparation of efficient and effective emergency response and rehabilitation and recovery programs. It integrates the broad focus of policy, planning and administration with the practical, technical and communication aspects of emergency response.

Program participants learn to write emergency plans to meet state and federal guidelines and communicate knowledgeably with expert advisors in a crisis, as well as gain an understanding of problems facing response teams. Students may, if they choose, incorporate more technical components as they design their degree plan.

A degree designed for:

- Risk managers in the private and public sectors as well as those responsible for hazard assessment, OSHA, SARA compliance, and emergency response (including volunteer agencies).
- Emergency professionals who will be relied upon to protect the public in the event of a major emergency. This includes paid and volunteer firefighters, police officers, emergency medical service workers, public works officials and private industrial safety managers.
- Governmental and industrial emergency planners who must prepare for potential emergencies by designing procedures, buying equipment and—in some cases—predicting possible disasters.
- Aspiring emergency professionals seeking a broad-based education in the procedures for coping with daily emergencies and major disasters.
- Emergency professionals who need additional skills to prepare for management opportunities.

GENERAL EDUCATION AND SUPPORT COURSES (18 credits)

ENC	1101	Composition I	3
Humanities/Fine Arts Approved Course			3
PHI	2649	Applied Ethics in Public Safety Professions	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
STA	2023	Elementary Statistics	3
SYG	2000	Introductory Sociology	3
Computer Competency Requirement			

MAJOR COURSES * (42 credits)

FFP	1823	Technical Applications in Emergency Mgmt	3
FFP	1830	Introduction to Hazards	3
FFP	2740	Fire Service Course Delivery	3
FFP	2800	Emergency Management Public Education Programs	3
FFP	2801	Fundamentals of Emergency Management	3
FFP	2820	Emergency Preparedness	3
FFP	2821	Integrated Emergency Management Planning Systems II	3
FFP	2822	Integrated Emergency Management Planning Systems I	3
FFP	2831	Hazard Mitigation	3
FFP	2840	Disaster Recovery Operations	3
FFP	2841	Contingency Planning for Business & Industry	3
FFP	2880	Public Policy in Emergency Management	3
FFP	2881	Emergency Management Leadership and Administration	3
SYP	2460	Effects of Disasters on Society	3
		TOTAL PROGRAM HOURS	**60**

* All courses within the major are offered on the Internet and in the classroom.

FIRE SCIENCE TECHNOLOGY
(FIRE-AS)

ASSOCIATE IN SCIENCE DEGREE

David L. Adams, Program Director, (727) 341-4479

The Fire Science Technology Program is designed to prepare the graduate with a scientific understanding of fire hazards and their control with emphasis on effective operating procedures at fires and other emergencies. General education courses are included to prepare the graduate to communicate and work effectively with all levels of society. The general college admission policy applies to all students entering the Fire Science Technology program.

GENERAL EDUCATION AND SUPPORT COURSES (24 credits)

ENC	1101	Composition I	3
		Humanities/Fine Arts Approved Course	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
	Mathematics	One college-level course with a MAC, MGF, MTG or STA prefix	3
		Social/Behavioral Sciences Approved Course	3
PHI	2649	Applied Ethics in Public Safety Professions	3
CGS	1100	Microcomputer Applications	3
ENC	2210	Technical Writing	3

MAJOR COURSES (12 credits)

FFP	XXXX	Any approved Fire Science Electives	9
FFP	1109	Fire Department Occupational Safety and Health	3

Option A: **Fire Inspector I (24 credits)**

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2510	Fire Codes and Standards	3
FFP	2521	Blueprint Reading and Plans Review	3
FFP	XXXX	Any approved Fire Science electives	9
		TOTAL PROGRAM HOURS	**60**

OR

Option B: **Fire Inspector II (24 credits)**

FFP	1111	Fire Chemistry	3
FFP	2541	Private Fire Protection Systems II	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	XXXX	Any approved Fire Science electives	12

Select 3 credits:

FFP	2706	Fire Service Public Information Officer	(3)
FFP	2800	Emergency Management Public Education Programs	(3)
		TOTAL PROGRAM HOURS	**60**

OR

Option C: **Fire Officer I (24 credits)**

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	1780	Company Officer	3
FFP	1824	Basic Incident Management System	1
FFP	1825	Intermediate Incident Management System	1
FFP	1832	Emergency Response to Terrorism: Basic Concepts	1
FFP	2120	Building Construction for the Fire Service	3
FFP	2740	Fire Service Course Delivery	3
FFP	2810	Firefighting Tactics and Strategy I	3
FFP	2811	Firefighting Tactics and Strategy II	3
		TOTAL PROGRAM HOURS	**60**

OR

Option D: **Fire Officer II (24 credits)**

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2670	Legal Issues for Investigators	3
FFP	2706	Fire Service Public Information Officer	3
FFP	2741	Fire Service Course Design	3
FFP	2781	Fire Administration II	3
FFP	2800	Emergency Management Public Education Programs	3
FFP	XXXX	Any approved Fire Science Elective	3
		TOTAL PROGRAM HOURS	**60**

OR

Option E: **Fire Investigator I (24 credits)**

FFP	1009	Fire Chemistry	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	XXXX	Any approved Fire Science Electives	12
		TOTAL PROGRAM HOURS	**60**

OR

Option F: **Fire Investigator II (24 credits)**

FFP	2604	Arson Investigation	3
FFP	2606	Post Blast Investigations	3
FFP	2630	Latent Investigations	3
FFP	2670	Legal Issues for Investigators	3
FFP	XXXX	Any approved Fire Science Electives	12
		TOTAL PROGRAM HOURS	**60**

ENVIRONMENTAL RESOURCE MANAGEMENT

Trudy Williams, Program Director, (727) 712-5795

IRRIGATION MANAGEMENT (IRMGT-AS)

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES (18 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication	3
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with an MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics	3

SUPPORT COURSES (11 credits)

CGS	1100	Microcomputer Applications	3
MAN	2340	Human Factors in Supervision	3
ACG	2021	Financial Accounting *	3
ETD	1325	AutoCAD Applications I	1
ETD	1326	AutoCAD Applications II	1

MAJOR COURSES (39 credits)

HOS	1010	Fundamentals of Horticulture	3
ORH	1002	Water Resources and Land Use	3
ORH	1300	Irrigation Water Management	3
ORH	1302C	Irrigation System Installation	3
ORH	1303	Irrigation Operations	3
ORH	1304C	Low Volume Irrigation Systems	3
ORH	1305	Residential Irrigation Design	3
ORH	1306	Commercial Irrigation Design	3
ORH	1309C	Irrigation Troubleshooting and Repair	3
ORH	1936	Irrigation Seminar	3

Select 9 credits:

IPM	1111C	Fundamentals of Integrated Pest Mgmt	(3)
MAN	1800	Small Business Entrepreneurship	(3)
MAN	2021	Principles of Management	(3)
MAR	2011	Principles of Marketing	(3)
MNA	1751	Customer Service	(1)
MNA	1758	Professional Selling	(1)
MNA	1773	Interviewing and Selecting Employees	(1)
MNA	1788	Problem Solving for Managers	(1)
ORH	2842	Landscape Installation and Maintenance	(3)

TOTAL PROGRAM HOURS   68

*ACG 2001/2011 may be substituted for ACG 2021.

LANDSCAPING TECHNOLOGY (LDSCP-AS)

ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION COURSES (18 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication	3
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics	3

SUPPORT COURSES (9 credits)

ACG	2021	Financial Accounting*	3
CGS	1100	Microcomputer Applications	3
MAN	2340	Human Factors in Supervision	3

MAJOR COURSES (41 credits)

HOS	1010	Fundamentals of Horticulture	3
IPM	1111C	Fundamentals of Integrated Pest Mgmt	3
ORH	1002	Water Resources and Land Use	3
ORH	1303	Irrigation Operations	3
ORH	1305	Residential Irrigation Design	3
ORH	1309C	Irrigation Troubleshooting and Repair	3
ORH	1510	Landscape Plant Identification I	3
ORH	1511	Landscape Plant Identification II	3
ORH	2800	Landscape Design	3
ORH	2835	Computer Aided Landscape Design	3
ORH	2842	Landscape Installation and Maintenance	3
SOS	1102	Soils and Fertilizers	3

Select 5 credits:

MAN	1800	Small Business Entrepreneurship	(3)
MAN	2021	Principles of Management	(3)
MAR	2011	Principles of Marketing	(3)
MNA	1751	Customer Service	(1)
MNA	1758	Professional Selling	(1)
MNA	1773	Interviewing and Selecting Employees	(1)
MNA	1788	Problem Solving for Managers	(1)

TOTAL PROGRAM HOURS   68

*ACG 2001/2011 may be substituted for ACG 2021.

GRAPHIC DESIGN TECHNOLOGY

PRINT DESIGN (GRAPH-AS) OR
MULTIMEDIA DESIGN (MLMD-AS)

ASSOCIATE IN SCIENCE DEGREE

(Courses offered on the Clearwater and Seminole Campuses)

Paul Miehl, Instructor-in-Charge, CL, (727) 791-2642
Delynda Keefe, Instructor, SE, (727) 394-6127

The Graphic Design Technology Program at St. Petersburg College meets the needs of businesses and organizations for qualified professional artisans who can use the latest equipment and procedures for design implementation. In a rapid paced world where technology and communications are seamless complements, graphic design has expanded from the standard print based media into exciting new avenues of multimedia computer/video presentations and internet web page design. Students enrolled in the program not only receive a well-rounded general education with an emphasis on originality and creativity, but also acquire the specific skills essential to working in today's design industry. Graduates from the Graphic Design Technology program will be able to start careers in advertising agencies, design studios, publishing houses, and other businesses utilizing graphics for display and sales. Many corporations and institutions from banks to hospitals, recording studios to fitness facilities, employ in-house graphic designers to improve their internal communication needs as well as their public promotional materials. The program is open to all students who show an interest in the visual arts and who complete the general college admission procedures.

GENERAL EDUCATION AND SUPPORT COURSES (20 credits)

ARH	2051	Art History II	3
ENC	1101	Composition I	3
SPC	1600	Introduction to Speech **OR** (SPC 1016 or 1060)	3
Mathematics		[a] One college-level course with an MAC, MGF, MTG or STA prefix	3
MAR	2321	Advertising	3
PHI	1603	Applied Ethics **OR** (PHI 1600,1602,1631or 2649)	2
SYG	2000	Introductory Sociology **OR**	3
PSY	1012	General Psychology **OR**	(3)
ECO	2013	Principles of Macroeconomics **OR**	(3)
POS	2041	American National Government	(3)

MAJOR COURSES (19 credits)

ARH	1000	Understanding Art **OR**	3
GRA	1330	History of Graphic Design	(3)
ART	1201C	Design I	3
ART	1300C	Drawing I	3
COP	1822	Introduction to Web Page Creation	1
GRA	2151C	Computer Illustration	3
PGY	2401C	Photography I	3
PGY	2801C	Digital Imaging	3

Option A: Print Design (GRAPH) (19 credits)

ART	2253C	Illustration	3
GRA	1104C	Typography	3
GRA	2100C	Intro to Computer Graphics	1
GRA	2111C	Graphic Design Seminar	3
GRA	2201C	Digital Publishing	3
GRA	2203C	Pre-Press Production	3
GRA	2333C	Graphics Techniques & Applications	3

OR

Option B: Multimedia Design (MLMD) (19 credits)

CGS	2525	Introduction to Multimedia	2
CGS	2871	Desktop Audio/Video Design	3
GRA	2130	Techniques & Applications for Multimedia Design	3
GRA	2152	Electronic Illustration	3
GRA	2160	Basic Animation	2
GRA	2202	Digital Typography	1
GRA	2146	Multimedia & Interface & Screen Design	2
GRA	2998	Design Seminar: Multimedia Authoring	3

Cumulative Core Requirements (6 credits) –
Prerequisite: Completion of all Support/Major/Option courses:

GRA	2951C	Professional Practices/Internship	3
GRA	2952C	Graphic Design Portfolio	3
		TOTAL PROGRAM HOURS	**64**

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability is not guaranteed with the AAS degree.

HOSPITALITY AND TOURISM MANAGEMENT (HMGT-AS)

ASSOCIATE IN SCIENCE DEGREE

(Fully transferable to a Bachelor's Degree at Florida International University)

Dr. Anya Sebastien, Program Director, (727) 394-6109
Dr. Robert Meyer, Instructor-in-Charge, (727) 394-6165

Students are exposed to a variety of courses in business administration in addition to hotel management courses, which enables them to make appropriate business decisions. This degree can assist students in attaining positions in hotels, cruise ships, resorts and restaurants or transferring to a state university in the same discipline. The general college admissions policy applies to all students entering the Hospitality and Tourism Management program.

GENERAL EDUCATION COURSES (18 credits)

ENC	1101-1102	Composition I, II	3,3
		Humanities/Fine Arts Approved Course	3
Mathematics		[a] One college-level course with an MAC, MGF, MTG or STA prefix	3
		Social & Behavioral Sciences Approved Course	3
SPC	1016	Business and Professional Speaking **OR** (SPC 1600 or 1060)	3

SUPPORT COURSES (12 credits)

ACG	2021	Financial Accounting*	3
CGS	1100	Microcomputer Applications	3
GEB	1011	Introduction to Business	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1603 OR 2649)	3

MAJOR COURSES (34 credits)

FOS	2201	Sanitation	1
HFT	1000	Introduction to the Hospitality and Tourism Industry	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1300	Housekeeping Operations	3
HFT	1410	Front Office Procedures	3
HFT	1500	Marketing in the Hospitality Industry	3
HFT	1941	Operations & Service Practicum	2
HFT	2265	Food Service Operations	3
HFT	2450	Hospitality Cost Controls	3
HFT	2600	Hospitality Law	3
HFT	2750	Convention and Group Management & Marketing	3
HFT	2942	Hospitality Internship	2
MNA	1751	Customer Service I	1
MNA	1760	Customer Service II	1
		TOTAL PROGRAM HOURS	**64**

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability is not guaranteed with the AAS degree.

* ACG 2001/2011 may be substituted.

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│            HUMAN SERVICES            │
│                                      │
│       SOCIAL SERVICES (HSDIS-AS) OR  │
│     ALCOHOL/SUBSTANCE ABUSE (HSM-AS) │
│                                      │
│       ASSOCIATE IN SCIENCE DEGREE    │
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Joan Bliss, Instructor-in-Charge, (727) 341-3736

The Human Services program is designed to assist students in preparing for dramatic changes in the profession as the focus moves from institutionalized rehabilitative services to developmental community-based services. Changes in the focus and locus of services have also created more decentralized work sites. Increasingly, people who need short-term assistance or long-term care are living and receiving assistance in their local communities. Students are prepared to make independent decisions, solve problems, and create partnerships, empower participants, and to understand, accept, and effectively serve persons with diverse backgrounds. Graduates of the programs are employed as: youth development advocates, child protective care workers, counselors, early intervention workers, family support workers, outreach workers, residential counselors, vocational counselors, shelter workers, and substance abuse counselors.

Both the Associate in Science (AS) and Associate in Arts (AA) degrees are offered. The AS degree is designed for students who wish to enter the profession with an associate degree or para-professionals currently working in the field who desire upward mobility. The AA degree is geared toward those students whose goals are to complete the bachelor's degree. The program allows the student to enter the profession on a part-time or full-time basis while continuing to pursue the bachelor's degree. Generally, at the senior institution, AA graduates major in Counseling, Social Work, Special Education, Sociology and other related fields.

Human Services courses are offered at the Health Education Center to provide a central location for students. Introductory courses are offered both Fall and Spring Semesters. Other courses are scheduled during alternate terms to allow students to plan in advance and to be able to complete the program expeditiously. A number of Special Topic courses are offered during Mod Semesters to allow professionals to upgrade and/or enhance their skills.

Substance Abuse

The Substance Abuse Track trains students to become a part of the solution to America's drug problem. The curriculum consists of a comprehensive examination of methods used in the identification, intervention, prevention and treatment of substance abuse and evaluation of the environment in which these processes take place.

SPC is a leader in the state of Florida in offering an accredited program to train substance abuse counseling professionals. The college is a designated "Approved Single Source Provider" for education leading to the CAP and CAAP certification in substance abuse by the Florida Certification Board. The Program provides an opportunity for persons to be either certified or recertified for CAP/CAAP.

SPECIAL GRADUATION REQUIREMENTS:
A grade of "C" or better is required in all support, major and option courses.

Before applying to the Human Services Program
A minimum of 12 credits from the general education and/or support courses below is required. General education and support courses do not have to be taken in the order listed, please see a counselor or advisor.

GENERAL EDUCATION COURSES (18 credits)

ENC	1101-1102	Composition I, II	3,3
SPC	1600	Introduction to Speech Communication	3
Humanities/Fine Arts Approved Course			3
Mathematics	[a,b]	One college-level course with an MAC, MGF, MTG or STA prefix	3
PSY	1012	General Psychology	3
Computer Competency Requirement			

SUPPORT COURSES (6 credits)

BSC	1005	Biological Science	3
DEP	2004	Developmental Psychology of the Life Span **OR**	3
DEP	2102	Child Development **OR**	(3)
DEP	2302	Adolescent Development	(3)

MAJOR COURSES (28 credits)

HUS	1304	Introduction to Intra & Interpersonal Processes	3
HUS	1316	Principles & Strategies for Human Services	3
HUS	1920	Theories and Foundations of Crisis Intervention	1
HUS	2100	Basic Counseling Skills	3
HUS	2315	Studies in Behavior Therapy	3
HUS	2540	Building Stronger Families and Communities	3
HUS	2550	Social Services and the Disenfranchised	3
HUS	2685	Dynamics of Groups and Group Counseling	3
HUS	2949	Co-op Work Experience	3
SYG	2324	Principles of Substance Abuse	3
Total General Education, Support and Major			**53**

Option A: Social Services (HSDIS) (13 credits)

HUS	1403	Survey of Developmental Disabilities	3
HUS	1920	Children of Dysfunctional Families	1
HUS	XXXX	[c] HUS electives	7
PHI	1603	Applied Ethics	2

TOTAL PROGRAM HOURS   65

OR

Option B: Alcohol/Substance Abuse (HSM) (21 credits)

HUS	1920	Special Topics	3
HUS	2681	Abused Substances and Their Effects	3
HUS	2682	Methods for Identification & Intervention in Substance Abuse	3
HUS	2683	Treatment & Resources in Substance Abuse	3
HUS	XXXX	[c] HUS elective	4
HUS	2684	Evaluation of Treatment Environments	3
PHI	1603	Applied Ethics	2

TOTAL PROGRAM HOURS   73

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability is not guaranteed with the AAS degree.

[b] Students pursuing a four-year degree are encouraged to take MAC 1105 or a higher Math course.

[c] Including HUS 2949.

SIGN LANGUAGE INTERPRETATION
(INTRP-AS)

ASSOCIATE IN SCIENCE DEGREE

Harriett Clark, Program Director, (727) 791-2628 (V/TTY)
Sammie Elser, Instructor-in-Charge, (727) 791-2759 (V/TTY)

The Sign Language Interpretation Program is designed to provide students with sign language skills, an understanding of deaf culture, knowledge of the interpreter's role and skill development to prepare students for the profession of sign language interpreting. Professional interpreters provide a link between deaf and hearing individuals in a variety of situations, including educational, religious, medical and mental health settings. The passing of the Americans with Disabilities Act (ADA) has created an increase in part-time and full-time positions available for credentialed interpreters who have initiative and ability.

Students who successfully complete the program in interpreter training at St. Petersburg College will earn an Associate in Science degree. Graduates are encouraged to take the Florida Registry of Interpreters for the Deaf Quality Assurance Screening for state qualification to obtain credentials necessary for employment. SPC is also an RID approved site for the national Certification Maintenance Program for certified interpreters to receive continuing education units.

In addition, the well established Program for the Deaf, based at the Clearwater Campus, offers opportunities for student trainees to experience deaf culture and a wide variety of sign language styles.

This program has been developed with guidelines from the following agencies: 1) Registry of Interpreters for the Deaf, 8719 Colesville Road, Suite 310, Silver Springs, MD 20910-3919, telephone (301) 608-0050; 2) National Association of the Deaf, American Sign Language Teachers' Association, William Newell, Chairperson, National Technical Institute for the Deaf, P. O. Box 9887, Rochester, NY 14623, telephone (716) 475-6275 (V/TTY); 3) Conference of Interpreter Trainers, Myra Taft-Watson, University of Arkansas at Little Rock, Department of Rehabilitation, 2801 South University Avenue, ADS 107, Little Rock, AK 72204-1099, telephone (501) 569-3169.

GENERAL EDUCATION COURSES (21 credits)

ENC	1101-1102	Composition I, II	3,3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
Humanities/Fine Arts Approved Course			3
Mathematics		[a] One college-level course with a MAC, MGF, MTG or STA prefix	3
POS	2041	American National Government	3
PHI	1603	Applied Ethics	2
CGS	1060	Computer Literacy	1

SUPPORT COURSES (20 credits) -
A grade of "C" or better is required

EHD	1000	Introduction to Deaf Culture	3
PSY	1012	General Psychology **OR**	3
SYG	2000	Introductory to Sociology	(3)
SPA	1612	Basic American Sign Language	3
SPA	1612L	Basic American Sign Language Laboratory	1
SPA	1613	Intermediate American Sign Language	3
SPA	1613L	Intermediate American Sign Language Laboratory	1
SPA	1614	Advanced American Sign Language	3
SPA	1614L	Advanced American Sign Language Laboratory	1
SPA	1626	Fingerspelling	2

MAJOR COURSES (31 credits) -
A grade of "C" or better is required

EHD	1400	Fundamentals of Interpreting	2
EHD	1400L	Fundamentals Lab	2
EHD	1401	Interpreting Specialized Topics	3
EHD	1402	Issues of Educational Interpreting	2
EHD	1403	Interactive Interpreting	2
EHD	1404	Interpreting/Transliterating	4
EHD	1406	Voicing I	3
EHD	1407	Voicing II	3
EHD	1941	Interpreting Practicum	3
EHD	1942	Interpreting Internship	4
SPA	1617	Structure of American Sign Language	3

TOTAL PROGRAM HOURS　72

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree,

NOTE: Not all courses are offered every semester, however ASL/Interpreting courses must be completed in a specific order.

GENERAL INFORMATION

The Health programs at St. Petersburg College have been implemented to meet the ever-changing demand for manpower and mindpower in the expanding health careers. The college prepares some members of the health team at the technical level.

Students are admitted into the Emergency Medical Services, Health Information Management, Physical Therapist Assistant and the Respiratory Care Programs only in August of each year. Students are admitted to the Radiography Program only in January of each year. Nursing, Funeral Services and Veterinary Technology students may be admitted in January and August. Licensed practical nurses applying for a career ladder advanced placement program may be admitted in May to the day program contingent upon student demand, resources and local employment demands. Transitional evening track for practical nurses are admitted in August and January. Dental Hygiene Program students are admitted in May or June of each year. The transitional evening track for Paramedics will generally admit students in August and January. The Paramedic Certificate is offered in August and May. Students are admitted to the Medical Laboratory Technology program throughout the year. However, first semester major courses are offered only during the spring term.

Specific information about each program is on the following pages.

- The Health Programs are subject to Equal Access/Equal Opportunity requirements of both the college and the State of Florida.
- Special health courses of these programs generally are offered at the college's Health Education Center, 7200 66th St. N., Pinellas Park, telephone 341-3687.

Community Facilities for Learning

Selected learning experiences in one or more of the agencies listed below involve students in these programs as an important phase of the curriculum:

All Children's Hospital
Allied Clinical Laboratory
Bay Pines V.A. Medical Center
Bayfront Medical Center
Bayfront/St. Anthonys' Home Health
Coastal Anesthesia Associates
Community Regional Blood Center
Easter Seal Rehabilitation Center
Edward White Hospital
Everybodies Tabernacle Emergency Relief Shelter
Gulf Coast Hospital and Orthopedic Institute
Florida Blood Services
H. Lee Moffitt Cancer Center
HCA New Port Richey Hospital
Harborside Hospital
Healthsouth Rehab
Helen Ellis Memorial Hospital
Hospice
Hunter Blood Bank
Integrated Health Services of Pinellas Park
Largo Fire Department
Largo Medical Center
Lealman Fire Department
LifeFleet Southeast, Inc.
Mease Hospital and Clinic
Mease Hospital – Countryside
Mease Hospital – Dunedin
Morton Plant Mease Health Care
Northside Hospital
Oak Hill Hospital
Palms of Pasadena Hospital
Pinellas County Health Unit
Pinellas Emergency Mental Health Services
Pinellas Park Fire Department
Quest Diagnostic Clinical Laboratories
Regional Medical Center at Bayonet Point
Safety Harbor Fire Department
St. Anthony's Hospital
St. Joseph's Hospital – Tampa
St. Petersburg Fire Department
St. Petersburg General Hospital
Selected Nursing Homes
Seminole Fire Department
Suncoast Medical Clinic
Sun Coast Hospital
Tampa General Hospital
The Manors
Tarpon Springs Fire Department
University Community Hospital
University of Florida College of Dentistry St. Petersburg
UPARC
VA Hospital, Bay Pines
VA Hospital, Tampa
Vencore (Tampa)
Windmoor Healthcare of Clearwater
Women's Hospital and Medical Center

All of these agencies are within commuting distances of the college. The student must arrange transportation.

Community Health Agencies Coordination

The Florida State Board of Nursing, the Joint Commission on Accreditation of Health Care Organizations and/or the Florida State Board of Health approve all community health agencies utilized as appropriate. The Florida State Board of Examiners of Nursing Home Administrators approves all clinical preceptors.

HEALTH RELATED PROGRAMS – SPECIAL RULES

(College Policy 6Hx23-4.53)

INTENT AND PURPOSE:

This Health Related Program Rule is applicable to all Health Related Programs including Allied Health, Nursing, Veterinary Technology, and Funeral Services Programs.

I. **Progression Requirements:**
   A. Students must be admitted to SPC and in good academic standing prior to enrolling in the first specialty course.
   B. Before starting the first specialty course, students must pass the bona fide occupational requirements of the particular health related program.
   C. Preference may be given to Pinellas County residents for filling specialty courses. A resident must be a "resident for tuition purposes" as defined in Florida Statutes (hereinafter referred to as F.S.) 240.1201 and must have been a resident of Pinellas County for at least 12 months immediately prior to the student's application to the program. Slots will be available to non-residents; however, residents of the College's service area for each program may be given preference over non-residents for these slots.
   D. Should the number of eligible students exceed the positions available, students meeting the progression requirements will be considered on a first-come, first-served basis. Students enrolled for the year in which they are eligible may be considered an alternate for that year and will be given preference for entry to the next available class.
   E. For progression into the first specialty course, the student must not have been found guilty, regardless of adjudication, of an offense* that would disqualify the student under the same standard(s) set for employment as a Certified Nursing Assistant (CNA) in a nursing home (F.S. 400.211). It is the duty of each applicant to disclose any of the listed offenses for which he/she was found guilty, regardless of adjudication. Each student must be screened through the Florida Department of Law Enforcement (FDLE) and other checks from state(s) of prior residence. In addition, each student must meet any other requirement to be eligible for licensure by the State of Florida. Should students who have been found guilty have had their civil rights restored, they may be considered for progression unless eligibility for licensure would be denied. After entering the specialty courses and continuing through enrollment in a SPC health related program, the student is also responsible for notifying the program director of any arrests, regardless of adjudication, that occur after acceptance and continuing through enrollment in a given health related program. Failure to promptly notify the program director shall be grounds for dismissal from the program. Continuing through enrollment in the health related program of choice, the student must not be found guilty, regardless of adjudication of an offense that would disqualify the student under the same standard(s) set for employment as a CNA in a nursing home or the student will be subject to dismissal from the program;**

   *Murder; manslaughter; vehicular homicide; killing of an unborn child by injury to the mother; assault, if the victim of the offense was a minor; aggravated assault; battery, if the victim of the offense was a minor; aggravated battery; kidnapping; false imprisonment; sexual battery; prohibited acts of persons in a familial or custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft; robbery, and related crimes, if offense was a felony; fraudulent sale of controlled substances, only if the offense was a felony; incest; abuse or neglect of a disabled adult or elderly person; exploitation of a disabled adult or elderly person; aggravated child abuse; child abuse; negligent treatment of children; procuring sexual performance by a child; sale, possession or use of obscene literature; violation of drug

abuse prevention and control laws, only if the offense was a felony or if any other person involved was a minor; has not been judicially determined to have committed abuse or neglect against a child as defined in Florida Statutes (F.S.) 39.01(2) and (47); does not have a confirmed report of abuse, neglect or exploitation as defined in F.S. 415.102(6) or abuse or neglect as defined in F.S. 415.503(6), which has been uncontested or upheld under F.S. 415.1075 or F.S. 415.504; does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to F.S. 415.1065(2)(c); and has not committed an act that constitutes domestic violence as defined in F.S. 741.128.

   **This provision shall also apply to students already enrolled in a health related program at the time of the effective date of this Rule as to any of the above offenses for which the student has been found guilty, regardless of adjudication that would disqualify the student under the same standard(s) set for employment as a CNA in a nursing home on or after the Rule's effective date.

   F. While enrolled in a SPC health related program, the health care professions are committed to providing excellent patient care and services in a safe, productive and quality-conscious environment. Prior to progression, prospective students will be tested and must pass a drug screening. If the program enrollment occurs 90 days or longer after starting the first specialty course, prospective students will be re-tested and must pass a second drug screening. The drug screening(s) must satisfactorily demonstrate that he/she is free from the use of any illegal drug, unprescribed controlled substance described or named in the law hereinafter referred to as "drug-free". Students must remain drug-free throughout the tenure in their program at the College.*** Failure to do so shall be grounds for dismissal from the program.***

   All students enrolled in a health related program are required to be drug and/or alcohol free when reporting to school and while at "affiliating agencies" (including parking lots and grounds). For all "affiliating agencies" which require students to be subject to the agency's Drug Testing policies, including but not limited to, when there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol, the student may be tested in accordance with the "affiliating agency's" policies. Prior to being assigned to an affiliating agency, the student shall sign a consent to allow the affiliating agency to release any drug testing results to the College. If tested by an "affiliating agency" the student shall provide his/her program director with a copy of any test results. Failure to promptly do so shall be grounds for dismissal from the program. A positive drug or alcohol test result shall also be grounds for dismissal from the program.****

   ***The provisions in these sentences shall also apply to students already enrolled in a health related program at the time of the effective date of this Rule.

   ****This paragraph also applies to students already enrolled in a health related program at the time of the effective date of this Rule.

   G. A background check fee and drug screening fee(s) are required for each health related program application. Upon request, fee waivers may be approved by the Health Education Center's associate provost or campus executive officer to documented economically disadvantaged applicants (AFDC, Pell, Workforce, etc.)

II. **Pathway Program:**
   A. Students may progress to those health related programs that have limited availability via the Pathway Program. Up

to 15% of each limited enrollment program positions may be admitted through this procedure. Students in the Pathway Program must have a minimum 2.0 GPA and need no remediation. Students must meet their selected health program requirements as outlined by individual program Board Rules with the exception of the GPA criteria. At the time of health program enrollment, the GPA must, at minimum, be equivalent to 85% of the program's required GPA or a minimum of a 2.0 GPA, whichever is greater.

B. In an effort to assist disadvantaged and other under represented students to obtain admission to their chosen health field, special criteria will be used for selection of applicants for the Pathway Program. The criteria are:

   a. From a low-income family-A federal need analysis or AFDC verification will be submitted for eligibility. Other documentation may be approved by HEC's campus executive officer or associate provost .

   b. Applicant was reared by a single parent prior to the age of 18.

   c. Applicant is among the first in their family to attend college.

   d. Consideration of Cultural Diversity.

   e. Preference will be given to Pinellas County residents. A resident must be a "resident for tuition purposes" as defined in F.S. 240.1201 and must have been a resident of Pinellas County for at least 12 months immediately prior to the student's application to the program. Non-residents who live in the College's service area for the program will be considered on a space available basis.

   These criteria will be weighted and applicants must meet the minimum weighted requirements.

III. **Liability and clinical accidental insurance** must be obtained through the College for which a special fee will be charged.

IV. **The College reserves the right to suspend** or dismiss from a health related program any student who does not satisfactorily complete each designated specialty course with a grade of "C" or better or who does not exhibit the knowledge, behavior, skills or ethics deemed necessary for the health, safety and welfare of patients.

V. **Students who have been suspended** from or who have voluntarily withdrawn from a health related program may be readmitted to such program in accordance with the program's approved written readmission policy, if any. Cases involving extenuating reasons beyond the control of the student may be appealed to the Health Education Center's Campus Executive Officer's Office.

VI. **For readmission,** a student must successfully demonstrate the appropriate level clinical skills to the program director prior to returning to the clinical setting after absence of 1 semester or more.

VII. **With the exception of the Funeral Services and Human Services Programs,** students who fail any two courses within the major will be academically dismissed from the program for the next session. Upon failure of a third course within the major, the student is again dismissed and will be unable to return to the program. The Campus Executive Officer's Office may consider an appeal due to extenuating circumstances.

VIII. **Students who are admitted to health related programs** must be in good standing with the College, i.e., must not be on academic suspension, probation or dismissal.

IX. **Students must demonstrate** readiness for college-level work in English, Reading and Math prior to progression.

X. **The Board of Trustees** reserves the right to discontinue or decrease the enrollment size of any program and students who have not commenced coursework in a health related program shall have no vested right.

DENTAL HYGIENE

Tami Grzesikowski, Program Director, (727) 341-3671

This program has been designated the Mary R. Grizzle Dental Hygiene Program. It has been named in honor of State Sen. Mary R. Grizzle in appreciation for her many efforts on behalf of St. Petersburg College. Sen. Grizzle is a three-time winner of the Florida Association of Community Colleges' Outstanding Service Award.

Dental hygienists are licensed preventive oral health professionals, who provide educational, clinical and therapeutic services supporting total health through the promotion of optimal oral health.

Graduates are awarded the Associate in Science degree in Dental Hygiene. After graduation a license is required to enter dental hygiene practice. A Florida dental hygiene license requires passing a National Dental Hygiene Board examination, state clinical examination as well as meeting other eligibility requirements determined by the Florida Board of Dentistry. A licensed dental hygienist is qualified for employment in a variety of settings including private dental offices under the supervision of licensed dentists, industrial or hospital dental facilities, public health departments, and public or private school systems.

ACCREDITATION:

St. Petersburg College's program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

REQUIREMENTS OF THE DENTAL HYGIENE PROGRAM

(College Policy 6Hx23-4.54)
I. **Progression Requirements:**
    Students who are eligible to start the first specialty course in the program must submit an "interest to participate" form to be enrolled in that course. Students who meet the progression requirements will be placed on a list on a first-come, first-served basis. Students not enrolled for the year in which they are eligible may be listed as an alternate for that year and will be added to the list for the next available class. At the time of enrolling in the first specialty course, students must continue to meet the progression requirements. One class is admitted each year in May.
    A. Minimum requirements for registration into the first specialty course are as follows:
        1. Completion of all college preparatory course work.
        2. A 3.5 GPA on a 4.0 scale in high school courses which are college preparatory. Chemistry, algebra, geometry and biology are recommended;
            OR
            A 3.0 GPA on a 4.0 scale in a minimum of 12 semester hours in dental hygiene general education and support courses.

3. Completion of Anatomy and Physiology I and Anatomy and Physiology I Lab.
4. Completion of 16 hours of observation, volunteer service or work experience in dentistry. This must be verified by a signed statement from a dentist or dental hygienist.
B. Each student, prior to beginning DEH 1003L (Dental Hygiene I Clinic), must have initiated the Hepatitis B immunization series. In addition, the student must show evidence of immunity to or inoculation against the hepatitis virus prior to beginning DEH 1800L (Dental Hygiene II Clinic). Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student.
C. Students in this program must maintain a valid BLS for Healthcare Providers throughout the program.
D. All Progression Requirements for Health Related Programs (6Hx23-4.53) apply to the Dental Hygiene program, including Pathway students.
E. Students transferring from another dental hygiene program must be in good standing in such program and satisfactorily demonstrate program competencies (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).
II. In addition to SPC graduation requirements, **students must meet these special graduation requirements:**
    A. A grade of "C" or better in all designated specialty courses in this program.
    B. Students must satisfactorily complete an end-of-program assessment examination.

ADDITIONAL REQUIREMENTS:

1. All transcripts from high school(s) (or GED) and college(s) currently or previously attended must be submitted to SPC. Students who have completed and submitted an AA or BA degree are not required to submit high school transcripts.
2. Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
3. Program requirements are subject to change. Students should check with a counselor, advisor or program director.

ESTIMATED ADDITIONAL FEES:
FRESHMAN YEAR
Instruments $1200.00
Hepatitis Vaccine $100.00
Laboratory and Clinic Attire $200.00
Liability/Clinical Accidental Insurance $23.00

SOPHOMORE YEAR
Graduation Fee and Pin $40.00
Liability /Clinical Accidental Insurance $23.00
National and State Board Examinations $600.00

DENTAL HYGIENE
(DENHY-AS)

ASSOCIATE IN SCIENCE DEGREE

Before entering the first semester of the Dental Hygiene "Program Courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below. The general education and support courses do not have to be taken in the order listed. Candidates will also complete the interest to Participate form. Please see a counselor or advisor.

Program begins every May

PRE-ENTRY REQUIREMENT (4 credits)

BSC	1085/1085L	Human Anatomy and Physiology I and Lab	3,1

GENERAL EDUCATION (17 credits)

ENC	1101	Composition I	3
Humanities/Fine Arts Approved Course			3
SPC	1600	Introduction to Speech Communication	3
Mathematics		One college-level course with a MAC, MGF, MTG or STA prefix	3
PSY	1012	General Psychology	3
PHI	1603	Applied Ethics **OR** (PHI 1600,1602 or 1631)	2
Computer Competency Requirement			

SUPPORT COURSES (8 credits)

BSC	1086/1086L	Human Anatomy and Physiology II and Lab	3,1
MCB	2010/2010L	Microbiology and Lab	3, 1

1ST SUMMER TERM IN PROGRAM (5 credits)

DEH	1000	Introduction to Dental Hygiene	2
DES	1020	Orafacial Anatomy	2
DES	1020L	Orafacial Anatomy Lab	1

1ST FALL TERM IN PROGRAM (11 credits)

DEH	1003	Dental Hygiene I	2
DEH	1003L	Dental Hygiene I Clinic	4
DES	1200	Dental Radiography	2
DES	1200L	Dental Radiography Laboratory	1
DEH	1130	Oral History and Embryology	2

1ST SPRING TERM IN PROGRAM (14 credits)

DEH	1800	Dental Hygiene II	1
DEH	1800L	Dental Hygiene II Clinic	6
DES	2100	Dental Materials	2
DES	2100L	Dental Materials Lab	1
DEH	2602	Periodontics	2
DEH	1710	Biological Chemistry and Applied Nutrition	2

2ND SUMMER TERM IN PROGRAM (7 credits)

DEH	2802L	Dental Hygiene III Clinic	5
DEH	2300	Dental Pharmacology	2

2ND FALL TERM IN PROGRAM (12 credits)

DEH	2400	General and Oral Pathology'	2
DEH	2701	Community Dental Health	2
DEH	2804L	Dental Hygiene IV Clinic	6
DEH	2802	Dental Hygiene III	2

2ND SPRING TERM IN PROGRAM (10 credits)

DEH	2702C	Community Dental Health Practicum	1
DEH	2806L	Dental Hygiene V Clinic	7
DEH	2812	Dental Hygiene IV	2
	TOTAL PROGRAM HOURS		**88**

EMERGENCY MEDICAL SERVICES

Nerina Stepanovsky, Program Director
(727) 341-3656 or 341-3680

The two-year Associate in Science degree in Emergency Medical Services (EMS) is designed to prepare a student to become a Nationally Registered or State Certified Paramedic who delivers pre-hospital advanced life support care and the transportation necessary for victims of accidents or emergency illness.

Graduates will receive instruction through the American Heart Association, 7272 Greenville Avenue, Dallas, Texas 75231-4596, (214) 373-6300, in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Students will be certified in Basic Trauma Life Support through the American College of Emergency Physicians (ACEP), P.O. Box 619911, Dallas, Texas 75261-9911, (214) 550-0911. Students are then able to choose one or both of the following: National Registry of EMT-Paramedics, 6610 Bush Blvd., P.O. Box 29233, Columbus, Ohio 43229, (614) 888-4484, or Florida State certified EMT-Paramedic, State of Florida, Department of Health, Bureau of Emergency Medical Services, 4052 Bald Cypress Way, BIN C18, Tallahassee, FL 32399, (850) 245-4440. Both organizations require a written and a practical exam for certification.

ACCREDITATION

The St. Petersburg College Program in Emergency Medical Services ascribes to the National Standard Curriculum of Basic Emergency Medical Technicians and Paramedics as set by the Department of Transportation (D.O.T.) and is certified by the Florida Department of Health Bureau of EMS and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 515 North State Street, Suite 7530, Chicago, Illinois 60610-4377, (312) 464-4623.

REQUIREMENTS OF THE EMERGENCY MEDICAL SERVICES PROGRAM

(College Policy 6Hx23-4.55)

I. **Progression Requirements:**

Eligibility to start the first specialty course in the program is based upon the following minimum requirements. Students transferring from another EMS program must be in good standing in such program (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).

A. Requirements for Health Related Programs (6Hx23-4.53) apply to the Emergency Medical Services Program.

B. Each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

1. EMT candidates' health verification is due within a time period specified by the EMS department not to exceed two (2) weeks into a specific semester.

2. Paramedic candidates' health verification is due prior to the conclusion of the College's established drop/add period in the first semester of course work.

3. Completion of immunization requirement:

a. Tuberculosis (TB) Mantoux Test – a current test is required every six months. If the skin test is positive, then a chest x-ray is required to document absence of chest disease.

b. Tetanus Toxoid – within a 5-year period.

c. Measles, Mumps, Rubella (MMR) or Rubella Titer – immunization or titer dated 1969 or later.

d. Varicella Titer – requires immunization if titer does not show immunity.

e. Hepatitis B – said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student.
f. Poliomyelitis
g. Diphtheria

II. **Admission to the Emergency Medical Services Applied Technology Diploma (ATD) program** for Emergency Medical Technician (EMT) program is based upon the following minimum requirements:
A. Completion of I.A. & B..
B. Valid American Heart Association or American Red Cross "professional" cardiopulmonary resuscitation (CPR) card.

III. **Admission to the Emergency Medical Services Certificate Program for paramedics** is based upon the following minimum requirements:
A. Completion of I.A. & B.
B. Successful completion of BSC 1085 and BSC 1085L (minimum of "C" grade or better).
C. Emergency Medical Technician (EMT) certification by the Florida Department of Health Bureau of EMS or eligible for the State of Florida EMT certification as outlined in Revised Chapter 64-E, Florida Administrative Code for enrolled students in the Associate of Science degree program completing EMT competencies. Proof of certification as a Florida EMT is required before an EMS student can participate in any paramedic clinical. Failure to obtain state of Florida EMT certification by the end of the second week of the initial paramedic session, as defined by the current year's catalog, will be cause for withdrawal from the program for that session. Students may reapply for subsequent sessions after meeting this requirement.
D. EMT clinical experience requirement:
1. Minimum of six months experience as an EMT in the pre-hospital emergency medical environment, or
2. Minimum of 140 hours documented clinical and pre-hospital emergency medical experience during an EMT's volunteer or employment history or
3. Minimum of 140 hours documented clinical and pre-hospital emergency medical experience during initial EMT education.
E. Satisfactory completion of a basic EMT written and practical competency examination.

IV. **Special Progress Requirements:**
A. Progress meetings with program staff or program director as required.
B. **Applied Technology Diploma:**
1. Emergency Medical Technician (EMT)
a. Maintain a minimum "C" grade on all corequisites in the EMT program for state and national certification eligibility.
C**. Certificate Programs:**
1. Paramedic
a. Maintain a minimum "C" grade on all corequisites in the paramedic program for state and national certification eligibility.
b. All paramedic candidates must obtain the State of Florida EMT certification before the beginning of the second week in the paramedic program and maintain the EMT certification throughout the paramedic program.

ADDITIONAL REQUIREMENTS:

1. **Prior to acceptance and enrollment into this program, applicants must pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs).**
2. Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
3. Program requirements are subject to change. Students should check with a counselor, advisor or the program director

EMERGENCY MEDICAL SERVICES FEES (Lab and Liability):

EMS 1119L	Fundamentals of Emergency Medical Care Lab	$81.00
EMS 1411	Fundamentals of Emergency Care Clinical Experience	28.00
EMS 1421	EMT Field Internship	131.00
EMS 2331	Emergency Care In-Flight	28.00
EMS 2601L	Paramedic Lab I	103.00
EMS 2602L	Paramedic Lab II	103.00
EMS 2659	Paramedic Field Internship	182.00
EMS 2664	Paramedic Clinical I	28.00
EMS 2665	Paramedic Clinical II	28.00

Certification Fee:

EMS 1119L	Fundamentals of Emergency Medical Care Lab	$19.00

EMERGENCY MEDICAL SERVICES (EMS-AS)

ASSOCIATE IN SCIENCE DEGREE

The general education and support courses do not have to be taken in the order as listed. Candidates will also complete the Interest to Participate form. Please see a counselor or advisor.

GENERAL EDUCATION (20 credits)

ENC 1101	Composition I	3
Humanities/Fine Arts Approved Course		3
Speech	Any college Speech course (SPC 1016, 1060 or 1600)	3
Mathematics	One college-level course with a MAC, MGF, MTG or STA prefix	3
PSY 1012	General Psychology	3
DEP 2004	Developmental Psychology of the Life Span	3
PHI 1603	Applied Ethics **OR** (PHI 1600 or 1631)	2
Computer Competency Requirement Course		

SUPPORT COURSES (9 credits)

BSC 1085-1085L	[a]Human Anatomy & Physiology I / Lab	3,1
BSC 1086-1086L	[b]Human Anatomy & Physiology II / Lab	3,1
HSC 1149C	General Pharmacology for the Health Professional	1

1st SEMESTER IN PROGRAM (11 credits)

EMS 1119	Fundamentals of Emergency Medical Care (EMC)	4
EMS 1119L	Fundamentals of EMC Laboratory	2
EMS 1411	Fundamentals of EMC Clinical Experience	2
EMS 1421	EMT Field Internship	3

2nd SEMESTER IN PROGRAM (11 credits)

EMS 2601	Paramedic Theory I	5
EMS 2601L	Paramedic Laboratory I	3
EMS 2664	Paramedic Clinical I	3

3rd SEMESTER IN PROGRAM (15 credits)

EMS 2602	Paramedic Theory II	8
EMS 2602L	Paramedic Laboratory II	4
EMS 2665	Paramedic Clinical II	3

4th SEMESTER IN PROGRAM (7 credits)

EMS 2659	Paramedic Field Internship	7

TOTAL PROGRAM HOURS 73

[a] These courses must be completed prior to taking any EMS 2000 level courses

[b] These courses are prerequisites or corequisites with EMS 2601 and EMS 2601L and must be taken before any EMS 2000 level course.

FUNERAL SERVICES

Kevin Davis, Program Director, (727) 341-3781

The Funeral Services program is designed to prepare students for the position of funeral director and embalmer. The curriculum is divided into preprofessional and professional courses, which have been designed to balance the course of study in four semesters of class-room, laboratory and clinical work, plus one semester of professional practicum. Students who have completed all general education and support course work with a grade of "C" or better may be able to complete the program in a minimum of twelve (12) months. Graduates of the program are awarded the Associate in Science degree in Funeral Services.

The Florida licensure process requires passing the National Board Examination (a written comprehensive examination), serving one year internship under the direction of a licensed funeral director and embalmer and passing a Florida examination on rules and regulations.

Licensing and qualification requirements may vary from state to state.

ACCREDITATION:

The Funeral Services program is accredited by the American Board of Funeral Service Education, 38 Florida Avenue, Portland, Maine 04103, (207) 878-6530.

REQUIREMENTS OF THE FUNERAL SERVICES PROGRAM

(College Policy 6Hx23-4.71)
I. **Progression Requirements:**
   Eligibility to start the first specialty course in the program is based upon the following minimum requirements:
   A. Requirements for Health Related Programs (6Hx23-4.53) apply to the Funeral Services Program.
   B. Funeral Services students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to beginning in the first specialty course in Funeral Services. Students must provide a record of vaccination and/or proof of positive antibody status. Prior to the first laboratory class, documentation of at least the first injection of the series must be submitted to the Program Director. Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student.
   C. Students transferring from another funeral services or other health related program must be in good standing in such program (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).
II. **Special Graduation Requirements**
   A. A grade of "C" or better in all FSE courses.
   B. Students in this program must possess a valid basic rescuer (CPR) certificate prior to graduation.
   C. Students must satisfactorily complete an end-of-the-program competency assessment examination.

ADDITIONAL REQUIREMENTS:

1. **Prior to acceptance and enrollment into this program, applicants must pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs).**
2. Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
3. Program requirements are subject to change. Students should check with a counselor, advisor or the program director.

FUNERAL SERVICES
(FUNSE-AS)

ASSOCIATE IN SCIENCE DEGREE

Program begins in August and January

The general education and support courses are not required to be taken in the order listed below. Please see a counselor or advisor.

GENERAL EDUCATION (18 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
		Humanities/Fine Arts Approved Course	3
		Social and Behavioral Sciences Approved Course	3
		Mathematics One college-level course with a MAC, MGF, MTG or STA prefix	3
PHI	1603	Applied Ethics **OR** (PHI 1600 or 1631)	2
CGS	1060	Computer Literacy-WIN/NT	1

SUPPORT COURSES (11 credits)

APA	1111	Introduction to Accounting	3
BSC	1083	Human Anatomy	3
BUL	2241	Business Law	3
HSC	1524	Introduction to Infectious Diseases	2

1st SEMESTER IN PROGRAM (13 credits)

FSE	1000	Introduction to Funeral Services	3
FSE	1204	Funeral Service Computer Application	1
FSE	2061	Thanatology	3
FSE	2202	Funeral Home Management	3
FSE	2060	Funeral Directing	3

2nd SEMESTER IN PROGRAM (9 credits)

FSE	1105	Thanatochemistry	2
FSE	2100	Embalming I	3
FSE	2101L	Embalming Clinical I	1
FSE	2201	Funeral Home Management Operations	3

3rd SEMESTER IN PROGRAM (15 credits)

FSE	2120	Restorative Art	3
FSE	2120L	Restorative Art Lab	1
FSE	2080	Funeral Law	3
FSE	2160	Funeral Pathology	3
FSE	2140	Embalming II	3
FSE	2141L	Embalming Clinical II	1
FSE	2930	Funeral Services Professional Review	1

4th SEMESTER IN PROGRAM (6 credits)

FSE	2946	Professional Practicum	6

TOTAL PROGRAM HOURS   72

[a] If you take MAT 1033, your degree will be an AAS instead of an A.S. Transferability cannot be guaranteed with the AAS degree,

[b] All courses must be completed prior to FSE 2946.

HEALTH INFORMATION MANAGEMENT

Angela Picard, Program Director, (727) 341-3623

The Health Information Management program is designed to provide a student with the computer and technical skills necessary to prepare, analyze and maintain health information required by the patient, health facility and the public. Special emphasis is given to the management of computerized health information. Application of didactic instruction is applied in the classroom laboratory and is provided through professional practice experience in local health care facilities. Upon completion of the program, the student will be awarded an Associate in Science degree in Health Information Management. After successful completion of the degree, the student is eligible to take the national examination for the credential of Registered Health Information Technician (RHIT). The RHIT examination is administered by the American Health Information Management Association (AHIMA).

ACCREDITATION:

The Health Information Management Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA), 233 North Michigan Avenue, Suite 2150, Chicago, Illinois 60601-5519, (312) 233-1100.

REQUIREMENTS OF THE HEALTH INFORMATION MANAGEMENT PROGRAM

(College Policy 6Hx23-4.70)
I. **Progression Requirements:**
    Eligibility to start the first specialty course in the Health Information Management (HIM) associate in science program is based upon the following minimum requirements.
    A. Requirements for health related programs (6Hx23-4.53) apply to the Health Information Management program.
    B. Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health related program to which the student has been admitted.
    C. Students transferring from another health information management or other health related program must be in good standing in such program (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).
    D. Completion of:
        1. HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or BSC 1085/1085L Anatomy & Physiology I with Lab and BSC 1086/1086L Anatomy & Physiology II with Lab with a grade of "C" or better.
        2. A minimum of 12 semester hours of Health Information Management general education and support courses.
II. **Special Progress Requirements:**
    A. In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in the prerequisite(s) to said course.
III. In addition to SPC graduation requirements, students must meet these **special graduation requirements:**
    A. A grade of "C" or better in all H.I.M. courses and in all support courses.
    B. Students must satisfactorily complete an end-of-the program competency assessment examination

ADDITIONAL REQUIREMENTS:

1. **Prior to acceptance and enrollment into this program, applicants must pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs).**
2. Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
3. Program requirements are subject to change. Students should check with a counselor, advisor or the program director.

HEALTH INFORMATION MANAGEMENT (HIM-AS)

ASSOCIATE IN SCIENCE DEGREE

PRIOR TO ENROLLMENT IN HEALTH INFORMATION PROFESSIONAL COURSES:

A minimum of 12 credits (which must include HSC 1531 and BSC 1083) from the general education and/or support courses listed below must be completed prior to enrolling in the first HIM professional course, HIM 1000. General education and support courses are not required to be taken in the order listed below. However, the HSC and HIM courses should be taken in the sequence outlined. Please see a counselor, advisor or the HIM program director for guidance.

(**Courses in BOLD apply to Medical Coder-ATD** and *Courses in Italics apply to the Medical Transcription-ATD*)

GENERAL EDUCATION (18 credits)
ENC 1101	Composition I	3
SPC 1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
Humanities/Fine Arts Approved Course		3
Mathematics	[a] Any college level MAC, MGF, MTG or STA prefix	3
PHI 1631	Studies in Professional Ethics	3
Social/Behavioral Sciences	POS, PSY or SYG prefix	3

SUPPORT COURSES (7 credits)
BSC 1083	[a] ***Human Anatomy***	*3*
CGS 1060	*Computer Literacy-WIN/NT*	*1*
HSC 1149C	**General Pharmacology for Health Professionals**	**1**
HSC 1531	**Medical Terminology**	**2**

1st SEMESTER IN PROGRAM (12 credits)
HIM 1000	Introduction to Health Information Management	3
HIM 2012	Health Law Concepts and Practices	3
HIM 2222	**Basic ICD Coding**	**3**
HSA 1111	***Healthcare Delivery Systems***	*3*

2ND SEMESTER IN PROGRAM (10 credits)
HIM 1110	Classification Systems, Indexes, and Registries	3
HIM 1430	***Principles of Disease***	*3*
HIM 2253	**CPT Coding**	**3**
HIM 2214	Healthcare Statistics	1

3RD SEMESTER IN PROGRAM (4 credits)
HIM 1211	Health Information Technologies	2
HIM 1800	Professional Practice Experience I	2

4TH SEMESTER IN PROGRAM (8 credits)
HIM 1282	**Medical Billing**	**3**
HIM 2200	Organization and Supervision	3
HIM 2810	Professional Practice Experience II	2

5TH SEMESTER IN PROGRAM (8 credits)
HIM 2234	**Advanced Coding and Reimbursement**	**3**
HIM 2510	Quality and Performance Improvement	3
HIM 2820	**Professional Practice Experience III**	**2**
	TOTAL PROGRAM HOURS	**67**

[a] Students planning to transfer to a 4-year college should take BSC 1085/1085L, 1086/1086L and MAC 1105 or higher.

Valerie Polansky, Instructor-in-Charge, (727) 341-3714
www.spjc.edu/hec/medlab

This program has been designated the Betty Easley Medical Laboratory Technology Program. It has been named in honor of former State Rep. Betty Easley in appreciation for her many efforts on behalf of St. Petersburg College. Rep. Easley is a four-time winner of the Florida Association of Community Colleges' Legislative Award.

The program is designed to produce skilled technicians for immediate employment in the field of clinical laboratory science. Courses are on-line with hands on experiences provided in approved clinical laboratories. Upon completion of the program, students will be granted the Associate in Science degree in Medical Laboratory Technology. Upon graduation, students are eligible to apply to take national certification examinations.

ACCREDITATION:

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, (773) 714-8880.

REQUIREMENTS OF THE MEDICAL LABORATORY TECHNOLOGY (MLT) PROGRAM

(College Policy 6Hx23-4.57)
I. **Progression Requirements:**
    Eligibility to start the first specialty course in the program is based upon the following minimum requirements.
    A. Requirements for health related programs (DBT Rule 6Hx23-4.53) apply to the Medical Laboratory Technology program.
    B. Within six months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests and health verification as specified with contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health related program to which the student has been admitted
    C. Students transferring from another MLT program must be in good standing in such program. (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).
    D. Completion or current enrollment in either BSC 1010-1010L or BSC 1085-1085L and CHM 1025-1025L.
    E. MLT students are required to make individual arrangements for receiving the Hepatitis B Vaccine prior to beginning in the first specialty course. Students must provide a

record of vaccination and/or proof of positive antibody status. Prior to the first laboratory class, documentation of at least the first injection of the series must be submitted to the Program Director. Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student.
    F. MLT students are required to submit documentation of a minimum of eight hours of observation, volunteer service or work experience in a clinical laboratory prior to enrollment in MLT courses.
II. **Special Clinical Requirements**
    A. In order to enroll in courses which have clinical assignment, students must meet the eligibility requirements of a "clinical laboratory trainee," as established in Chapter 483, Florida Statutes, if applicable.
    B. Each student must hold a valid American Heart Association or American Red Cross basic rescuer cardiopulmonary resuscitation (CPR) card prior to clinical assignments.
III. In addition to SPC graduation requirements, students must meet these **special graduation requirements:**
    A. A grade of "C" or better in all designated specialty courses in this program.
    B. Students must satisfactorily complete an end-of-program competency assessment examination.

ADDITIONAL REQUIREMENTS:

1. **Prior to acceptance and enrollment into this program, applicants must pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs).**
2. Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
3. Program requirements are subject to change. Students should check with a counselor, advisor or the program director.

ESTIMATED ADDITIONAL FEES AND EXPENSES:

FRESHMAN YEAR

HepB Immunizations	150.00
Laboratory Apparel	50.00
Technology Fees	160.00
Liability/Clinical Accidental Insurance	23.00
Trainee License	15.00

SOPHOMORE YEAR

Liability/Clinical Accidental Insurance	$ 23.00
Technology Fees	180.00
Laboratory Apparel	50.00
Technician License Fee	200.00
Certification Exam Fee	100.00

MEDICAL LABORATORY TECHNOLOGY (MLT-AS)

ASSOCIATE IN SCIENCE DEGREE

Students are encouraged to complete general education and support courses prior to enrollment in MLT 1022. CHM 1025/ 1025L and either BSC 1010/1010L or BSC 1085/1085L are prerequisites to MLT 1022. General education and support courses do not have to be completed in the order listed. Candidates must complete the Interest to Participate form. Please see a counselor or advisor.

Program begins in August and January

GENERAL EDUCATION COURSES (17 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
		Humanities/Fine Arts Approved Course	3
MAC	1105	College Algebra	3
		Social & Behavioral Sciences Approved Course	3
PHI	1603	Applied Ethics **OR** (PHI 1600 or 1631)	2
		Computer Competency Requirement	

SUPPORT COURSES (16 credits)

BSC	1010-1010L	Biology I and Lab **AND**	3,1
MCB	2010-2010L	Microbiology and Lab **OR**	3,1
BSC	1085-1085L	Human Anatomy & Physiology I and Lab **AND**	(3,1)
BSC	1086-1086L	Human Anatomy & Physiology II and Lab	(3,1)
CHM	1025-1025L	* Introductory Chemistry and Lab	3,1
CHM	1045-1045L	General Chemistry I and Lab	3,1

PROGRAM COURSES (43 credits)

MLT	1022	Introduction to Clinical Lab Science	2
MLT	1022L	Introduction to Clinical Lab Science Lab	1
MLT	1040	Phlebotomy	1
MLT	1610	Clinical Chemistry	4
MLT	1610L	Clinical Chemistry Lab	1
MLT	2362	Hematology and Body Fluid Analysis	4
MLT	2362L	Hematology and Body Fluids Analysis Lab	2
MLT	2949	Phlebotomy Co-op	1
MLT	2809L	Hematology Clinical Experience	3
MLT	2810L	Clinical Chemistry Clinical Experience	3
MLT	2400	Clinical Microbiology	4
MLT	2400L	Clinical Microbiology Lab	2
MLT	2530	Immunology/Immunohematology	4
MLT	2530L	Immunology/Immunohematolgy Lab	2
MLT	2150	Clinical Correlations	3
MLT	2807L	Immunohematology Clinical Experience	3
MLT	2811L	Microbiology Clinical Experience	3

TOTAL PROGRAM HOURS   76

**CHM 1025-1025L does not meet the requirements of the Florida Board of Clinical Laboratory Personnel for technologist licensure and is not transferable to state universities. Students who wish to pursue Florida technologist licensure must take CHM 1045-1045L and CHM 1046-1046L.

NURSING (R.N.)

Jean M. Wortock, Program Director (727) 341-3618

This program has been named for Evelyn W. Jerger for her outstanding record of service to this nation in the field of nursing during World War II in the European Theatre with the 12th Evacuation Hospital Unit, and her esteemed contribution to the community, church and civic life of Pinellas County.

Graduates of this program receive the Associate in Science degree in Nursing. They will be eligible to apply to write the licensing examination to receive their Registered Nurse (R.N.) license. Anyone with an arrest record, excluding minor traffic violations, should contact the Florida Board of Nursing to determine eligibility to sit for the Licensure Examination. This should be done prior to seeking admission to the program.

The St. Petersburg College nursing program is fully approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahassee, Florida 32399, (850) 488-0595 and accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York, 10006, (800) 669-9656. Applicants are encouraged to prepare for a career in nursing by developing a knowledge base in mathematics and the biological sciences.

Graduates of associate degree nursing programs are able to provide direct nursing care to patients in hospitals and other health agencies. Graduates of the associate degree in nursing may articulate to the nursing baccalaureate degree at SPC or at any of the state universities in Florida.

All nursing students will complete their degrees at the College's Health Education Center at 7200 66th St. N., Pinellas Park.

REQUIREMENTS OF THE NURSING PROGRAM

(College Policy 6Hx23-4.69)

I. **Progression Requirements:**

Students who are eligible to start the first specialty course in the program must submit an Interest to Participate form to be enrolled in that course. Students who meet the requirements will be on a list on a first-come, first-served basis. Students not enrolled for the year in which they are eligible may be listed as an alternate for that year and will be added to the list for the next available class. Enrolling in the first specialty course, students must continue to meet progression requirements. One class is admitted each year in May.

A. Minimum requirements for registration into the first specialty course are as follows:

1. Completion of all college preparatory course work.
2. Standard (Scaled Score) 95 on the reading subsection of the Florida College Entry Level Placement Test, equivalent score on other standardized tests as recommended by the nursing faculty and approved by President's Cabinet or earn "C" or better in REA 1105.
3. Candidates who have had previous courses in another registered nursing program must submit a transcript from the school of nursing and a reference from the official head of the program or appropriate designate. An "individual learning plan" will be developed for each transferring in student by the SPC Nursing faculty that delineates the completion of the nursing program in order to graduate from SPC.
4. Completion of a minimum of 12 credits in Nursing general education and program support courses with a minimum grade point average of 2.5 on a 4.00 scale.
5. To enroll in the program students must demonstrate an overall 2.5 GPA in Nursing general education and program support courses on a 4.0 scale and a 2.5 GPA in the sciences.
6. Completion of BSC 1085/1085L and BSC 1086/ 1086L with a minimum of "C".

B. Each student selected must have a physical examination prior to entrance into the first year of the Nursing program. A self health evaluation form will be completed by the student prior to entering the sophomore year of the program.

C. All progression requirements for health related programs (6Hx23-4.53) apply to the Nursing Program, including Pathway students.

D. Students transferring from another Nursing program must be in good standing in such program (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).

II. **For the transitional program for practical nurses licensed in Florida**, a course is specially designed as entry point for licensed practical nurses or other special students. Special students are defined as students who have satisfactorily completed course work deemed to be equivalent to that of an LPN. Students who successfully complete NUR 1001C, Orientation to Technical Nursing Therapy/Clinical Experience and NUR 1001, Orientation to Technical Nursing Therapy, will enter the sophomore class.

A. Minimum requirements for consideration of licensed practical nurses and special students are the same as I.A. 1.5., B., C. & D. above and in addition:
   1. Be currently licensed in Florida (or eligible for license by transfer of license from out of state).
   2. Completion of the following courses with grades as defined in I.A., 4., 5. & 7.
      BSC 1085/1085L — Human Anatomy and Physiology and Laboratory I
      BSC 1086/1086L — Human Anatomy and Physiology and Laboratory II
      PSY 1012 — General Psychology
   3. Additional pre-entry course requirements include: Humanities elective
   4. A valid Health Care Provider C.P.R. Certificate.

B. For the **transitional evening track for practical nurses licensed in Florida**, a course is designed as entry point for licensed practical nurses or other special students. Students who successfully complete NUR 1001C, Orientation to Technical Nursing Therapy/Clinical Experience and NUR 1001, Orientation to Technical Nursing Therapy will enter at the sophomore level.
   Minimum requirements for consideration of licensed practical nurses and special students are the same as I.A.1.5, B., C. & D. above and II.A. 1.4.

III. **For the transitional program for paramedics (evening track)**, the following are the minimum requirements for consideration as an applicant to the freshman class:
A. As outlined in I.A. 1.5 & 7., B., C. & D. above.
B. Additional requirements:
   1. Must have completed 25 general education/support credits. These **MUST** include 8 hours of anatomy and physiology, 3 hours of English and 3 hours of PSY 1012. The other 11 hours are the student's choice from required general education and support curriculum.
   2. Must have received an AS in Emergency Medical Services or have taken equivalent general education/ support courses.
   3. Must be currently state certified paramedic and possess a valid Health Care Provider C.P.R. Certificate.

IV. Prior to enrolling in the first specialty course in the major, students must have successfully completed the requirements for a Health Care Provider C.P.R. certificate.

V. In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses.

VI. In addition to SPC graduation requirements, students must meet these **special graduation requirements:**
A. A grade of "C" or better in each of the designated specialty courses in this program.
B. A grade of "C" or better in all courses in the Nursing Program.
C. A valid Health Care Provider C.P.R. certificate.
D. For transfer students, completion of the "individual learning plan."
E. Students must satisfactorily complete an end of program competency assessment examination in theory and an end of program clinical evaluation.

ADDITIONAL INFORMATION FOR EVENING TRACK:

Evening is defined as 1P-11P. Theory classes may be offered during the day or evening schedule depending on the availability of classes within the program.

ESTIMATED ADDITIONAL FEES:
FRESHMAN YEAR
Physical/Dental Exam $100.00
Books 600.00
Hepatitis Immunizations 140.00
Drug Screening and Background Check
   (Waiting List Acceptance) 55.00
Enrollment Test 30.00
Clinical laboratory attire 250.00
Liability/Clinical Accidental Insurance 46.00
Laboratory fees 524.00
Course Learning Instructional Packages 33.50
Skills Kit 120.00
Varicella Titer fee 30.00
Accident Insurance Fee 20.00
Achievement Test 126.00

SOPHOMORE YEAR
Books $200.00
Achievement tests 126.00
Liability/Clinical Accidental Insurance 46.00
Laboratory fees 524.00
Course Learning Instructional Packages 49.00
Pin 50.00
Application fee for State Bd. Licensure Exam 300.00
Accident Insurance Fee 20.00

The Anastasia Hartley and Almeda Martin Endowed Chairs in Nursing were created in December 1990 honoring the esteemed efforts of these former chairs of the Nursing Program during many years of growth and accomplishment for that program at the College.

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NURSING (R. N.)
(NURSE-AS)

ASSOCIATE IN SCIENCE DEGREE

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NURSING (R.N.)
(NURSE-AS)

LPN Transitional Program

ASSOCIATE IN SCIENCE DEGREE

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(Fully transferable to Bachelor's Degree at SPC or to any state university in Florida)

Program begins in August and January – day and evening

A minimum of 12 credits from the general education and/or support courses below (general education and support courses are not required to be taken in the order listed below. Please see a counselor or advisor).

BSC	1085/1085L	Human Anatomy & Physiology I & Lab	3,1
BSC	1086/1086L	Human Anatomy & Physiology II & Lab	3,1

These courses plus an additional 4 credits of general education and/or support courses to total the required 12.

GENERAL EDUCATION & SUPPORT COURSES (22 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016,1060 or Honors)	3
Humanities/Fine Arts Approved Course			3
STA	2023	Elementary Statistics	3
*MCB	2010/2010L	Microbiology and Lab	3,1
*PHI	1600	Studies in Applied Ethics **OR** (PHI 1602, 1603, 1631)	3
*PSY	1012	General Psychology	3
Computer Competency Requirement			

1st SEMESTER IN PROGRAM (9 credits)

NUR	1022C	Nursing Skills	2
NUR	1060C	Nursing Process/Physical Assessment	2
NUR	1021	Nursing I	3
NUR	1021L	Nursing I Clinical Experience	2

2nd SEMESTER IN PROGRAM (10 credits)

NUR	1142C	Application of Pharmacology Concepts In Nursing Therapy	1
NUR	1210	Nursing II	3
NUR	1210L	Nursing II Clinical Experience	6

3rd SEMESTER IN PROGRAM (10 credits)

NUR	2462	Nursing III	3
NUR	2462L	Nursing III Clinical Experience	6
NUR	2150C	Psychosocial Nursing	1

4th SEMESTER IN PROGRAM (13 credits)

NUR	2732	Nursing IV	3
NUR	2732L	Nursing IV Clinical Experience	6
NUR	2810C	Nursing Care Management Practicum	4
	TOTAL PROGRAM HOURS		**72**

- **PSY 1012 must be taken before Nursing II (NUR 1210L); PHI 1600 and MCB 2010-2010L must be taken before Nursing IV (NUR 2732)**

(Fully transferable to Bachelor's Degree at SPC or to any state university in Florida)

**The day program begins in May.
The evening program begins August and January.

BSC	1085/1085L	Human Anatomy & Physiology I & Lab	3,1
BSC	1086/1086L	Human Anatomy & Physiology II & Lab	3,1
Humanities/Fine Arts Approved Course			3
PSY	1012	General Psychology	3

GENERAL EDUCATION & SUPPORT COURSES (16 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016, 1060 or Honors)	3
STA	2023	Elementary Statistics	3
*MCB	2010/2010L	Microbiology and Lab	3,1
*PHI	1600	Studies in Applied Ethics **OR** (PHI 1602, 1603, 1631)	3
Computer Competency Requirement			

1st SEMESTER IN PROGRAM (20 credits)

NUR	1060C	Nursing Process/Physical Assessment	2
NUR	1001	Orientation to Technical Nursing Therapy	4
NUR	1001C	Orientation to Technical Nursing Clinical Experience	2
	Advanced Placement Credit		**12**

2nd SEMESTER IN PROGRAM (10 credits)

NUR	2462	Nursing III	3
NUR	2462L	Nursing III Clinical Experience	6
NUR	2150C	Psychosocial Nursing	1

3rd SEMESTER IN PROGRAM (13 credits)

NUR	2732	Nursing IV	3
NUR	2732L	Nursing IV Clinical Experience	6
NUR	2810C	Nursing Care Management Practicum	4
	TOTAL PROGRAM HOURS		**72**

* MCB 2010-2010L and PHI 1600 must be taken prior to Nursing IV (NUR 2732.)

** If admitted in May, you will have needed to complete additional general education courses prior to admission in order to graduate within the three semesters.

NOTE: Any student who makes a grade of less than "C" in a course in the nursing program that is a prerequisite to a nursing course will be ineligible to continue in the nursing program. Likewise, the clinical component of any nursing rotation must be satisfactorily passed. An overall 2.0 average is required to enroll in sophomore nursing courses. Credit must be earned in or prior to the prescribed sequence.

NOTE: Assessment of prior learning is available to qualified students. Students who wish to apply for credits in this way should follow guidelines in the college catalog under Experiential Learning Program/ELP (Assessment of Prior Learning). Challenge candidates must pay all applicable fees. For information regarding student qualifications for the Experiential Learning Program (ELP), please contact the Program Director of the Nursing Program or your home campus ELP office.

NOTE: Nursing theory courses are available on-line and in classroom.

NURSING (R.N.)
(NURSE-AS)
Part-time Nursing Web-based Theory Instruction Program
ASSOCIATE IN SCIENCE DEGREE

(Fully transferable to Bachelor's Degree at SPC or to any state university in Florida)

A minimum of 12 credits from the general education and/or support courses below (general education and support courses are not required to be taken in the order listed below. Please see a counselor or advisor).

Access to a computer

BSC	1085/1085L	Human Anatomy & Physiology I & Lab	3,1
BSC	1086/1086L	Human Anatomy & Physiology II & Lab	3,1

And an additional 4 credits of general education and/or support courses to total the 12 required.

GENERAL EDUCATION & SUPPORT COURSES (22 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016,1060 or Honors)	3
Humanities/Fine Arts Approved Course			3
STA	2023	Elementary Statistics	3
*MCB	2010/2010L	Microbiology and Lab	3,1
*PHI	1600	Studies in Applied Ethics **OR** (PHI 1602,1603 or 1631)	3
Computer Competency Requirement			

1st SEMESTER IN PROGRAM (9 credits)

NUR	1060C	Nursing Process/Physical Assessment	2
NUR	1021	Nursing I	3
NUR	1021L	Nursing I Clinical Experience	2
NUR	1022C	Nursing Skills	2

2nd SEMESTER IN PROGRAM (1 credit)

NUR	1142C	Application of Pharmacology Concepts in Nursing Therapy	1
NUR	1210	Nursing II	(3)
NUR	1210L	Nursing II Clinical Experience	(6)

3rd SEMESTER IN PROGRAM (9 credits)

NUR	1210	Nursing II (continued)	3
NUR	1210L	Nursing II Clinical Experience (continued)	6

4th SEMESTER IN PROGRAM (9 credits)

NUR	2462	Nursing III	3
NUR	2462L	Nursing III Clinical Experience	6

5th SEMESTER IN PROGRAM (1 credit)

NUR	2150C	Psychosocial Nursing	1
NUR	2732	Nursing IV	(3)
NUR	2732L	Nursing IV Clinical Experience	(6)

6th SEMESTER IN PROGRAM (13 credits)

NUR	2732	Nursing IV (continued)	3
NUR	2732L	Nursing IV Clinical Experience (cont'd)	6
NUR	2810C	Nursing Care Management Practicum	4
		TOTAL PROGRAM HOURS	**72**

* PSY 1012 must be taken before Nursing II (NUR 1210L); PHI 1600 and MCB 2010-2010L must be taken before Nursing IV (NUR 2732.)

NURSING (R.N.)
(NURSE-AS)
Part-time LPN Transitional Web-based Theory Instruction Program
ASSOCIATE IN SCIENCE DEGREE

(Fully transferable to Bachelor's Degree at SPC or to any state university in Florida)

Before entering the first semester of the Nursing "program courses" students must complete a minimum of 14 credits from the general education and/or support courses listed below. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Interest to Participate form. Please see a counselor or advisor.

PRE-APPLICATION TO THE NURSING PROGRAM (14 credits)

Access to a computer

BSC	1085/1085L	Human Anatomy & Physiology I & Lab	3,1
BSC	1086/1086L	Human Anatomy and Physiology II & Lab	3,1
Humanities/Fine Arts Approved Course			3
PSY	1012	General Psychology	3

GENERAL EDUCATION & SUPPORT COURSE (16 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or SPC 1060)	3
STA	2023	Elementary Statistics	3
*MCB	2010/2010L	Microbiology and Lab	3,1
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602 or PHI 1631)	3
Computer Competency Requirement			

1st SEMESTER IN PROGRAM (20 credits)

NUR	1060C	Nursing Process/Physical Assessment	2
NUR	1001	Orientation to Technical Nursing Therapy	4
NUR	1001C	Orientation to Technical Nursing Clinical Experience	2
		Advanced Placement Credit	**12**

2nd SEMESTER IN PROGRAM (9 credits)

NUR	2462	Nursing III	3
NUR	2462L	Nursing III Clinical Experience	6

3rd SEMESTER IN PROGRAM (1 credit)

NUR	2150C	Psychosocial Nursing	1
NUR	2732	Nursing IV	(3)
NUR	2732L	Nursing IV Clinical Experience	(6)

4th SEMESTER IN PROGRAM (13 credits)

NUR	2732	Nursing IV (continued)	3
NUR	2732L	Nursing IV Clinical Experience (continued)	6
NUR	2810C	Nursing Care Management Practicum	4
		TOTAL PROGRAM HOURS	**72**

*MCB 2010-2010L and PHI 1600 must be taken prior to Nursing IV (NUR 2732.)

NOTE: Any student who makes a grade of less than "C" in a course in the nursing program that is a prerequisite to a nursing course will be ineligible to continue in the nursing program. Likewise, the clinical component of any nursing rotation must be satisfactorily passed. An overall 2.0 average is required to enroll in sophomore nursing courses. Credit must be earned in or prior to the prescribed sequence.

NOTE: Assessment of prior learning is available to qualified students. Students who wish to apply for credits in this way should follow guidelines in the college catalog under Experiential Learning Program/ELP (Assessment of Prior Learning). Challenge candidates must pay all applicable fees. For information regarding student qualifications for the Experiential Learning Program (ELP), please contact the Program Director of the Nursing Program or your home campus ELP office.

David Erickson, Program Director, (727) 341-3611

The physical therapist assistant is a skilled technical health care worker who carries out patient treatment programs under the direction of the physical therapist. The assistant works to relieve pain and/or increase function in patients via therapeutic application of heat, cold, light, water, electricity, sound, massage, exercise, gait and functional activity.

Physical therapist assistants work in a variety of settings including hospitals, rehabilitation agencies, schools, outpatient clinics and nursing homes.

Persons interested in pursuing this program should be comfortable working with people of all age groups in close one-to-one relationships. They should enjoy physical activity and be patient and empathetic when working with others.

Upon completion of the program, the student is awarded an Associate in Science degree in Physical Therapist Assistant. A state licensing examination is given by the Florida Board of Physical Therapy Practice.

ACCREDITATION:
The St. Petersburg College Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 N. Fairfax Street, Alexandria, Virginia 22314, 1-800-999-2782.

REQUIREMENTS OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM
(College Policy 6Hx23-4.60)
I. **Progression Requirements**
    Eligibility to start the first specialty course in the program is based upon the following minimum requirements:
    A. Requirements for Health Related Programs (6Hx23-4.53) apply to the Physical Therapist Assistant Program
    B. Within three (3) months prior to enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director.
    C. Students transferring from another physical therapist assistant or other health related program must be in good standing in such program. (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).
    D. Completion of a minimum of eight (8) hours of observation, volunteer service or work experience in a physical therapy department.
    E. Completion of:
        1. BSC 1085 Anatomy and Physiology I and BSC 1085L Anatomy and Physiology I Laboratory with a grade of "C" or better.
        2. A 2.5 grade point average on a 4.0 scale in at least 12 semester hours of Physical Therapist Assistant general education and support courses.
II. **Special Progress Requirements**
    A. Prior to the beginning of Session III of the freshman year, students in this program must have successfully completed the requirements for a basic rescuer C.P.R. Certificate and basic First Aid Certificate.
    B. In order to enroll in any PHT course with prerequisites, a grade of "C" or better must have been earned in all prerequisite PHT courses.
III. In addition to SPC graduation requirements, students must meet these **special graduation requirements.**
    A. A grade of "C" or better in all Physical Therapist Assistant courses in this program.
    B. Students must satisfactorily complete an end-of-program competency assessment examination.

ADDITIONAL REQUIREMENTS:
1. All transcripts from high schools (or GED) and college(s) currently or previously attended must be received. Students who have completed an AA or BA degree are not required to submit high school transcripts.

2. **Prior to acceptance and enrollment into this program, applicants must pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs).**
3. Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
4. Program requirements are subject to change. Students should check with a counselor, advisor or the program director.

ESTIMATED ADDITIONAL FEES:

FRESHMAN YEAR
Uniforms $100.00
Liability/Clinical Accidental Insurance 23.00

SOPHOMORE YEAR
Liability/Clinical Accidental Insurance 23.00

PHYSICAL THERAPIST ASSISTANT (PTA-AS)

ASSOCIATE IN SCIENCE DEGREE

Program begins in August

PRE-ENTRY REQUIREMENT (4 credits)

BSC	1085-1085L	Human Anatomy & Physiology I and Lab	3,1

And an additional 8 credits from the general education and/or support courses listed below to total 12. (The general education and support courses do not have to be taken in the order listed. Please see a counselor or advisor).

GENERAL EDUCATION COURSES (20 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
Humanities/Fine Arts Approved Course			3
Mathematics		Any college level MAC, MGF, MTG or STA prefix	3
PSY	1012	General Psychology	3
DEP	2004	Developmental Psychology of the Life Span	3
PHI	1603	Applied Ethics **OR** (PHI 1600, 1602 or 1631)	2
Computer Competency Requirement			

SUPPORT COURSES (7 credits)

BSC	1086-1086L	Human Anatomy & Physiology II and Lab	3,1
HSC	1149C	General Pharmacology for Health Professionals	1
HSC	1531	Medical Terminology	2

1st SEMESTER IN PROGRAM (11 credits)

PHT	1121	* Functional Anatomy & Kinesiology	3
PHT	1121L	* Functional Anatomy & Kinesiology Laboratory	2
PHT	1200	Introduction to Basic Patient Care	3
PHT	1200L	Basic Patient Care Laboratory	3

2nd SEMESTER IN PROGRAM (10 credits)

PHT	1217	Physical Therapy Principles & Procedures	3
PHT	1217L	Physical Therapy Principles & Procedures Laboratory	3
PHT	2252	Orthopedic Disabilities & Treatment	3
PHT	2252L	Orthopedic Disabilities & Treatment Laboratory	1

3rd SEMESTER IN PROGRAM (4 credits)

PHT	1801L	Physical Therapy Clinical Practice I	4

4th SEMESTER IN PROGRAM (10 credits)

PHT	2162	Neurological Disabilities & Treatment	3
PHT	2220	Therapeutic Exercise in Physical Therapy	2
PHT	2220L	Therapeutic Exercise in Physical Therapy Lab	1
PHT	2810L	Physical Therapy Clinical Practice II	4

5th SEMESTER IN PROGRAM (8 credits)

PHT	2820L	Physical Therapy Clinical Practice III	6
PHT	2931	Trends in Physical Therapy	2

TOTAL PROGRAM HOURS   74

*Open Enrollment courses

NOTE: This program in partnership with Pasco-Hernando Community College (PHCC) is also offered at PHCC's West Campus in New Port Richey for Pasco-Hernando upon sufficient demand by the PHCC students. In the event of insufficient demand, applicants will be considered for the SPC program. Applicants must meet the program's minimum admission requirements.

RADIOGRAPHY

Stephen Mikles, Program Director, (727) 341-3629

Radiographers are important members of the health care team, dedicated to optimum patient care. Their primary role is to perform the technical procedures necessary to produce diagnostic x-ray studies, administer quality patient care and to assist the radiologist physician. Although most radiographers are employed by hospitals or clinics, there are many positions available in private physicians' offices and industry. Graduates may apply to take the American Registry of Radiologic Technologists (ARRT) examination as well as the State of Florida examination for the general radiographer.

Anyone with an arrest record, excluding minor traffic violations, should contact the ARRT and the Florida Department of Health Bureau of Radiation Control to determine eligibility to sit for the State and National Licensure Examinations. This should be done prior to seeking admission to the program.

ACCREDITATION:

The Radiography Program is accredited by the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia 30033-4097. Graduates of this program are eligible to sit for the national registry examination given by the ARRT.

REQUIREMENTS OF THE RADIOGRAPHY PROGRAM

(College Policy 6Hx23.4.68)
I.   **Progression Requirements:**
Eligibility to start the first specialty course in the program is based upon the following minimum requirements.
   A.   Requirements for Health Related Programs (6Hx23.4.53) apply to the Radiography Program.
   B.   Within six months of enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.
   C.   At least 18 years of age (as required by Florida Statute).
   D.   Completion of:
BSC 1085 and BSC 1085L and one of the following:
MAT 1033 or MAC 1105
All with a grade of "C" or better.
   E.   Completion of a minimum of 8 hours of observation, volunteer service or work experience in a radiology department of imaging center. (Experience must be verified by a signed statement from a radiologist or radiographer.)
II. **Extended Program Option**
The Radiography Program offers an option for those who wish to complete the Program in 3 years. Students selecting this option usually are those who are unable, for personal, financial or academic reasons, to complete the program in the usual 2 years. The student may request to enter the 3-year track at any time after the 1st semester. In order to be placed in the 3-year track the student must complete the following:
   A.   Receive approval from the program director to enter the 3-year track.
   B.   Successfully complete all radiography courses offered during the 1st semester of the 1st year with a "C" or higher grade.
   C.   Complete all courses in the Extended Program Option with a "C" or higher grade in the sequence given. The student is subject to the readmission policy requirements if a grade of less than "C" is received in any RTE course.
   D.   The courses to be completed depend upon which semester the student enters the 3-year track.

III. **Special Progress Requirements**
   A.   Prior to the start of Session III of the freshman year, students in the program must have successfully completed the requirements for a Basic Rescuer CPR Certificate.
   B.   In order to enroll in any RTE Radiography program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses.
   C.   Prior to the start of Session I of the sophomore year, students must have successfully completed a 4-hour Florida Department of Children and Families approved HIV/AIDS class.
   D.   Prior to the start of the freshman year, all students accepted into the program must complete a minimum of 24 hours of observation in the Radiology Department of a hospital affiliated with the College's program.
IV. **Readmission**
   A.   A student must successfully demonstrate the appropriate level clinical skills to the clinical coordinator prior to returning to the clinical setting after an absence of 1 semester or more.
   B.   A student may request to continue in the program beyond 3 years for financial, health or personal reasons. The following procedure is required:
      1.   The student must submit a Special Application form to the program director prior to the beginning of the session in which the student wishes to re-enter.
For Session I - apply by May 1
For Session II - apply by October 1
For Session III - apply by February 1
      2.   The student must successfully demonstrate the appropriate level clinical skills to the clinical coordinator.
      3.   If medical conditions were involved, written verification of current good health and ability to function safely in clinical situations is required.
      4.   The decision regarding re-entry will be made by a Faculty Committee on an individual basis and is subject to course sequence and class size.
      5.   The student will be informed in writing of the decision by the program director.
V.   In addition to SPC graduation requirements, students must meet this **special graduation requirement:**
   A.   A grade of "C" or better must be achieved in all specialty (RTE) courses.

ADDITIONAL REQUIREMENTS:

1.   Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
2.   Admitted students must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests and health verification.
3.   **Prior to acceptance and enrollment into this program, applicants must pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs.)**
4.   Students transferring from another radiography or other health-related program must be in good standing in such program.
5.   All transcripts from high schools (or GED) and college(s) currently or previously attended must be received. Students who have completed an AA or BA degree are not required to submit a high school transcript.
6.   Program requirements are subject to change. Students should check with a counselor, advisor or program director.

ESTIMATED ADDITIONAL FEES:

Uniforms $200.00
Liability/Clinical Accidental Insurance $46.00
Laboratory fees $160.00

RADIOGRAPHY
(RAD-AS)

ASSOCIATE IN SCIENCE DEGREE

(Fully transferable to a Bachelor's Degree at University of Central Florida)

PRIOR TO ENROLLMENT TO THE RADIOGRAPHY PROGRAM (7 credits) – Program begins in January

BSC	1085-1085L	Human Anatomy and Physiology I & Lab	3,1
MAC	1105	ᵃ College Algebra	3

GENERAL EDUCATION COURSES (14 credits)

ENC	1101	Composition I	3
SPC	1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
		Humanities/Fine Arts Approved Course	3
		Social & Behavioral Sciences Approved Course	3
PHI	1603	Applied Ethics **OR** (PHI 1600, 1602 or 1631)	2

SUPPORT COURSES (7 credits)

BSC	1086-1086L	Human Anatomy and Physiology II & Lab	3,1
CGS	1100	Microcomputer Applications **OR**	3
CGS	1000	Introduction to Computers & Programming	(3)

1ˢᵗ SEMESTER IN THE PROGRAM (9 credits)

RTE	1000	Orientation to Radiography	2
RTE	1503C	Radiographic Procedures I	3
RTE	1503L	Radiographic Procedures I Lab	1
RTE	1418	Principles of Imaging I	2
RTE	1418L	Principles of Imaging Lab	1

2ⁿᵈ SEMESTER IN THE PROGRAM (6 credits)

RTE	1513C	Radiographic Procedures II	2
RTE	1513L	Radiographic Procedures II Lab	1
RTE	1804	Radiographic Clinical Education I	3

3ʳᵈ SEMESTER IN THE PROGRAM (11 credits)

RTE	2385	Radiation Biology	2
RTE	1458	Principles of Imaging II	3
RTE	1473L	Radiographic Quality Assurance Lab	1
RTE	1814	Radiographic Clinical Education II	5

4ᵗʰ SEMESTER IN THE PROGRAM (8 credits)

RTE	2613	Radiation Physics	2
RTE	2824	Radiographic Clinical Education III	6

5ᵀᴴ SEMESTER IN THE PROGRAM (6 credits)

RTE	2782	Radiographic Pathology	2
RTE	2834	Radiographic Clinical Education IV	4

6ᵀᴴ SEMESTER IN THE PROGRAM (9 credits)

RTE	2563	Advanced Medical Imaging	3
RTE	2844	Radiographic Clinical Education V	6

TOTAL PROGRAM HOURS — 77

ᵃ If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree.

RESPIRATORY CARE

Stephen Mikles, Program Director, (727) 341-3629

The Respiratory Care program is accredited by the Commission on Accreditation of the Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355 in collaboration with the Committee on Accreditation for Respiratory Care (CoARC). Inquiries regarding accreditation should be directed to: CoARC, 1248 Harwood Road, Bedford, TX 76021, 800-874-5615. Graduates receive a certificate of completion and the degree of Associate in Science in Respiratory Care. Upon certification of completion, graduates apply to take the entry-level certification examination of the National Board for Respiratory Care. Following successful completion of (1) the program curriculum and (2) NBRC certification and registry examinations, the graduate will become a Registered Respiratory Therapist.

REQUIREMENTS OF THE RESPIRATORY CARE PROGRAM

(College Policy 6Hx23-4.61)

I. **Progression Requirements**
Eligibility to start the first specialty course in the program is based upon the following minimum requirements.
   A. Requirements for Health Related Programs (DBT 6Hx23-4.53) apply to the Respiratory Care program.
   B. Within six months of enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.
   C. Students transferring from another respiratory care must be in good standing in such program. (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).
   D. Completion of nine (9) credits in general education or support courses.
   E. Completion of a minimum of four (4) hours of observation, volunteer service or work experience in a respiratory care department.

II. **For the transitional program for respiratory care technicians** or students having prior experience or education in respiratory therapy, a two-course series, RET 1264 and RET 1485, is specially designed as entry point into the respiratory care program. Students who successfully complete the special program enter the sophomore class, Session I.
   A. Minimum requirements for application and admission are as follows:
      1. Completion of 1A., B., C. & D.
      2. Respiratory technicians certified by the National Board for Respiratory Care must submit a notarized copy of their certification.

III. **For the Paramedic/EMS transitional program**, a three course series RET 1264, RET 1485, and RET 2284 is specially designed as entry point into the respiratory care program. Students who successfully complete the special program enter the sophomore class, Session I.
   A. Minimum requirements for application and admission are as follows:
      1. Completion of 1A., B., C. & D.
      2. Submission of current Florida paramedic certificate.

IV. **Special Progress Requirements**
In order to enroll in any course within the major with prerequisites, a grade of "C" or better must have been earned in all prerequisite Respiratory Care courses.

V. In addition to SPC graduation requirements, students must meet these **special graduation requirements:**
   A. A grade of "C" or better in each designated specialty course in this program.
   B. Satisfactory completion of an end of program competency assessment examination.

ADDITIONAL REQUIREMENTS:

1. Liability and clinical accidental insurance must be obtained through the College for which a special fee will be charged.
2. All transcripts from high schools (or GED) and college(s) currently or previously attended must be received. Students who have completed an AA or BA degree are not required to submit high school transcripts.
3. **Prior to acceptance and enrollment into this program, applicants must pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs.)**
4. Program requirements are subject to change. Students should check with a counselor, advisor or program director.

ESTIMATED ADDITIONAL FEES:

FRESHMAN YEAR
Uniforms $20.00
Liability/Clinical Accidental Insurance 23.00
Lab Fees 60.00

SOPHOMORE YEAR
Uniforms $35.00
Liability/Clinical Accidental Insurance 23.00
Lab Fees 40.00

RESPIRATORY CARE (RESC-AS)

ASSOCIATE IN SCIENCE DEGREE

PRIOR TO ENROLLMENT TO THE RESPIRATORY CARE PROGRAM – Program begins in August

A minimum of 9 credits from the general education and/or support courses below (general education and support courses are not required to be taken in the order listed. Please see a counselor or advisor).

GENERAL EDUCATION COURSES (18 credits)
ENC 1101	Composition I	3
SPC 1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
Humanities/Fine Arts Approved Course		3
Mathematics	Any college level MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course		3
PHI 1603	Applied Ethics **OR** (PHI 1600, 1602 OR 1631)	2
CGS 1060	Computer Literacy-WIN/NT	1

SUPPORT COURSES (12 credits)
BSC 1085-1085L	Human Anatomy & Physiology I & Lab	3,1
BSC 1086-1086L	Human Anatomy & Physiology II & Lab	3,1
CHM 1025-1025L	Introductory Chemistry & Lab	3,1

1st SEMESTER IN PROGRAM (7 credits)
RET 1007	Respiratory Pharmacology	2
RET 1024	Fundamentals of Respiratory Care	3
RET 1874L	Clinical Practice I	2

2nd SEMESTER IN PROGRAM (8 credits)
RET 1264	Principles of Mechanical Ventilation	3
RET 1485	Cardiopulmonary Physiology	3
RET 1875L	Clinical Practice II	2

3rd SEMESTER IN PROGRAM (6 credits)
RET 2876L	Clinical Practice III	4
RET 2284	Advanced Modalities and Monitoring	2

4th SEMESTER IN PROGRAM (10 credits)
RET 2484	Pulmonary Disease	2
RET 2450	Cardiopulmonary Assessment	2
RET 2414	Diagnostic Procedures	2
RET 2877L	Clinical Practice IV	4

5th SEMESTER IN PROGRAM (11 credits)
EMS 2551	Advanced Cardiac Life Support	1
RET 2534	Home and Rehabilitative Respiratory Care	2
RET 2714	Neonatal-Pediatric Respiratory Care	2
RET 2878L	Clinical Practice V	4
RET 2935	Medical-Surgical Aspects of Respiratory Care	2

6th SEMESTER IN PROGRAM (4 credits)
RET 2879L	Clinical Practice VI	4

TOTAL PROGRAM HOURS   76

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RESPIRATORY CARE
(RESC-AS)
Paramedic/EMS Transitional Program

ASSOCIATE IN SCIENCE DEGREE

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PRIOR TO ENROLLMENT TO THE PARAMEDIC/EMS RESPIRATORY CARE TRANSITIONAL PROGRAM - Program begins in January

A minimum of 9 credits from the general education and/or support courses listed below (general education and support courses are not required to be taken in the order listed. Please see a counselor or advisor).

GENERAL EDUCATION COURSES (18 credits)

ENC 1101	Composition I	3
SPC 1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
Humanities/Fine Arts Approved Course		3
Mathematics	Any college level MAC, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course		3
PHI 1603	Applied Ethics **OR** (PHI 1602, 1631 or 1600)	2
CGS 1060	Computer Literacy-WIN/NT	1

SUPPORT COURSES (4 credits)

CHM 1025-1025L	Introductory Chemistry & Lab	3,1

1ST SEMESTER IN PROGRAM (6 credits)

RET 1264	Principles of Mechanical Ventilation	3
RET 1485	Cardiopulmonary Physiology	3

2ND SEMESTER IN PROGRAM (23 credits)

RET 2284	Advanced Modalities and Monitoring	2
	ADVANCED PLACEMENT CREDIT	**21**

3rd SEMESTER IN PROGRAM (10 credits)

RET 2484	Pulmonary Disease	2
RET 2450	Cardiopulmonary Assessment	2
RET 2414	Diagnostic Procedures	2
RET 2877L	Clinical Practice IV	4

4th SEMESTER IN PROGRAM (11 credits)

EMS 2551	Advanced Cardiac Life Support	1
RET 2534	Home and Rehabilitative Respiratory Care	2
RET 2714	Neonatal-Pediatric Respiratory Care	2
RET 2878L	Clinical Practice V	4
RET 2935	Medical-Surgical Aspects of Respiratory Care	2

5th SEMESTER IN PROGRAM (4 credits)

RET 2879L	Clinical Practice VI	4
TOTAL PROGRAM HOURS		**76**

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RESPIRATORY CARE
(RESC-AS)
Certified Therapists Transitional Program

ASSOCIATE IN SCIENCE DEGREE

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PRIOR ENROLLMENT TO THE RESPIRATORY CARE TRANSITIONAL PROGRAM FOR CERTIFIED RESPIRATORY THERAPISTS - Program begins in January

A minimum of 9 credits from the general education and/or support courses listed below (general education and support courses are not required to be taken in the order listed. Please see a counselor or advisor).

GENERAL EDUCATION COURSES (17 credits)

ENC 1101	Composition I	3
Humanities/Fine Arts Approved Course		3
SPC 1600	Introduction to Speech Communication **OR** (SPC 1016 or 1060)	3
Mathematics	Any college level MAC, MGF, MTG or STA prefix	3
PHI 1603	Applied Ethics **OR** (PHI 1602, 1631 or 1600)	2
Social & Behavioral Sciences Approved Course		3
Computer Competency Requirement		

SUPPORT COURSES (12 credits)

BSC 1085-1085L	Human Anatomy & Physiology I & Lab	3,1
BSC 1086-1086L	Human Anatomy & Physiology II & Lab	3,1
CHM 1025-1025L	Introductory Chemistry & Lab	3,1

1st SEMESTER IN PROGRAM (6 credits)

RET 1264	Principles of Mechanical Ventilation	3
RET 1485	Cardiopulmonary Physiology	3

(2nd SEMESTER IN PROGRAM (28 credits)

RET 2284	Advanced Modalities and Monitoring	2
	ADVANCED PLACEMENT CREDIT	**26**

3Rd SEMESTER IN PROGRAM (6 credits)

RET 2484	Pulmonary Disease	2
RET 2450	Cardiopulmonary Assessment	2
RET 2414	Diagnostic Procedures	2

4th SEMESTER IN PROGRAM (7 credits)

EMS 2551	Advanced Cardiac Life Support	1
RET 2534	Home and Rehabilitative Respiratory Care	2
RET 2714	Neonatal-Pediatric Respiratory Care	2
RET 2935	Medical-Surgical Aspects of Respiratory Care	2

<div style="text-align:center">

TOTAL PROGRAM HOURS   76

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VETERINARY TECHNOLOGY

Dr. Guy Hancock, Program Director,
Telephone (727) 341-3653
http://www.spjc.edu/hec/vettech/VT1.html

Graduate technicians assist veterinarians by using their scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, the conservation of livestock resources, the promotion of public health, and the advancement of medical knowledge. The Veterinary Technology Program has been accredited by the American Veterinary Medical Association since 1978. In order to be eligible to take the Certification Exam or the Veterinary Technician National Exam, a student must graduate from an accredited program. The American Veterinary Medical Association is located at 1931 N. Meacham Road, Suite 100, Schaumburg, Illinois 60173-4360, 1-800-248-2862.

REQUIREMENTS OF THE VETERINARY TECHNOLOGY PROGRAM

(College Policy 6Hx23-4.50)
I. **Open Enrollment Courses**
   Open enrollment may be permitted in certain Veterinary Technology courses, which have no other ATE course prerequisites. The student must meet all other College enrollment requirements. Credit for these courses will apply if the student is subsequently accepted to the Veterinary Technology Program.
II. **Progression Requirements**
   Admission to the Veterinary Technology Program is based upon the following minimum requirements:
   A. Requirements for health related programs (6Hx23-4.53) apply to the Veterinary Technology Program.
   B. Students who are eligible to start the first specialty course in the program must submit an "interest to participate" form to be enrolled in that course. Students who meet the requirements will be admitted on a first-come, first-served basis. Student's letter of intent may be submitted at any time. Eligible students not enrolled for the year in which they apply may be listed as an alternate for that year and will be admitted for the next available class. At the time of enrolling in the first specialty course, students must continue to meet the admission requirements.
   C. Progression into the Veterinary Technology courses requires students to answer the following questions as a part of a necessary screening program to work under the College's registrant's registration as required by Federal Drug Enforcement Administration rules.
      1. Question: Within the past five (5) years have you been convicted of a felony or within the past two (2) years any misdemeanor or are you presently formally charged with committing any criminal offense? (Do not include any traffic violations, juvenile offenses or military convictions except by general courts martial). If your answer is yes, furnish details of conviction, offense, locations, date and sentence.
      2. Question: In the past three (3) years have you ever knowingly used any narcotics, amphetamines or barbiturates other than those prescribed to you by a physician? If the answer is yes, furnish details.
      The student shall further authorize in writing, inquiries of courts, law enforcement agencies and other sources for possible pending charges or convictions. The student must be advised that any false information or omission of information will jeopardize their standing as an applicant/student and that information furnished or recovered as a result of any inquiry will not necessarily preclude them from the program, but will be considered as a part of an overall evaluation. The student's records will otherwise retain their right of privacy as provided by and subject to both the state and federal law.

D. Students transferring from another veterinary technology or other health related program must be in good standing in such program. (Exceptions will be handled by the Campus Executive Officer's Office at the Health Education Center).
III. **Special Progress Requirements**
   In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses.
IV. In addition to SPC graduation requirements, students must meet these **special graduation requirements:**
   A. A grade of "C" or better in all designated specialty courses in this program.
   B. External agencies may require on-campus end-of-program testing of practical skills prior to graduation. Students must pass an end-of-program practical exam, which may be administered on campus only and is not available at a distance.

ADDITIONAL REQUIREMENTS:

Prior to acceptance and enrollment into this program, applicants must satisfactorily pass a background check and drug screening (see Special Application and Admission Requirements for Health Related Programs).

VETERINARY TECHNOLOGY
(VETTC-AS)

ASSOCIATE IN SCIENCE DEGREE

Program begins in August and January
The general education and support courses do not have to be taken in the order listed and can be taken prior to starting the program. Please see a counselor or advisor. Students in the program will work closely with the Program Director on course sequence.

GENERAL EDUCATION COURSES (18 credits)

ENC 1101	Composition I	3
Humanities/Fine Arts Approved Course		3
SPC 1600	Introduction to Speech Communication **OR** (SPC 1016 **OR** 1060)	3
Mathematics	[a] MAC 1105, MGF 1106, MTG 2207 or STA 2023	3
Social and Behavioral Science Approved Course		3
PHI 1600	Studies in Applied Ethics **OR** (PHI 1631or 1602)	3
Computer Competency Requirement		

SUPPORT COURSES (4 credits)

BSC 1010/1010L	[b] Biology I & Lab **OR**	3,1
BSC 1005/1005	Biological Science & Lab **OR**	(3,1)
Biology & Lab	Transferable College level Biology **OR** Zoology & Lab	(3,1)

1st SEMESTER IN PROGRAM (12 credits)

ATE 1110	[c] Animal Anatomy	3
ATE 1110L	[c] Animal Anatomy Lab	1
ATE 1211	[c] Animal Physiology	3
ATE 1650L	[d] Veterinary Clinical Practice I	1
ATE 1741	[d] Veterinary Medical Terminology	1
ATE 2631	Animal Nursing I	3

2nd SEMESTER IN PROGRAM (10 credits)

ATE 1311L	[d] Veterinary Office Procedures	1
ATE 1636	Large Animal Clinical and Nursing Skills	2
ATE 1654L	Veterinary Clinical Practice II	1
ATE 1943	[d] Veterinary Work Experience I	1
ATE 2050C	Small Animal Breeds & Behavior	1
ATE 2501C	Professional Development Seminar	1
ATE 2611	Animal Medicine I	3

3rd SEMESTER IN PROGRAM (1 credit)

ATE 1944	Veterinary Work Experience II	1

4TH SEMESTER IN PROGRAM (14 credits)

ATE	2612	Animal Medicine II	3
ATE	2634	Animal Nursing II	3
ATE	2638	Animal Laboratory Procedure I	3
ATE	2651L	Animal Nursing & Medicine Lab I	2
ATE	2638L	Animal Laboratory Procedure Lab	2
ATE	2945	Veterinary Work Experience III	1

5th SEMESTER IN PROGRAM (17 credits)

ATE	1671L	Laboratory Animal Medicine	1
ATE	2722	Avian & Exotic Pet Medicine	2
ATE	2639	Animal Laboratory Procedures II	3
ATE	2639L	Animal Laboratory Procedures Lab II	2
ATE	2653L	Animal Nursing & Medicine Lab II	2
ATE	2656L	Large Animal Clinical and Nursing Skills Lab	1
ATE	2661	Large Animal Diseases	1
ATE	2710	Animal Emergency Medicine	1
ATE	2946	Veterinary Work Experience IV	1
		TOTAL PROGRAM HOURS	**73**

a Suggested course is MGF 1106, but for transfer to upper division science degree programs students should take MAC 1105.
b BSC 1010/1010L has a prerequisite of high school chemistry or CHM 1025/L.
c BSC 1085/1085L and1086/1086L may be substituted for ATE 1110, 1110L and 1211.
d Open enrollment = Not limited to selective Admissions Students

Note: In addition to the schedule listed above, the student, with permission of the program director, may elect to take reduced credit hours each semester and extend the program over eight semesters. Courses must be taken in proper sequence and all other program requirements apply. Part-time students and students who enter the program in January may not be able to follow the above schedule.

DISTANCE EDUCATION PROGRAM IN VETERINARY TECHNOLOGY

The Distance Education Program is designed for students who cannot commute to campus. The credit earned by distance education is the same as credit earned on campus. Students may combine distance education courses with on-site courses in order to better accommodate work and family obligations. The difference between local and distance learning is in the method of delivery, not in the content or the desired outcomes.

The Veterinary Technology Distance Education Program is based on the following assumptions:

a. The general education courses are completed at a local community college prior to admission.
b. Students have the initiative, resourcefulness and perseverance to work independently.
c. Students have a solid relationship with an employer veterinarian.
d. Students have experience using a computer and have access to a computer and the Internet.
e. Students must subscribe to any Internet service.
f. Students must also subscribe to Veterinary Information Network.
g. **External agencies may require on-campus end-of-program testing of practical skills prior to graduation. Students must pass an end-of-program practical exam, which may be administered on campus only and not available at a distance.**

The complete distance program application includes the following:

a. The general college application and the $25 fee for new students at SPC.
b. The "Intent to Participate" form.
c. The supplemental application form for distance students.
d. Transcripts from your high school (if no college degree) and any colleges you have attended, sent directly to SPC from each school.

Applicants are considered as soon as their file is complete. Higher priority is given to applicants meeting all of the following qualifications:

a. Completion of the general education requirements.
b. Significant computer experience.
c. Currently employed by a veterinarian and have one year of full time veterinary employment or significant work experience.
d. High cumulative college grade point average.
e. Your place of employment has a graduate veterinary technician or two full time veterinarians who are AVMA members.

Distance Program – Veterinary Technology Courses are designed to be completed in a specific sequence. Students attending part-time should contact the instructor in charge of the distance education program for assistance in selecting courses.

Year One – 17 credits

Session I

ATE 1110	Animal Anatomy	3
ATE 1110L	Animal Anatomy Lab	1
ATE 1741	Veterinary Medical Terminology	1
ATE 2050C	Small Animal Breeds & Behavior	1
		6

Session II

ATE 1311L	Veterinary Office Procedures	1
ATE 1650L	Veterinary Clinical Practice I	1
ATE 1943	Veterinary Work Experience I	1
ATE 2631	Animal Nursing I	3
		6

Session III

ATE 1211	Animal Physiology	3
ATE 1654L	Veterinary Clinical Practice II	1
ATE 1944	Veterinary Work Experience II	1
		5

Year Two – 18 credits

Session I

ATE 2611	Animal Medicine I	3
ATE 2651L	Animal Nursing & Medicine Lab I	2
ATE 2710	Animal Emergency Medicine	1
ATE 2945	Veterinary Work Experience III	1
		7

Session II

ATE 2612	Animal Medicine II	3
ATE 2653L	Animal Nursing & Medicine Lab II	2
ATE 2946	Veterinary Work Experience IV	1
		6

Session III

ATE 2638	Animal Laboratory Procedures I	3
ATE 2638L	Animal Lab Procedures Lab	2
		5

Year Three - 16 credits

Session I

ATE 2639	Animal Lab Procedures II	3
ATE 2639L	Animal Lab Procedures Lab II	2
ATE 1636	Large Animal Clinical & Nursing Skills	2
		7

Session II

ATE 2634	Animal Nursing II	3
ATE 2656L	Large Animal Clinical & Nursing Skills Lab	1
ATE 2661	Large Animal Disease	1
		5

Session III

ATE 1671L	Laboratory Animal Medicine	1
ATE 2722	Avian & Exotic Pet Medicine	2
ATE 2501C	Professional Development Sem	1
		4

GENERAL EDUCATION REQUIREMENTS
FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

(College Policy 6Hx23-4.32)

The general education requirements for the Associate in Applied Science degree consist of a minimum of 18 credits. The minimum area requirements for the 18 semester hours are as follows:

A. **COMMUNICATIONS** – . . . . **6-9 credit hours**
This requirement may be met by completing either 1, 2 and 3 **or** 1 and 3 below:
1. ENC 1101 Composition I . . . . 3 cr_____
Or
ENC 1121 Honors Composition I . . . . . 3 cr_____
NOTE: ENC 1101 or ENC 1121 must be completed within the first 24 semester hours of course work
AND IF REQUIRED BY PROGRAM
2. ENC 1102 Composition II . . . . 3 cr_____
Or
ENC 1122 Honors Composition II . . . . . 3 cr_____
NOTE: ENC 1102 or ENC 1122 must be completed within the first 36 semester hours of coursework
3. **Choose One**:
SPC 1600 Introduction to Speech Communication **OR** Honors . . . . 3 cr_____
SPC 1016 Business and Professional Speaking . . . . 3 cr_____
SPC 1060 Public Speaking . . . . 3 cr_____

B. **HUMANITIES/FINE ARTS** - . . . . **3 credits**
This requirement may be met my completing one of the 3 semester hour courses below:
ARH 2050 Art History I
ARH 2051 Art History II
*HUM 2210 Western Humanities I (Ancient through Renaissance) **OR** Honors
*HUM 2233 Western Humanities II (Baroque to the Present) **OR** Honors
HUM 2270 Humanities (East-West Synthesis) **OR** Honors
MUH 1110 Introduction to Music
ORI 2000 Oral Interpretation of Literature
PHI 1010 Introduction to Philosophy
REL 2300 World Religions
THE 2000 Introduction to Theatre Arts
HUM 2250 Humanities (Western Man) **OR Honors
* Students who have received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.
** For students who completed HUM 2250 prior to Session I, 1996-97

C. **MATHEMATICS** . . . . **3 credits**
Any course with an MAC, MAP, MAS, MAT, MGF, MTG or STA prefix

D. **NATURAL SCIENCES** (no minimum credit hours required for general education for the AAS degree).
E. **SOCIAL AND BEHAVIORAL SCIENCES** – . . . . **3 credits**
This requirement may be met by completing one of the 3 semester hour courses below:
AMH 1091 African-American History
AMH 2010 History of the United States I
AMH 2020 History of the United States II
ANT 2000 Introduction to Anthropology
ANT 2410 Cultural Anthropology
ECO 2000 Introduction to Economics
ECO 2013 Principles of Macroeconomics or Honors
EUH 1000 Development of Western Civilization I
EUH 1001 Development of Western Civilization II
POS 2041 American National Government
POS 2050 Honors American National Government
POS 2112 State and Local Government
PSY 1012 General Psychology
SYG 2000 Introductory Sociology
SYG 2010 Social Problems
WOH 2040 The Twentieth Century
F. **ETHICS** . . . . **2–3 credits**
PHI 1603 Applied Ethics **OR** . . . . 2 cr_____
PHI 1600 or PHI 1602 or PHI 1631 or PHI 2649 . . . . 3 cr_____
G. **COMPUTER COMPETENCY** (no minimum credit hours required). Computer competency may be demonstrated by completing one of the following:
1. Passing a College approved Basic Computer Skills Competency Test.
2. Successfully completing (with grades of "C" or better) a high school level computer course (acceptable to the College) of at least 1 semester.
3. Successful completion of at least one of the following:
a. CGS 1060 Computer Literacy-WIN/NT.
b. Any of the following 2 credit **or** 3 credit courses: CGS 1000, CGS 1100, CGS 1570 or COP 1000.
c. Any three of the following 1 credit courses: CGS 1510, CGS 1520, CGS 1540, CGS 1930, CIS 1341, COP 1344, OST 1741 or OST 1792.
d. EME 2040 Introduction to Educational Technology, preferred for Education majors.
e. EGS 1141C Engineering Graphics with CAD or ETD 1320 AutoCAD I, preferred for Engineering majors.
TOTAL **(18 semester hours)**
Programs may limit the options available under Mathematics, Humanities/Fine Arts and Social and Behavioral Sciences.

BUSINESS TECHNOLOGIES PROGRAM

Martha Adkins, Program Director (CL), (727) 791-2530
Joseph Smiley, Program Director (TS), (727) 712-5813
Connie Szuch, Program Director (SP/G), (727) 341-4724

Some Business Technologies courses are taught only at specified campuses and others are offered only in the evening. Based upon equipment and demand, some computer courses may be taught at only one site.

The AAS degree programs and Certificate programs offered by Business Technologies are:

AAS DEGREES

Automotive Service Management Technology
Business and Administration
    With options in:
      Management
      Marketing
Industrial Management Technology

COLLEGE CREDIT CERTIFICATES

Business Development & Administrative Services
    Accounting Applications (ACCAP)
    Business Administration (Veterinary Hospital Manager) (VHM)
Internet Webmaster Technology
    Master Certified Internet Webmaster Administrator (MCIWA)
    Master Certified Internet Webmaster Designer (MCIWD)
    Master Certified Internet Webmaster Enterprise Developer (WEEDV)
    Web & E-Commerce Application Developer (WEADV)
Computer, Database and Network Technology
    CISCO Certified Network Associate (CCNA)
    CISCO Certified Network Professional (CCNP)
    Computer/Network Support Technician (CNET)
    Computer Programming (PROG)
    IT Quality Assurance & Software Testing (ITQAS)
    LINUX System Administrator (LINUX)
    Microsoft Certified Database Administrator (MCDBA)
    Microsoft Certified Office User Specialist (MOUS)
    Microsoft Certified Professional (MCP)
    Microsoft Certified Solution Developer (MCSD)
    Microsoft Certified Systems Engineer (MCSE)
    Network Systems Specialist (NETSY)
    Oracle Certified Database Administrator (OCDBA)
    Oracle Certified Database Developer (OCDEV)
    Software Systems Developer (SSD)
    Windows Programming (WINPR)

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY (AUTO-AAS)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Automotive Service Management Technology program is a joint venture with the Pinellas County School system designed to provide postsecondary continuing education opportunities toward an A.A.S. degree for students completing a PTEC certificate and apprenticeship program. This program is also in conjunction with the Chrysler Dealer Apprenticeship Program (CAP), which is a nationwide effort to train and employ the industry's best automotive technicians. **Prospective students must be sponsored by a local Chrysler Dealership and must be enrolled in the Chrysler CAP program at Pinellas Technical Education Center**.

GENERAL EDUCATION REQUIREMENTS (19 credits)

ENC	1101	Composition I	3
SPC	1016	Business and Professional Speaking	3
		OR (SPC 1600)	
Humanities/Fine Arts Approved Course			3
Mathematics		College-level MAC, MAT, MGF, MTG or STA prefix	3
ECO	2000	Introduction to Economics	3
PHI	1631	Studies in Professional Ethics	3

PROGRAM REQUIREMENTS (19 credits)

CGS	1100	Microcomputer Applications	3
ETI	1700	Industrial Safety	1
GEB	1011	Introduction to Business	3
MAN	2340	Human Factors in Supervision	3
MNA	2949	Co-op Work Experience	3
OST	2335	Professional Communication Skills	3
PSC	1001C	Physical Science with Lab	3
1 credit elective			1

Total SPC credits   **38**

Total credits from Approved Chrysler Dealership Apprenticeship Program with Pinellas Technical Education Center   **30**

TOTAL PROGRAM HOURS   **68**

BUSINESS ADMINISTRATION AND MANAGEMENT
MANAGEMENT OPTION (MGMT-AAS) OR
MARKETING OPTION (MKT-AAS)

ASSOCIATE IN APPLIED SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS (21 credits)

ENC	1101-1102	Composition I, II	3,3
SPC	1016	Business and Professional Speaking **OR** (SPC 1600)	3
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level MAC, MAT, MGF, MTG or STA prefix	3
ECO	2013	Principles of Macroeconomics	3
PHI	1631	Studies in Professional Ethics	3

SUPPORT REQUIREMENTS (13 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
CGS	1100	Microcomputer Applications	3
ECO	2023	Principles of Microeconomics	3
Elective			1

CORE REQUIREMENTS (15 credits)

BUL	2241	Business Law I	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAR	2011	Principles of Marketing	3
OST	2335	Professional Communication Skills	3
Total General Education, Support and Core Requirements			**49**

Option A: Management (MGMT) (15 credits)

CGS	2103	Advanced Microcomputer Applications for Business	3
GEB	2350	Survey of International Business	3
GEB	2935	Survey of Electronic Business	3
MAN	2340	Human Factors in Supervision	3
MAN	2933	Professional Business Processes	3
TOTAL PROGRAM HOURS			**64**

OR

Option B: Marketing (MKT) (15 credits)

MAR	1142	Global Marketing	3
MAR	2321	Advertising	3
MKA	2021	Salesmanship	3
MKA	2512	Sales Promotion and Public Relations	3
MKA	2949	Co-op Work Experience	3
TOTAL PROGRAM HOURS			**64**

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INDUSTRIAL MANAGEMENT TECHNOLOGY
(INMG-AAS)

ASSOCIATE IN APPLIED SCIENCE DEGREE

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The Industrial Management Technology program is an articulated program with the Pinellas County School System designed to provide opportunities for students who have completed post secondary certificate work in a variety of technical areas. This degree provides persons currently working in industry an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields.

GENERAL EDUCATION REQUIREMENTS (19 credits)

ENC	1101	Composition I	3
SPC	1016	Business and Professional Speaking	3
		OR SPC 1600	
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level MAC, MAT, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics	3

PROGRAM REQUIREMENTS (17 credits)

CGS	1100	Microcomputer Applications	3
ETI	1700	Industrial Safety	1
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2340	Human Factors in Supervision	3
MNA	1788	Problem Solving for Managers	1
OST	2335	Professional Communication Skills	3
Elective			1
		Total SPC credits	**36**

Pinellas Technical Education Center

1. Credits from Approved Industrial Programs at
   Pinellas Technical Education Centers   24
   Certificate Program Clock Hours 1800*
   *For Industrial programs of less than 1800 contact hours, college credit will be awarded on the basis of a 75:1 ratio (i.e. 75 clock hours equals one college credit). For example, a 1200 hour program would lead to 16 college credits. Suggested electives are used to complete the 60 credits required for the A. A.S. degree.
        OR
2. Approved Registered Apprenticeship program
   a. 4+ years   (24)
   b. 3 years   (18)
   c. 2 years   (12)
        OR
3. Class A Water or Wastewater Treatment Operator
   Certificate issued by the State of Florida   (24)
   a. Class B (2 years)   (12)
   b. Class C (1 year)   (6)
        OR
4. Class A Water Distribution or Wastewater Collection or
   Stormwater Management System Operator Certificate
   issued by the Florida Water and Pollution Control Operator
   Association   (24)
   a. Class B (2 years)   (12)
   b. Class C (1 year)   (6)
        OR
5. International Municipal Signal Association (I.M.S.A.)
   Signs and Markings Specialist and Traffic Signal
   Technician Certificate program – Level 3.   (24)
   a. Level 2   (12)
   b. Level 1   (6)
        TOTAL PROGRAM HOURS   **60**

SUGGESTED ELECTIVES

BUSINESS TECHNOLOGY

APA	1111	Introduction to Accounting	3
BUL	2131	Legal Environment of Business	3
CGS	1515	Spreadsheet Techniques and Programs	3
CGS	1520	Microcomputer Business Graphics	1
CGS	1540	Microcomputer Database Mgmt I	1
MAN	2949	Co-Op Work Experience	1-3

(Suggested for persons with no previous management experience)

MNA	1744	Effective Project Management	1
MNA	1751	Customer Service	1
MNA	1771	Survival Skills for New & Prospective Supervisors	1
MNA	1774	Successful Performance Appraisal	1
MNA	1781	Effective Business Communications Skills	1
MNA	1784	Time Management for Increased Productivity	1
OST	1793	Internet Orientation	1

ENGINEERING TECHNOLOGY

CET	1071	Introduction to Telecommunications	3
EET	1084	Introduction to Electronics	3
EGS	1141C	Engineering Graphics with CAD	3
ETI	1482C	Introduction to Integrated Manufacturing	3
ETI	1644	Production and Inventory Control	3

BUILDING ARTS

ARC	1211	The Building Arts	3
BCN	1050	Building Specifications	1
BCN	1272	Blueprint Reading	2
BCN	2068	ADA (Codes)	1
BCN	2014	OSHA (Codes)	1
BCT	1760	Building Codes	2

Additional courses may be chosen from appropriate technical fields with the approval of the program directors.

BUSINESS DEVELOPMENT & ADMINISTRATIVE SERVICES CERTIFICATES

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

ACCOUNTING APPLICATIONS CERTIFICATE
(ACCAP-CT)

Job Related Opportunities:
- Accounting Clerk
- Bookkeeper
- Small Business AR/AP Professional

This Certificate is designed to prepare students for employment as a bookkeeper or accounting clerk in a small business environment. The Certificate prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports in both a manual or computer automated environment. These courses will apply toward the AS degree in Accounting.

PROGRAM REQUIREMENTS

ACG	2021	Financial Accounting **OR**	3
ACG	2001- 2011	Applied Financial Accounting I and II	(3), (3)
ACG	2062	Microcomputer Accounting	3
ACG	2071	Managerial Accounting	3
ACG	2949	Co-op Work Experience **OR**	3
MAN	2340	Human Factors in Supervision	(3)
CGS	1100	Microcomputer Applications	3
ENC	1101	Composition I **OR**	3
OST	2335	Professional Communication Skills	(3)
Mathematics		One college level course with an MAC, MAT, MGF, MTG or STA prefix	3
TAX	2000	Introduction to Business Taxes	3
		TOTAL CERTIFICATE HOURS	**24**

BUSINESS ADMINISTRATION CERTIFICATE
(VHM-CT)

Veterinary Hospital Manager Option

Job Related Opportunities:
- Certified Veterinary Practice Manager

The business courses identified in this Certificate program will meet the educational requirements for the Veterinary Hospital Managers Association examination for Certified Veterinary Practice Managers. The 8 courses will cover the areas of personnel, accounting and finance, marketing, legal requirements, and budgeting and planning.

PROGRAM REQUIREMENTS

ACG	2021	Financial Accounting	3
ATE	2949	Co-op Work Experience	3
BUL	2241	Business Law I	3
CGS	1100	Microcomputer Applications	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2340	Human Factors in Supervision	3
MAR	2011	Principles in Marketing	3
		TOTAL CERTIFICATE HOURS	**24**

FOOD AND BEVERAGE MANAGEMENT CERTIFICATE
(FBM-CT)

Dr. Anya Sebastian, Program Director, (727) 394-6109
Mr. Robert Meyer, Instructor-in-Charge, (727) 394-6165

This certificate is designed to prepare students for employment as supervisors and managers in the food and beverage sectors of the hospitality industry. These courses will apply toward the A. S. degree in Hospitality & Tourism Management.

PROGRAM REQUIREMENTS

FOS	2201	Sanitation	1
HFT	1000	Introduction to the Hospitality & Tourism Industry	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1500	Marketing in the Hospitality Industry	3
HFT	1941	Operations & Service Practicum	2
HFT	2265	Food Service Operations	3
HFT	2277	Club and Resort Operations	2
HFT	2450	Hospitality Cost Controls	3
HFT	2600	Hospitality Law	3
HFT	2750	Convention and Group Mgmt & Mktng	3
HFT	2942	Hospitality Internship	2
MNA	1751	Customer Service I	1
MNA	1760	Customer Service II	1

TOTAL CERTIFICATE HOURS 30

ROOMS DIVISION
MANAGEMENT CERTIFICATE
(RDM-CT)

Dr. Anya Sebastien, Program Director, (727) 394-6109
Mr. Robert Meyer, Instructor-in-Charge, (727) 394-6165

This certificate is designed to prepare students for employment as supervisors and managers in hotels, resorts and cruise lines, as well as related hospitality sectors. These courses will apply toward the A. S. degree in Hospitality & Tourism Management.

PROGRAM REQUIREMENTS

FOS	2201	Sanitation	1
HFT	1000	Introduction to the Hospitality & Tourism Industry	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1300	Housekeeping Operations	3
HFT	1410	Front Office Procedures	3
HFT	1500	Marketing in the Hospitality Industry	3
HFT	1941	Operations & Service Practicum	2
HFT	2277	Club and Resort Operations	2
HFT	2600	Hospitality Law	3
HFT	2750	Convention and Group Mgmt & Mktng	3
HFT	2942	Hospitality Internship	2
MNA	1751	Customer Service I	1
MNA	1760	Customer Service II	1

TOTAL CERTIFICATE HOURS 30

MASTER CERTIFIED INTERNET WEBMASTER ADMINISTRATOR CERTIFICATE (MCIWA-CT)

John Kurnik, Instructor-in-Charge, (727) 791-2589

Job Related Opportunities:
- Network Engineer
- Network Architect
- Internetworking Engineer
- LAN/WAN Administrator
- Systems Administrator
- Systems Manager
- Intranet Administrator
- Network System Administrator
- Firewall Administrator
- Application Developer
- IT Security Officer

Prerequisite: Student must take CGS 1824 Web Foundations first and all of its prerequisite courses.

The Master CIW Administrator certificate program is designed to prepare the student for a job in Internet Administrative Services. This program teaches foundational Internet services and management concepts in NT, Linux as well as configuration of Domain Name Service (DNS) services. Students learn how to configure Web, Newsgroup, e-mail and proxy servers; receive in-depth understanding of how to connect e-commerce databases to a web server; and learn how to enable CGI on NT and Linux. Transmission Control Protocol/Internet Protocol (TCP/IP) Concepts and Practices focus on routing, network troubleshooting, network management and next generation Internet protocol technologies. Internet Security courses focus on such topics as network security, firewalls, security auditing, attacks and threat analysis. These courses prepare the student for industry certification examinations offered by the Certified Internet Webmaster program.

PROGRAM REQUIREMENTS

CEN	1511	Introduction to Server Administrator	3
CEN	1514	Intro to TCP/IP Concepts & Practices	3
CEN	1543	Introduction to Internetworking Security	3
CEN	2513	Advanced Server Administrator	3
CEN	2520	Advanced TCP/IP Concepts and Practices	3
CEN	2525	Advanced Internetworking Security	3
		TOTAL CERTIFICATE HOURS	**18**

MASTER CERTIFIED INTERNET WEBMASTER DESIGNER CERTIFICATE (MCIWD-CT)

John Kurnik, Instructor-in-Charge, (727) 791-2589

Job Related Opportunities:
- Web Author
- Marketing and Communications Professional
- PR Profession
- Graphic Designer
- Desktop Designer
- Technical Writer
- Library Scientist

The Web Foundations and Advanced Web Page Creation courses requires prior experience or prerequisite courses.

This certificate program is designed to produce a Master Certified Internet Webmaster (CIW) Designer. This program prepares the student to take Certified Internet Webmaster examinations endorsed by the International Webmasters Association specific to Internet site design methodologies. The Foundations course offers a broad understanding of Internet Fundamentals, Internet Browsers, Advanced Business Internet Fundamentals, Hypertext Fundamentals (HTML) and Network Fundamentals.

The Site Designer courses prepare the student for work as a Website Designer in site design concepts, writing HTML code and use of HTML software editor programs. The E-commerce courses teach the student how to conduct business online, understand web based payment systems and Website marketing.

PROGRAM REQUIREMENTS

CGS	1172	E-Commerce Site Designer I	3
CGS	1824	Web Foundations	3
CGS	2173	E-Commerce Site Designer II	3
CGS	2820	Site Designer I	3
CGS	2821	Site Designer II	3
COP	2823	Advanced Web Page Creation	
		TOTAL CERTIFICATE HOURS	**18**

WEB & E-COMMERCE
APPLICATION DEVELOPER CERTIFICATE
(CIW Application Developer)
(WEADV-CT)

John Kurnik, Instructor-in-Charge, (727) 791-2610

Job Related Opportunities:
- Webmaster
- Software Developer
- Application Developer
- Application Programmer
- Client/server Developer
- Desktop Publisher

The Web Foundations and Advanced Web Page Creation courses require prior experience or prerequisite courses.

This program provides a course of study in Advanced Internet Website Development Languages. The Certified Internet Webmaster (CIW) Application Developer program consists of three separate industry certification examinations including JavaScript, Practical Extraction and Report Language (PERL) and application (server-side) development. The Web & E-Commerce Application Developer Certificate program offers the student topical study in preparation for taking the CIW industry certification examinations. JavaScript Fundamentals teaches the student how to write JavaScript programs, use the features of the JavaScript language and design client-side, platform-independent solutions. Students will also learn PERL language fundamentals. Using these languages students learn how to write print-to-screen scripts, customize Web page hit counters, manipulate data in a database, work with Open Database Connectivity (ODBC) and explore Web server security issues related to Common Gateway Interface (CGI) files and Active Server Pages.

PROGRAM REQUIREMENTS

CGS	1824	Web Foundations	3
CGS	1174	Fundamentals of CGI Using Perl	3
COP	1001	PERL Fundamentals	3
COP	1803	JavaScript Fundamentals	3
COP	1830	Dynamic Server Pages	3
COP	2823	Advanced Web Page Creation	3
		TOTAL CERTIFICATE HOURS	**18**

WEB & E-COMMERCE
ENTERPRISE DEVELOPER CERTIFICATE
(CIW Master Enterprise Developer)
(WEEDV-CT)

John Kurnik, Instructor-in-Charge, (727) 791-2610

Job Related Opportunities:
- Database Developer
- Internet Application Developer
- Database Architect
- Middleware Programmer
- Database Administrator
- Java Developer
- Client/Server Developer
- Sun Java Programmer

Prerequisites: CGS 1824 Web Foundations and Web and E-Commerce Application Developer Certificate (WEADV-CT) or CIW Applications Developer Certification or prior experience required with the approval of the program director.

The Web & E-Commerce Enterprise Developer Certificate program provides a course of study in advanced Internet website development languages. Students will also be prepared for the Certified Internet Webmaster (CIW) Master Enterprise Developer Certification that consists of four industry standard examinations including Sun's entry level Java Exam, Analysis and Design, Database Specialist and Enterprise Specialist. Students will learn how to create interactive web pages using client- and server-side web applications; access relational database systems from web applications; implement applications using component technology; perform database administration and maintenance; and create parameters for environment variables.

PROGRAM REQUIREMENTS

CGS	2CCC	Distributed Object Computing Using CORBA and Java	3
CGS	2DDD	Enterprise Java Beans	3
COP	1BBB	Object Oriented Analysis and Design	3
COP	2253	Java Programming Fundamentals	3
COP	2712	Database Design Methodology	3
COP	2BBB	Building Database Client Applications Using JDBC 2.0	3
		TOTAL CERTIFICATE HOURS	**18**

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE (CCNA-CT)

Matt Basham, Program Director (727) 549-6160

This certificate program is designed to produce a Cisco Certified Network Associate, CCNA. The CCNA is recognized in the industry as a technical professional working with traditional Cisco-based networks that predominantly includes LAN and WAN routers and LAN switches.

Students who complete this Cisco training will have the expertise needed to pass the test, required by Cisco Systems, to achieve CCNA status. The test cost is not included in the cost of the courses.

These courses will apply toward the AS degree in CISCO Networking.

PROGRAM REQUIREMENTS

CET	1600	Networking Fundamentals (CISCO)	3
CET	1610	Router Technology (CISCO)	3
CET	2615	Advanced Router Technology (CISCO)	3
CET	2620	Project-Based Learning (CISCO)	3
		TOTAL CERTIFICATE HOURS	**12**

CISCO CERTIFIED NETWORK PROFESSIONAL CERTIFICATE (CCNP-CT)

Matt Basham, Program Director (727) 549-6160

This 2nd tier certificate program is designed to produce a CISCO Certified Network Professional, CCNP. The CCNP is recognized in the industry as a technical professional working with traditional CISCO-based networks that predominantly includes LAN and WAN routers and LAN switches. These courses will apply toward the AS degree in CISCO Networking.

Students who complete this CISCO training will have the expertise needed to pass the test, required by CISCO Systems, to achieve CCNP status. The test costs and textbooks are not included in the cost of the courses. There is a $999 lab fee for each course.

PROGRAM REQUIREMENTS

CET	2625	Building Scalable CISCO Networks	6
CET	2626	Building CISCO Remote Access Networks	6
CET	2627	Building CISCO Multilayer Switched Network	6
CET	2628	CISCO Internetworking Troubleshooting Support	6
		TOTAL CERTIFICATE HOURS	**24**

INTERNETWORKING SUPPORT TECHNICIAN CERTIFICATE (INST-CT)

Brad Jenkins, Program Director, (727) 341-4378

Job Related Opportunities:
- Network Support Technician
- Telecommunications Technician
- Field Support Engineer
- Sub-System Specialist
- Communications Specialist

The Internetworking Support Technician Certificate enables students to be involved in the support of computer networks and systems. Knowledge gained through this certificate includes, but is not limited to, the selection of telecommunications equipment, installation of networks, cabling, hubs, bridges, routers, and interconnecting multiplatform networks.

These courses are part of the 64-credit hour Associate in Science in Telecommunications Systems Technology. This certificate indicates the upgrading of technical skills, which can be presented to an employer for job improvement. Students new to the telecommunications field will be able to obtain employment by completing this certificate, using their skills in those areas where internetworking support is needed.

PROGRAM REQUIREMENTS

CET	1071	Introduction to Telecommunications	3
CET	1480	Introduction to Open Systems	3
CET	1486	Introduction to LANs	3
CET	2489	Basics of Integrated Networks	3
CET	2540	Open Systems Architecture I-TCP/IP	3
CET	2755	Bridges, Routers, and Gateways	3
		TOTAL CERTIFICATE HOURS	**18**

WIDE AREA NETWORK CERTIFICATE (WAN-CT)

Brad Jenkins, Program Director, (727) 341-4378

This program will provide local economic benefit by better preparing students to fill the expanding needs of the telecommunications industry and by offering a force of well-trained workers who can support this rapid internetworking system. These courses will apply toward the AS degree in Wide Area Network. The local telecommunications industry wants and needs this certificate program for the education and upgrading of their employees.

PROGRAM REQUIREMENTS

CET	1071	Introduction to Telecommunications	3
CET	2489	Basics of Integrated Networks	3
CET	2541	Open Systems Architecture II-ATM	3
CET	2753	Design of T-1 Systems	3
CET	2780	Wide Area Network Switching	3
CET	2783	High Speed Network Switching	3
		TOTAL CERTIFICATE HOURS	**18**

IT QUALITY ASSURANCE AND SOFTWARE TESTING CERTIFICATE
(ITQAS-CT)

Paul Harris, Instructor-in-Charge, (727) 341-4462

Job Related Opportunities:
- Business Analyst
- Quality Assurance Analyst
- Software Tester
- Software Developer
- Software Engineer
- E-Commerce Web Site Developer
- IT Manager
- Risk Manager

This on-line certificate program is designed for the software professional to introduce the principles and practices of Quality Assurance (QA). The Quality Assurance Institute (QAI) is a professional organization established to represent the quality assurance professional. This SPC certificate prepares the student for the QAI Certified Software Test Engineer (CSTE) and/or the QAI Certified Software Quality Analyst (CSQA) certification examination. The CSTE and CSQA certification is a formal recognition of a level of proficiency in the Information Technology software testing industry. To obtain certification from QAI there are additional requirements. Please visit the QAI website at: www.softwarecertifications.com for more detailed information. The recipient is acknowledged as having an overall basic comprehension of the Common Body of Knowledge (CBOK) for the Information Technology Software Testing Profession. Courses needed to complete the certificate program fit into a one-year schedule. The lab fee for each course is $275.

PROGRAM REQUIREMENTS

COP	1606	Quality Assurance Software Testing Concepts	3
COP	1608	Methods of Software System Testing	3
ISM	1322	Software Development Risk Assessment and Management	3
MAN	1551	Introduction to Quality Assurance	3
MAN	1552	Quality Assurance Work Processes & Standards	3
MAN	1553	Improving Quality and Productivity Using Measurement	3
		TOTAL CERTIFICATE HOURS	**18**

DESKTOP DESIGNER CERTIFICATE
(DESK-CT)

Paul Miehl, Instructor-in-Charge, CL, (727) 791-2462
Delynda Keefe, Instructor, SE, (727) 394-6127

Job Related Opportunities:
- Graphic Designer
- Technical Coordinator
- Desktop Publisher

The Desktop Designer Certificate prepares students to work with computer technology for desktop design, publishing and presentations. Students earning this Certificate will be qualified to apply for work in secretarial, technical and professional positions in which the ability to create brochures, newsletters, flyers, business cards, stationery and presentation materials is essential.

This program is aimed for the degreed student, for employee enrichment and for individuals currently working in the field who wish to update and broaden their design and computer skills.

These courses will apply toward the AS degree in Graphics Design – Print Design (GRAPH).

PROGRAM REQUIREMENTS

ART	1201C	Design I	3
COP	1822	Introduction to Web Page Creation	1
GRA	1104C	Typography	3
GRA	2100C	Introduction to Computer Graphics	1
GRA	2111C	Graphic Design Seminar	3
GRA	2151C	Computer Illustration	3
GRA	2201C	Digital Publishing	3
GRA	2203C	Pre-Press Production	3
GRA	2949	Graphic Design Co-op	1
PGY	2801C	Digital Imaging	3
		TOTAL CERTIFICATE HOURS	**24**

COMPUTER/NETWORK SUPPORT TECHNICIAN CERTIFICATE
(CNET-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Service Technician/Warranty Technician
- Sales Personnel/Reseller
- Help Desk Technicians/Help Desk Manager
- Trainer
- Product Support/Product Line Manager

This certificate program prepares students for A+ Certification testing. A+ Certification is a testing program sponsored by the Computing Technology Industry Association, Inc. (CompTIA) that certifies the competency of service technicians in the computer industry. A+Certification is backed by major computer hardware and software vendors, distributors, resellers and publications.

Earning Computer/Network Support Technician Certification implies the possession of knowledge, skills, and customer relations' skills essential for a successful computer service technician, as defined by experts from companies across the industry. This is part of the Computer Information Technology – CNET AS degree.

PROGRAM REQUIREMENTS

CET	1171C	Personal Computer Systems Repair I	3
CET	1172C	Personal Computer Systems Repair II	3
CGS	1263	LAN Concepts	3
CGS	1260	Computer Hardware Decisions	3
CGS	1560	Microcomputer Operating Systems	3
COP	2403	P/C Assembler	3
		TOTAL CERTIFICATE HOURS	**18**

MICROSOFT CERTIFIED OFFICE
USER SPECIALIST CERTIFICATE
(MOUS-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Preparation for Microsoft Certified exams
- Technical occupations in executive, legal and medical administrative fields
- Office specialist, information manager, data processing analyst
- Entry level systems analyst positions
- Software Applications Expert
- Train the Trainer

This certificate program is an application certification program designed for individuals interested in gaining expertise in Word 2000, Excel 2000, PowerPoint 2000, Access 2000, Outlook 2000 and Office 2000 Integration software. The program will allow the opportunity for students and incumbent workers to gain valuable job credentials and complement their workplace skills with the most current computer-based applications. The courses are developed to include business assignments, document production exercises and relevant experiences that duplicate on-the-job performance expectations and are tied to the certification criteria.

There are two levels within the specialist examination schedule of the Office 2000 software—the "Proficient" user level, which indicates that you can handle a wide range of standard tasks, and the "Expert" user level, which indicates that you can handle more complex assignments and are knowledgeable about the advanced features of an application.

Upon successful completion of each application course, the student will be prepared to take one or two official Microsoft tests for that application. The test is not included in the cost of the course. Upon completion of all required courses, the student will be awarded a college certificate for this program.

PROGRAM REQUIREMENTS

CGS	1930	Windows NT, Windows 98 **OR** Windows 2000	1
CGS	2103	Advanced Microcomputer Applications	3
CGS	2508	Advanced Word (Microsoft Specialist)	3
CGS	2518	Advanced Excel (Microsoft Specialist)	3
CGS	2526	Advanced PowerPoint (Microsoft Specialist)	3
CGS	2535	Outlook (Microsoft Specialist)	1
CGS	2542	Advanced Access (Microsoft Specialist)	3
OST	1793	Internet Orientation	1
		TOTAL CERTIFICATE HOURS	**18**

MICROSOFT CERTIFIED
PROFESSIONAL CERTIFICATE
(MCP-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- MIS Coordinator
- Network Administrator
- Network Engineer

This Microsoft Certified Professional program is designed to prepare students to become Network Administrators in a Windows 2000 Network. This program requires students to take special support courses and pass rigorous exams that measure knowledge and ability to apply that knowledge in given situations with specific products.

Four special support courses, two certified Microsoft courses, Implementing & Supporting Microsoft Windows 2000 XP Professional and Supporting Microsoft Windows 2000 Professional and Server and two official tests are required.

Upon completion of specified courses, students will be prepared to take official Microsoft exams throughout the program. The cost of testing is not included in tuition and special fees. Upon successful completion of all course work, students will be awarded a college certificate for this program. There are lab fees for some of the courses. See Financial Information for exact amounts. These courses will apply toward the AS degree in Computer Information Technology – Computer/Network Support Technician (CNET).

PROGRAM REQUIREMENTS

CDA	2500	Data Communications	3
CEN	1300	Implementing & Supporting Microsoft Windows XP Professional	3
CEN	1301	Supporting Microsoft Windows 2000 Professional and Server	3
CGS	1100	Microcomputer Applications	3
CGS	1263	LAN Concepts	3
CGS	1560	Microcomputer Operating System	3
		TOTAL CERTIFICATE HOURS	**18**

BASED UPON EQUIPMENT AND DEMAND, SOME COMPUTER COURSES MAY BE TAUGHT AT ONLY ONE SITE.

COMPUTER PROGRAMMING CERTIFICATE
(PROG-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

The Certificate in Computer Programming, which requires six courses encompassing skills in Web design, object oriented programming, user interface design and evaluation, data structures and programming in C++, Java and Visual Basic, leads to positions typically titled "computer programmer."

All of the courses are embedded in a context of useful system development: students are continually reminded that software is built to meet requirements, and that it must be functional, usable, robust and maintainable.

These courses prepare the student for the Carnegie Technology Education (CTE) Examinations for Certification in Computer Programming.

The prerequisites for entry to the curriculum are basic computer usage skills: editing files, navigating a file system, and browsing the Web. Some courses may require a prerequisite that must be met by the student.

These courses will apply toward the AS degree in Computer Programming and Analysis.

PROGRAM REQUIREMENTS
CGS	1490	User Centered Design and Testing	3
CGS	1491	Data Structures and Algorithms	3
CGS	1492	Object Oriented Programming and Design	3
CGS	1493	Introduction to Computer Systems	3
COP	1006	Introduction to Information Systems	3
COP	2010	Visual Basic for Windows I	3
		TOTAL CERTIFICATE HOURS	**18**

SOFTWARE SYSTEMS DEVELOPMENT CERTIFICATE
(SSD-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Programmer/Analyst
- System Designer
- Software Engineer

This is the 2nd tier certificate in the Carnegie Technology Education and requires six courses, adding skills in system-level programming, databases, networks, distributed systems, Internet applications, software engineering methods and software project management.

The goal of the Software Systems Development curriculum is to prepare students for careers in software development. Accordingly, it not only incorporates the detailed skills and knowledge needed to work in the present-day software environment, but also stresses fundamental concepts that persist across rapid technology changes. All courses involve extensive hands-on assignments.

These courses prepare the student for the Carnegie Technology Education (CTE) Examinations in Software Systems Development. Some of the courses have a $695 lab fee.

PROGRAM REQUIREMENTS
COP	1607	Software Specification, Test and Maintenance	3
COP	1610	System Level Programming	3
COP	1631	Networks and Distributed Computing	3
COP	1700	Database Systems	3
COP	2011	Visual Basic for Windows II	3
MAN	1582	Software Project Organization and Management	3
		TOTAL CERTIFICATE HOURS	**18**

WINDOWS PROGRAMMING CERTIFICATE
(WINPR-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Entry-level C++ or Visual Basic programmer
- Preparation for Microsoft Certified exams
- Transition from DOS programming to Windows
- Knowledge of programming for project management

This certificate is designed to develop student proficiency in Windows programming using C++, Visual Basic and Java. Upon completion of the program the student will be expected to enter the job market as an entry-level programmer for Windows 95, Windows 98, Windows Millennium, Windows 2000 or Windows NT.

Microsoft Windows has become the operating system under which most new computers are sold. Consequently, there has been an increased demand for Windows programmers. This trend has been accentuated by Internet and related Graphical User Interface (GUI)-based developments and will continue to be a part of the computer environment for the foreseeable future.

Programmers are finding it necessary to upgrade their skills to remain competitive in the job market. Microsoft offers certification in its software languages, and taking these courses will provide the student with the foundation on which to build the skills necessary to pass the certification tests.

PROGRAM REQUIREMENTS
CGS	2402	Programming in C++ for Business	3
COP	2010	Visual Basic for Windows I	3
COP	2011	Visual Basic for Windows II	3
COP	2222	Advanced C++ Programming for Business	3
COP	2224	C++ Windows Programming for Business	3
COP	2250	JAVA Programming I	3
		TOTAL CERTIFICATE HOURS	**18**

BASED UPON EQUIPMENT AND DEMAND, SOME COMPUTER COURSES MAY BE TAUGHT AT ONLY ONE SITE.

MICROSOFT CERTIFIED
DATABASE ADMINISTRATOR CERTIFICATE
(MCDBA-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

This certificate program is the premier qualification for professionals who implement and administer Microsoft SQL Server databases. The certification program applies to those who derive physical database designs, develop logical data models, create databases, manage and maintain databases, configure and manage security, monitor and optimize databases and install and configure SQL Server. This Microsoft MCDBA certificate requires passage of four (4) Microsoft exams. Upon completion of specified courses, the student will be prepared to take official Microsoft exams. Upon successful completion of all course work, students will be awarded a college certificate for this program. There is a $695 lab fee for each course. These courses will apply toward the AS degree in Database Technology – Microsoft Certified Database Administrator option.

PROGRAM REQUIREMENTS

CEN	1300	Implementing & Supporting Microsoft Windows XP Professional	3
CEN	1301	Supporting Microsoft Windows 2000 Professional and Server	3
CEN	1303	System Administration for Microsoft SQL Server	3
COP	2705	Programming a Database on Microsoft SQL Server	3
COP	2706	Mastering Enterprise Development Using MS Visual Basic 6 **OR**	3
CEN	1305	Supporting a Microsoft Windows 2000 Network Infrastructure	(3)
		TOTAL CERTIFICATE HOURS	**15**

MICROSOFT CERTIFIED
SOLUTION DEVELOPER CERTIFICATE
(MCSD-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Software Developer
- Systems Analyst
- Computer Programmer

The Microsoft Certified Solution Developer is a certificate offered by Microsoft to show that the person is qualified to design and develop custom business solutions with Microsoft development tools, technologies and platforms, including Microsoft Office and Microsoft Back Office. A typical MCSD is an individual who has both systems architecture and hands-on technology skills. MCSD requires passage of one core Windows exam on topics such as Database methodology, Windows 32-bit architecture, Component object model, ActiveX, User interface design and Internet/Intranet components; and two exams on Visual Basic, C++, J++ or FoxPro and one elective.

Upon completion of specified courses, students will be prepared to take official Microsoft tests. The cost of testing is not included in tuition and special fees. Upon successful completion of all course work, students will be awarded a college certificate for this program.

These courses will apply toward the AS degree in Database Technology – Microsoft Certified Solution Developer option.

Some of these courses may have a lab fee. Refer to the Finance section of the College catalog.

PROGRAM REQUIREMENTS

CEN	2331	Distributed Application and DB Design Using MS Tools	3
COP	2010	Visual Basic for Windows I	3
COP	2011	Visual Basic for Windows II	3
COP	2706	Mastering Enterprise Development Using MS Visual Basic 6	3
COP	2705	Programming a Database on Microsoft SQL Server	3
		TOTAL CERTIFICATE HOURS	**15**

BASED UPON EQUIPMENT AND DEMAND, SOME COMPUTER COURSES MAY BE TAUGHT AT ONLY ONE SITE.

ORACLE CERTIFIED
DATABASE ADMINISTRATOR CERTIFICATE
(OCDBA-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Oracle is the world's second largest software company and the leading supplier of software for enterprise information management. Oracle certified administrators and programmers are among the highest paid professionals in the information technology industry. After completing this program, students will be prepared to take the Oracle Certification exam for the completed track. The cost of testing is not included in tuition and special fees.

A typical Oracle Database Administrator (ODBA) would be employed to ensure that an employer's Oracle database system was operating correctly and efficiently and that the database's security was ensured. The ODBA would also be in charge of allowing users differing levels of access to the database and ensuring that users would be correctly and efficiently connected to the database.

Upon completion of the Oracle Database Administrator program, the student is awarded a college certificate. These courses will apply toward the AS degree in Database Technology – Oracle Certified Database Administrator.

Some of these courses may have a lab fee. Refer to the Finances section of the College catalog.

PROGRAM REQUIREMENTS

COP	2740	Introduction to Oracle: SQL & PL/SQL	3
COP	2741	Oracle Enterprise DBA: Architecture & Administration	3
COP	2742	Oracle Enterprise DBA: Backup and Recovery	3
COP	2743	Oracle Enterprise DBA: Network Administration	3
COP	2744	Oracle Enterprise DBA: Performance Tuning	3
		TOTAL CERTIFICATE HOURS	**15**

ORACLE CERTIFIED
DATABASE DEVELOPER CERTIFICATE
(OCDEV-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

After completing the courses in this program, students will be prepared to take the Oracle Certification exam for the completed track. The cost of testing is not included in tuition and special fees.

An Oracle Database Developer is a programmer specializing in Oracle software. A typical Oracle Database Developer would create Oracle databases to contain and distribute data to users. The developer would also create the programs to allow users to input data to and retrieve data from an Oracle database.

Upon completion of the Oracle Database Developer program, the student is awarded a college certificate. These course will apply toward the AS degree in Database Technology – Oracle Certified Database Developer.

Some of these courses may have a lab fee. Refer to the Finances section of the College catalog.

PROGRAM REQUIREMENTS

COP	2740	Introduction to Oracle: SQL & PL/SQL	3
COP	2745	Develop Oracle PL/SQL Program Units	3
COP	2746	Oracle Developer 2000 Forms I	3
COP	2747	Oracle Developer 2000 Forms II	3
COP	2748	Oracle Developer 2000 Reports	3
		TOTAL CERTIFICATE HOURS	**15**

MICROSOFT CERTIFIED SYSTEMS
ENGINEER CERTIFICATE
(MCSE-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Private consultant in Microsoft NT and BackOffice products
- Network Administrator
- Network Designer
- Network Manager

This certificate program is designed to produce a Microsoft Certified Systems Engineer (MCS). An MCSE is recognized in the computer industry as one who is competent to install and maintain Windows NT operating systems.

Upon completion of specified courses, students will be prepared to take official Microsoft tests throughout the program. The cost of testing is not included in tuition and special fees. Upon successful completion of all course work, students will be awarded a college certificate for this program. Each course has a $695 lab fee.

These courses will apply toward the AS degree in Networking Services Technology – MCSE option.

PROGRAM REQUIREMENTS

CEN	1300	Implementing & Supporting Microsoft Windows XP Professional	3
CEN	1301	Supporting Microsoft Windows 2000 Professional and Server	3
CEN	1305	Supporting a Microsoft Windows 2000 Network Infrastructure	3
CEN	1320	Implementing and Administering Microsoft Windows 2000 Directory Services	3
CEN	1321	Designing a Microsoft Windows 2000 Directory Services Infrastructure **OR**	3
CEN	1323	Designing a Secure MS Windows 2000 Network	(3)

Select 6 credits*:*

CEN	1303	System Administration for Microsoft SQL Server	(3)
CEN	1306	Microsoft Exchange Server Concepts and Administration	(3)
CEN	1307	Creating and Configuring a Web Server Using Microsoft Tools	(3)
CEN	13YY	Developing & Deploying a MS Biz Talk Server 2000 Solutions	(3)
CEN	1309	Supporting Microsoft Systems Management Server	(3)
CEN	1310	Fundamentals of Developing a B2C Solution With Microsoft Commerce Server 2000	(3)
CEN	1316	Designing & Deploying a MS Exchange Server Organization	(3)
COP	2705	Programming a Database on MS SQL Server	(3)
		TOTAL CERTIFICATE HOURS	**21**

BASED UPON EQUIPMENT AND DEMAND, SOME COMPUTER COURSES MAY BE TAUGHT AT ONLY ONE SITE.

LINUX SYSTEM ADMINISTRATOR CERTIFICATE
(LINUX-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Linux System Administrator
- Linux End-user Specialist
- Linux Support Specialist
- Linux System Manager
- Linux Application Developer

This certificate program is designed to produce certified Linux administrators and engineers. Students will participate in an integrated classroom and laboratory learning experience where they will learn and perform tasks required to administer and engineer Linux networked servers. These skills include the design, implementation, networking, managing, maintaining, providing services, providing applications, and security of a Linux based network environment.

Upon completion of the specified courses, students will be prepared to take certification exams throughout the program. Successful completion of the appropriate exams will earn students recognition as Certified Linux Administrators (Level I) and Certified Linux Engineers (Level II). The cost of testing is not included in tuition and special fees. Upon successful completion of all course work, students will be awarded a college certificate for this program. Each course has a $600 lab fee.

These courses will apply toward the AS degree in Networking Services Technology – LINUX option.

PROGRAM REQUIREMENTS

CEN	2880	Linux System Administration I	3
CEN	2881	Linux System Administration II	3
CEN	2882	Linux System Security	3
CEN	2883	Linux Domain Name Service (DNS) Administration	3
CEN	2884	Linux Apache Web Server Administration	3
CEN	2885	Linux Bourne Again Shell (Bash) Programming	3
		TOTAL CERTIFICATE HOURS	**18**

NETWORK SYSTEMS SPECIALIST CERTIFICATE
(NETSY-CT)

Martha Adkins, Program Director, CL, (727) 791-2530
Joseph Smiley, Program Director, TS, (727) 712-5813
Connie Szuch, Program Director, SPG, (727) 341-4724

Job Related Opportunities:
- Network Systems Analyst
- Network End-user Specialist
- Network Support Specialist
- Network Manager
- Computer Communication Specialist

This program prepares students for the Network+ certification testing. Network+ certification is a testing program sponsored by the Computing Technology Industry Association Inc. (CompTIA) that certifies the competency of individuals possessing the knowledge needed to configure and install network components. Network+ is recognized by major vendors, distributors, resellers, and publications.

According to the most recent information from the Florida Department of Labor & Employment, computer and computer-related occupations are projected to be the fastest-growing industries throughout the nation. The growth in the use of networks has been fueled by the businesses' need to provide timely access to information, both inside and outside the enterprise. In the past, existing staff was used to administer and troubleshoot networks. However, with growth and rapid change in this area being driven by the popularity of multimedia applications in areas such as electronic documents, video conferencing, and workflow, employers are now seeking specialists in networking operations.

These courses will apply toward the AS degree in Networking Services Technology – Network Systems Specialist option.

PROGRAM REQUIREMENTS

CDA	2500	Data Communications	3
CEN	2523	LAN Administration	3
CEN	2524	LAN Troubleshooting	3
CGS	1100	Microcomputer Applications	3
CGS	1263	LAN Concepts	3
CGS	1560	Microcomputer Operating Systems	3
		TOTAL CERTIFICATE HOURS	**18**

BASED UPON EQUIPMENT AND DEMAND, SOME COMPUTER COURSES MAY BE TAUGHT AT ONLY ONE SITE.

IRRIGATION TECHNICIAN CERTIFICATE
(IRRT-CT)

Trudy Williams, Program Director, (727) 712-5695

Job Related Opportunities:
- Irrigation Foreman
- Irrigation System Designer
- Irrigation System Repair Technician.

The Irrigation Technician Certificate enables the student to design, install and maintain residential and commercial irrigation systems. Students completing this certificate are eligible to sit for the irrigation portion of the Contractors' Examination.

PROGRAM REQUIREMENTS

HOS	1010	Fundamentals of Horticulture	3
ORH	1002	Water Resources and Land Use	3
ORH	1300	Irrigation Water Management	3
ORH	1302C	Irrigation System Installation	3
ORH	1303	Irrigation Operations	3
ORH	1304C	Low Volume Irrigation Systems	3
ORH	1305	Residential Irrigation Design	3
ORH	1306	Commercial Irrigation Design	3
ORH	1309C	Irrigation Troubleshooting and Repair	3
ORH	1936C	Irrigation Seminar	3
		TOTAL CERTIFICATE HOURS	**30**

LANDSCAPE DESIGN AND INSTALLATION
TECHNICIAN CERTIFICATE
(LDIT-CT)

Trudy Williams, Program Director, (727) 712-5695

Job Related Opportunities:
- Landscape Installer
- Landscape Design Assistant

The Landscape Design and Installation Technician Certificate enables the student to perform basic landscaping design and installation tasks. The certificate prepares the student to take the Florida Certified Landscape Technician (FCLT) exam.

PROGRAM REQUIREMENTS

HOS	1010	Fundamentals of Horticulture	3
ORH	1303	Irrigation Operations	3
ORH	1309C	Irrigation Troubleshooting and Repair	3
ORH	1510	Landscape Plant Identification I	3
ORH	1511	Landscape Plant Identification II	3
ORH	2800	Landscape Design	3
ORH	2842	Landscape Installation and Maintenance	3
SOS	1102	Soils and Fertilizers	3
		TOTAL CERTIFICATE HOURS	**24**

COMPUTER INTEGRATED DESIGN CERTIFICATE
(CID-CT)

Brad Jenkins, Program Director, (727) 341-4378

Job Related Opportunities:
- CAD Designer
- CAD Technician
- Design Technician
- Detailer
- Engineering Aide

This certificate provides a program of study with the CAD and design skills needed to assist the engineering activities of industry and consultants in planning, designing, and detailing. Computer-integrated design techniques are emphasized throughout this program. The certificate fills a void in the industry by recognizing the skills of AutoCAD and CAD-related courses. These courses also are part of the 64-credit hour Associate in Science Degree in Manufacturing Technology. Students new to this field will be able to obtain employment by completing this certificate and work in those areas where CAD technicians and designers are needed.

PROGRAM REQUIREMENTS

EGS	2122C	Geometric Dimensioning and Tolerancing	3
ETD	1320	AutoCAD I	3
ETD	1350	AutoCAD II	3
ETD	1355C	AutoCAD III	3
ETD	1360C	AutoCAD IV	3
ETI	1482C	Introduction to Integrated Manufacturing	3
		TOTAL CERTIFICATE HOURS	**18**

MANUFACTURING PRODUCTION CERTIFICATE
(MNTEC-CT)

Brad Jenkins, Program Director, (727) 341-4378

Job Related Opportunities:
- Manufacturing Technician
- Process Technician
- Production Assistant
- Equipment Operator

This certificate provides the opportunities to work in the production areas of the manufacturing industry. The program covers the new topics and methods used in modern manufacturing such as total productive maintenance (TPM), lean manufacturing, single flow piece, lead time activity, design for manufacturing and value steam mapping. The student will also learn the general aspects associated with a factory floor, manufacturing processes, quality concepts, basic inspection techniques and industry standards related to manufacturing.

The courses in this certificate program are part of the Manufacturing Technology AS degree.

PROGRAM REQUIREMENTS

ETD	1320	AutoCAD I	3
ETI	1421	Manufacturing Processes and Materials I	3
ETI	1482C	Introduction to Integrated Manufacturing	3
ETI	2400	Topics in Modern Manufacturing I	3
ETI	2410	Topics in Modern Manufacturing II	3
MAN	1043	Quality Management Concepts	3
		TOTAL CERTIFICATE HOURS	**18**

ADVANCED PLASTICS ENGINEERING TECHNICIAN CERTIFICATE
(PLET-CT)

Brad Jenkins, Program Director (727) 341-4378

Job Related Opportunities:
- Injection Mold Technician
- Material Handler
- Set up Technician

This program was requested by the Plastics Industry and Advisory Group of Pinellas County. The industry, as noted by the Needs Assessment Survey (1995) indicated a need for technician positions in this area. These courses can be part of the 62-credit hour AS degree in Plastics Engineering Technology as they are the necessary pre-requisites for the remaining technical courses within the program. Students new to the plastics field can obtain employment by completing this Certificate and seeking jobs where plastics technicians are needed. For those already employed in the plastics industry, this Certificate indicates the upgrading of technical skills, which can be presented to an employer for job improvement.

PROGRAM REQUIREMENTS

CGS	1060	Computer Literacy-WIN/NT	1
ETI	1421	Manufacturing Processes and Materials	3
ETI	1466	Basic Plastics and Processing	3
ETI	1466L	Basic Plastics and Processing Laboratory	1
ETI	1482C	Introduction to Integrated Manufacturing	3
ETI	1700	Industrial Safety	1
ETI	2461	Materials Handling Systems	3
ETI	2468	Advanced Plastics Processes	3
ETI	2468L	Advanced Plastics Processes Laboratory	1
		TOTAL CERTIFICATE HOURS	**19**

QUALITY PROCESS TECHNICIAN CERTIFICATE
(QUAL-CT)

Brad Jenkins, Program Director, (727) 341-4378

Job Related Opportunities:
- Process Technician
- Quality Technician
- Quality Specialist
- Quality Tester

This certificate provides a program of study with the manufacturing and quality skills needed to assist the quality activities in industry or business. These courses can also be applied to the 64 credit hour AS degree in Quality Compliance Technology. This program presents the understanding of all aspects related in the area of quality processes.

PROGRAM REQUIREMENTS

EGS	2122C	Geometric Dimensioning and Tolerancing	3
ETD	1320	AutoCAD I	3
ETI	1482C	Introduction to Integrated Manufacturing	3
ETI	2100	Introduction to Quality Assurance	3
ETI	2151C	Process Metrology	3
ETI	2400	Topics in Modern Manufacturing I	3
		TOTAL CERTIFICATE HOURS	**18**

BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE (BCNST-CT)

Robert Hudson, Instructor-in-Charge (727) 791-2647

Job Related Opportunities:
- Job Foreman
- Job Estimator
- Scheduler
- Materials Purchaser
- Drafter
- Superintendent
- Project Manager

This Certificate provides the student with the management training and practical skills necessary to assist contractors and subcontractors in the construction industry.

PROGRAM REQUIREMENTS

BCN	1050	Building Specifications	1
BCN	1251C	Construction Drawing **OR**	3
BCN	1272	Blueprint Reading	(2)
BCN	2014	OSHA	1
BCN	2068	ADA	1
BCT	1600	Construction Estimating	3
BCT	1760	Building Codes	2

Materials – Select 3 credits:

ARC	2461	Materials and Methods of Construction I	(3)
BCN	1057	HVAC	(1)
BCN	1058	Plumbing	(1)
BCN	1059	Electrical	(1)
BCN	2054	Surveying	(1)
BCN	2055	Concrete	(1)
BCN	2056	Steel	(1)

Work Experience – Select 3 credits:

BCN	1940	Practicum	(3)
BCN	2949	Co-op Work Experience	(3)
TAR	1941	Practicum	(3)
TAR	2949	Co-op Work Experience	(3)

Specialty experience in Construction Drafting, Construction Management, Construction Estimating and Construction Superintendent:

Select 7–8 credit hours : ARC, BCN, BCT, TAR courses 7 (8)
or ETD 1320 or ETD 1350

Please see the list of suggested specialized elective options below and the elective categories listed in the college catalog under the A.S. Program in Architectural Design and Construction Technology for available options.

TOTAL CERTIFICATE HOURS 24

Specialty	*Recommended elective categories*
Building Construction	Materials, Codes, Estimating, Industry
Construction Drafting	Drawing, Codes, Industry, ETD 1320, ETD 1350
Construction Estimating	Estimating, Materials, Codes, Industry
Construction Management	Codes, Industry, Estimating, General
Construction Superintendent	BCT 2702, Codes, Estimating, Materials, Industry

DRAFTING CERTIFICATE (DRAFT-CT)

Eugene Carine, Instructor-in-Charge (727) 791-2598

This certificate provides the student with the practical skills necessary to accept the challenges of a construction draftsperson. Successful certificate holders may find employment as a draftsperson in an architect's, engineer's or contractor's office, governmental agencies, corporate planning departments or other private industries.

PROGRAM REQUIREMENTS

BCN	1050	Building Specifications	1
BCN	1251C	Construction Drawing	3
BCN	2068	ADA	1
BCT	1760	Codes	2
TAR	2054C	Introduction to AutoCAD	3
TAR	2055C	Intermediate AutoCAD	3
TAR	2056C	Advanced AutoCAD	3

Materials – Select 3 credits:

ARC	2461	Materials and Methods of Construction I	(3)
BCN	1057	HVAC	(1)
BCN	1058	Plumbing	(1)
BCN	1059	Electrical	(1)
BCN	2052	Masonry	(1)
BCN	2053	Roofing	(1)
BCN	2054	Surveying	(1)
BCN	2055	Concrete	(1)
BCN	2056	Steel	(1)

Work Experience – Select 3 credits:

BCN	1940	Practicum	(3)
BCN	2949	Co-op Work Experience	(3)
TAR	1941	Practicum	(3)
TAR	2949	Co-op Work Experience	(3)

Select 8 credits:
ARC, BCN, BCT or TAR courses 8

TOTAL CERTIFICATE HOURS 30

AUTOCAD FOUNDATIONS CERTIFICATE (ATCAD-CT)

Eugene Carine, Instructor-in-Charge (727) 791-2598

This certificate provides the students with the practical skills necessary to accept the challenges of a AutoCAD drafting career. Successful certificate holders may find employment as a draftsperson in architect's, engineer's, or contractor's offices, governmental agencies, corporate planning departments or other private industries.

Program Requirements

BCN	1251C	Construction Drawing	3
TAR	2054C	Introduction to AutoCAD	3
TAR	2055C	Intermediate AutoCAD	3
TAR	2056C	Advanced AutoCAD	3
TAR	2949	Co-op Work Experience	1

Select 2 credits:

TAR	2057C	AutoCAD Architectural Desktop	(2)
TAR	2142C	Architectural 3D Modeling and Rendering	(2)
TAR	2144C	Architectural Animation	(2)

TOTAL CERTIFICATE HOURS 15

HEALTH CARE CERTIFICATES

CANCER DATA MANAGEMENT
(CDM-ATC)

Angela Picard, Program Director, (727) 341-3623/3739

Job Related Opportunities:
- Tumor Registrar
- Cancer Registrar
- Cancer Registry Manager
- Cancer Registry Technician
- Cancer Abstractor

This Advanced Certificate Program is designed to provide a student with the skill necessary to process, maintain, compile, and report health information data for research, quality assurance, facility planning and marketing. Analysis of health records according to published governmental or institutional standards will be of utmost importance along with abstracting and coding clinical data using appropriate classification systems.

The cancer registrar will serve as an advocate for privacy and confidentiality of patient health information. He/she will plan and design cancer related data collection systems that meet the standards of accrediting and disease-reporting agencies. The cancer registrar also participates in medical staff and institution activities, including quality assurance and research.

Candidates who successfully complete the program will be eligible to sit for their national examination for the credential of Certified Tumor Registrar (CTR). The CTR examination is offered by the National Board for Certification of Registrars (NBCR), which is a sister organization of the National Cancer Registrars Association (NCRA).

PRE-ENTRY REQUIREMENTS
AS /AAS degree in Health related field with
course work to include:

BSC	1083	Human Anatomy	3
HSC	1149C	General Pharmacology for Health Professionals	1
HSC	1531	Medical Terminology	2

PROGRAM REQUIREMENTS

HIM	2853	Case-finding and ICD-02 Coding	3
HIM	2451	Integrated Anatomy, Terminology And Pathophysiology	3
HIM	2460	Introduction to Cancer Registry	2
HIM	2461	Cancer Approval Program	1
HIM	2461L	Cancer Registry Lab 1	2
HIM	2465	Cancer Data Abstracting	2
HIM	2466	Extent of Disease and Staging	3
HIM	2467	Cancer Data Statistics & Epidemiology	3
HIM	2468	Cancer Data Utilization, Reports & Marketing	2
HIM	2469	Cancer Data Quality Management	1
HIM	2470	Cancer Registry Internship	4
OST	1810	Desktop Publishing I	1
		TOTAL CERTIFICATE HOURS	**27**

PARAMEDIC CERTIFICATE
(PMED-CT)

**Nerina Stepanovsky, Program Director
(727) 341-3656 or 3680**

Job Related Opportunities:
- Paramedics are a mainstay in companies or agencies operating emergency vehicles that respond to traffic accidents, fires, explosions, cave-ins, emergency rescue calls and other life-threatening situations. Some also assist in patient care in hospitals and doctors' offices, with specific instruction and supervision.

This certificate is designed to produce paramedics, whose job description involves advanced life support, to deliver the pre-hospital, life support care and transportation necessary for victims of accident and emergency illness. Successful completion of the prescribed courses and the awarding of a certificate of completion means eligibility to take the State of Florida examination for certification or national registry exam for certification as a Paramedic.

PROGRAM REQUIREMENTS

BSC	1085-1085L	Human Anatomy and Physiology I & Lab	3,1
BSC	1086-1086L	Human Anatomy and Physiology II & Lab	3,1
EMS	2601	Paramedic Theory I	5
EMS	2601L	Paramedic Laboratory I	3
EMS	2602	Paramedic Theory II	8
EMS	2602L	Paramedic Laboratory II	4
EMS	2664	Paramedic Clinical I	3
EMS	2665	Paramedic Clinical II	3
EMS	2659	Paramedic Field Internship	7
HSC	1149C	Pharmacology for the Health Professional	1
		TOTAL CERTIFICATE HOURS	**42**

NURSING CLINICAL JUDGEMENT
(NCJ-ATC)

Dr. Jean M. Wortock, Program Director (727) 341-3618

Job Related Opportunities:
- Specialized Nursing Skill Development
- Promotion/Leadership Preparation

The following Advanced Certificate Program was developed at the request of the Non Profit Venture (NPV) hospitals as a way of assisting their RN employees to develop new skills and update current skills. In addition, this advanced certificate will be utilized by health and social agencies to assist the RN to advance for pay and change of position. These courses and Certificate are, however, open to any RN who wishes to register unless the class is designated for one specific site. This Certificate program includes the more advanced course work necessary to keep pace with today's dynamic health care needs. All certificate programs have been endorsed by the Nursing Program's Advisory Committee.

PROGRAM REQUIREMENTS

NUR	2061C	Health Assessment/Nursing Process	4
NUR	2190	Advanced Pathophysiology	4
NUR	2192	Critical Thinking in the Clinical Setting	3
		TOTAL CERTIFICATE HOURS	**11**

CRITICAL CARE
ADVANCED TECHNICAL CERTIFICATE
(CC-ATC)

Dr. Jean M. Wortock, Program Director (727) 341-3618

PROGRAM REQUIREMENTS

NUR	2297	ECG Interpretation for Health Care Professionals	2
NUR	2299	Progressive Care Nursing	4
NUR	2291	Critical Care Nursing	3
		TOTAL CERTIFICATE HOURS	**9**

EMERGENCY CARE
ADVANCED TECHNICAL CERTIFICATE
(EMC-ATC)

Dr. Jean M. Wortock, Program Director (727) 341-3618

PROGRAM REQUIREMENTS

NUR	2297	ECG Interpretation for Health Care Professionals	2
NUR	2299	Progressive Care Nursing	4
NUR	2291	Critical Care Nursing	3
NUR	2290	Emergency Department Nursing	2
		TOTAL CERTIFICATE HOURS	**11**

NURSING PHARMACOTHERAPEUTICS
(NPT-ATC)

Dr. Jean M. Wortock, Program Director (727) 341-3618

Job Related Opportunities:
- Specialized Nursing Skill Development
- Promotion/Leadership Preparation

The following Advanced Certificate Program was developed at the request of the Non Profit Venture (NPV) hospitals as a way of assisting their RN employees to develop new skills and update current skills. In addition, this advanced certificate will be utilized by health and social agencies to assist the RN to advance for pay and change of position. These courses and Certificate are, however, open to any RN who wishes to register unless the class is designated for one specific site. This Certificate program includes the more advanced course work necessary to keep pace with today's dynamic health care needs. All certificate programs have been endorsed by the Nursing Program's Advisory Committee.

PROGRAM REQUIREMENTS

NUR	2091C	Intravenous Therapy: Beyond the Basics	3
NUR	2190	Advanced Pathophysiology	4
NUR	2191C	Advanced Pharmacology in Nursing Practice	3
		TOTAL CERTIFICATE HOURS	**10**

PATIENT CARE MANAGEMENT
(PCM-ATC)

Dr. Jean M.Wortock, Program Director (727) 341-3618

Job Related Opportunities:
- Specialized Nursing Skill Development
- Promotion/Leadership Preparation

The following Advanced Certificate Program was developed at the request of the Non-Profit Venture (NPV) hospitals as a way of assisting their RN employees to develop new skills and update current skills. In addition, this advanced certificate will be utilized by health and social agencies to assist the RN advance for pay and change of position. These courses and Certificate are, however, open to any RN who wishes to register unless the class is designated for one specific site. This Certificate program includes the more advanced course work necessary to keep pace with today's dynamic health care needs. All certificate programs have been endorsed by the Nursing Program's Advisory Committee.

PROGRAM REQUIREMENTS

HSA	2406	Case Management: Roles and Functions	3
NUR	2192	Critical Thinking in the Clinical Setting	3
NUR	2891	Leadership and Delegation	3
NUR	2937	Introduction to Risk Management	1
		TOTAL CERTIFICATE HOURS	**10**

PERIOPERATIVE NURSING
(BPN-ATC)

Dr. Jean M. Wortock, Program Director (727) 341-3618

Job Related Opportunities:
- Specialized nursing skill development
- Promotion/Leadership preparation

The following Advanced Certificate Program was developed at the request of several local hospitals as a way of assisting their RN employees to develop new skills that will allow them entry into the operating room. This Certificate is open to any RN who wishes to pursue a career in perioperative nursing. The Nursing Program's Advisory Committee endorsed and encouraged the development and implementation of this Certificate.

PROGRAM REQUIREMENTS

NUR	2293C	Perioperative Nursing	10
		TOTAL CERTIFICATE HOURS	**10**

BASIC CORRECTIONS CERTIFICATE
(BCO-CT)

Angel L. Rosado, Program Director (727) 341-4503

Job Related Opportunities:
- Local correctional facilities located within sheriffs' departments
- Florida Department of Corrections or any State correctional facility
- Private correctional companies

The Florida Criminal Justice Standards and Training Commission controls the training and certification of all police and corrections officers. It also certifies the training centers throughout Florida. The Southeastern Public Safety Institute at SPC is a certified training center.

A Certificate program was developed to build specialty skills in the Basic Law Enforcement Academy and the Basic Corrections Academy. In 1992 SPC started an AS degree program, which includes the state-mandated curriculum for both academies.

PROGRAM REQUIREMENTS

CJD	1700	Criminal Justice Legal I	3
CJD	1701	Criminal Justice Legal II	3
CJD	1702	Criminal Justice Communications	3
CJD	1703	Criminal Justice Interpersonal Skills I	4
CJD	2704	Criminal Justice Defensive Tactics	2
CJD	2705	Criminal Justice Weapons	2
CJD	2740	Criminal Justice Interpersonal Skills II	3
CJD	2741	Correctional Emergency Preparedness	1
CJD	2742	Correctional Operations	4
EMS	1059C	Emergency Medical Services First Responder	3

TOTAL CERTIFICATE HOURS   28
Students in the Academy must also take the following:

State Exam Preparation	2
Administration and Orientation	1

BASIC LAW ENFORCEMENT CERTIFICATE
(BLE-CT)

Angel L. Rosado, Program Director (727) 341-4503

Job Related Opportunities:
- Police Officer
- Security Services Coordinator
- Public Safety Administrator

St. Petersburg College is a state certified training center for the preparation of law enforcement and corrections officers. The Florida Criminal Justice Standards and Training Commission mandate the program curriculum.

This Certificate program is designed to produce a law enforcement officer who will meet all of the Florida State requirements for employment. Upon successful completion of the program, the student will be eligible to take the Florida State Certification Exam for Law Enforcement Officer.

PROGRAM REQUIREMENTS

CJD	1700	Criminal Justice Legal I	3
CJD	1701	Criminal Justice Legal II	3
CJD	1702	Criminal Justice Communications	3
CJD	1703	Criminal Justice Interpersonal Skills I	4
CJD	2704	Criminal Justice Defensive Tactics	2
CJD	2705	Criminal Justice Weapons	2
CJD	2720	Criminal Justice Legal III	2
CJD	2721	Law Enforcement Patrol	3
CJD	2722	Law Enforcement Traffic	3
CJD	2723C	Vehicle Operations	1
CJD	2724	Law Enforcement Investigations	4
EMS	1059C	Emergency Medical Services First Responder	3

TOTAL CERTIFICATE HOURS   33
Students in the Academy must also take the following:

State Exam Preparation	2
Administration and Orientation	1
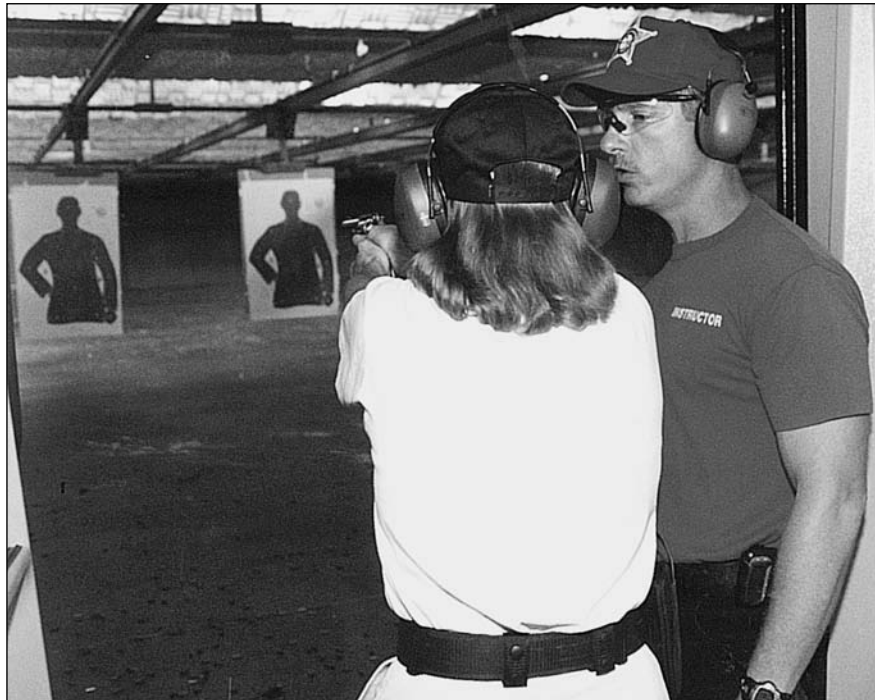
COMPUTER RELATED CRIME INVESTIGATION CERTIFICATE
(CRCI-CT)

Angel L. Rosado, Program Director (727) 341-4503

Job Related Opportunities:
- Computer Security Specialist
- Corporate Computer Crime Investigator
- Computer Security Manager
- Law Enforcement Computer Crime Investigator
- Computer Forensic Investigator
- Computer Crime Consultant
- Computer Security Auditor

The Certificate in Computer Related Crime Investigations requires eight courses which include skills in researching, investigating, using computer software, interpreting laws, and using the Internet as an investigative tool. This certificate will prepare the student for careers in corporate computer security investigation or similar careers in law enforcement.

The prerequisites for entry to the curriculum are permission of the Program Director, a National Criminal Investigation Check (NCIC), a Florida Criminal Investigation Check (FCIC) for Florida residents and basic computer usage skills: editing files, navigating usage skills: editing files, navigating a file system, and browsing the internet. The courses include tasks that will enhance the student's ability to obtain and interpret data from various sources. The student will also be provided with scenarios and case histories to explore and gain experience.

PROGRAM REQUIREMENTS
CJE	1680	Introduction to Computer Related Crime Investigations	3
CJE	1681	The Internet as an Investigative Tool	3
CJE	1682	Tracking & Profiling Hackers, Pedophiles and Internet Stalkers	3
CJE	1683	Internet Pornography Investigations	3
CJE	1684	Internet Fraud Investigations	3
CJE	1685	Legal Aspects of Computer Related Crime Investigations	3
CJE	1686	Forensic Computer Related Crime Investigations	3
CJE	1687	Computer Software Piracy & Copyright Infringement	3
		TOTAL CERTIFICATE HOURS	**24**

CORRECTIONS PROBATION OFFICER CERTIFICATE
(CPO-CT)

Angel L. Rosado, Program Director (727) 341-4503

St. Petersburg College is a state certified training center for the preparation of Law Enforcement Corrections and Correction Probation Officers. The program curriculum is mandated by the Florida Criminal Justice Standards and Training Commission.

PROGRAM REQUIREMENTS
CJD	1790	Correctional Probation Legal	3
CJD	1791	Correctional Probation Operations	1
CJD	1792	Correctional Probation Interpersonal Skills	3
CJD	2704	Criminal Justice Defensive Tactics	2
CJD	2793	Correctional Probation Communications	3
CJD	2794	Correctional Probation Supervision	3
CJD	2795	Correctional Probation Weapons	1
EMS	1059C	Emergency Medical Services First Responder	3
		TOTAL CERTIFICATE HOURS	**19**

CRIME SCENE TECHNOLOGY CERTIFICATE
(CST-CT)

Angel L. Rosado, Program Director (727) 341-4503

Job Related Opportunities:
- Crime Lab Assistant
- Crime Scene Photographer
- Crime Scene Technician
- Crime Scene Unit Supervisor
- Fingerprint Examiner and Classification Specialist
- Fire Inspector/Investigator
- Forensic Science Specialist
- Investigator/Consultant
- Juvenile Assessment Worker
- Latent Print Examiner/Trainee
- Property and Evidence Personnel

Crime Scene technologists are employed by local, state and federal law enforcement agencies, state attorney offices, public defender offices, medical examiners' offices, law firms and private industry.

The certificate program is designed to prepare a crime scene technician who will be able to locate, identify, process and preserve the crime scene. They will also testify in court as to their findings.

PROGRAM REQUIREMENTS
CJT	1110	Introduction to Crime Scene Technology	3
CJT	1111	Advanced Crime Scene Technology	3
CJT	1220	Crime Scene Photography I	3
CJT	1221	Crime Scene Photography II	3
CJT	2112	Crime Scene Safety	2
CJT	2113	Courtroom Presentation of Scientific Evidence	3
CJT	2141	Introduction to Forensic Science	3
CJT	2240	Fingerprint Classification	3
CJT	2241	Latent Fingerprint Development	3
CJT	2260	Biological Evidence	2
		TOTAL CERTIFICATE HOURS	**28**

EMERGENCY ADMINISTRATION and MANAGEMENT CERTIFICATE (EAM-CT)

David L. Adams, Program Director, (727) 341-4479

Job Related Opportunities:
- Risk Manager in private and public organizations
- OSHA, SARA, or Emergency Response Director
- Professionals interested in emergency response training and management
- Governmental and industrial emergency planner

Emergency Administration and Management (EAM) is a comprehensive certificate focused on policy, planning and administration of emergency response teams. This certificate integrates the practical, technical and communication aspects of emergency management. Program participants will gain an understanding of problems facing response teams, learn to write emergency plans according to state and federal guidelines and build communications skills as crisis advisors.

PROGRAM REQUIREMENTS

FFP	1830	Introduction to Hazards	3
FFP	2800	Emergency Management Public Education Programs	3
FFP	2801	Fundamentals of Emergency Mgmt	3
FFP	2821	Integrated Emergency Management Planning Systems (IEMS) II	3
FFP	2822	Integrated Emergency Management Systems (IEMS) I	3
FFP	2831	Hazard Mitigation	3
FFP	2840	Disaster Recovery	3
FFP	2880	Public Policy in Emergency Mgmt	3
		TOTAL CERTIFICATE HOURS	**24**

FIRE INSPECTOR I CERTIFICATE (FIS I - CT)

David L. Adams, Program Director (727) 341-4479

Job Related Opportunities:
- Fire Inspector
- Fire Marshal

This certificate is designed to incorporate the theory and applications necessary to become a credentialed fire inspector. Students who complete SPC's Certificate Program in Fire Inspector will become eligible to take the competency test for Fire Inspector I which is administered by the State Fire Marshal's Bureau of Fire Standards and Training.

PROGRAM REQUIREMENTS

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2510	Fire Codes and Standards	3
FFP	2521	Blueprint Reading and Plans Review	3
		TOTAL CERTIFICATE HOURS	**15**

FIRE INSPECTOR II CERTIFICATE (FISII-CT)

David L. Adams, Program Director (727) 341-4479

Job Related Opportunities:
- Fire Inspector
- Fire Marshal
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed Fire Inspector II. Students who complete SPC's Certificate Program in Fire Inspector II will become eligible to take the competency test for Fire Inspector II which is administered by the State Fire Marshal's Bureau of Fire Standards and Training.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	2541	Private Fire Protection Systems II	3
FFP	2610	Fire Cause & Origin Determination	3

Select 3 credits:

FFP	2706	Fire Service Public Information Officer	(3)
FFP	2800	Emergency Management Public Education Programs	(3)
		TOTAL CERTIFICATE HOURS	**12**

FIRE INVESTIGATOR I CERTIFICATE (FIV I - CT)

David L. Adams, Program Director, (727) 341-4479

Job Related Opportunities:
- Fire Inspector
- Fire Investigator
- Fire Marshal
- Law Enforcement Investigator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed fire investigator. Students who complete SPC's Certificate Program in Fire Investigator will become eligible to take the competency test for Fire Investigator I which is administered by the State Fire Marshal's Bureau of Fire Standards and Training.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2610	Fire Cause and Origin Determination	3
		TOTAL CERTIFICATE HOURS	**12**

FIRE INVESTIGATOR II CERTIFICATE
(FIVII-CT)

David L. Adams, Program Director (727) 341-4479

<u>**Job Related Opportunities:**</u>
- Fire Inspector
- Fire Investigator
- Fire Marshal
- Law Enforcement Investigator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed Fire Investigator Supervisor. Students who complete SPC's Certificate Program in Fire Investigator II will become eligible to take the competency test for Fire Investigator I which is administered by the State Fire Marshal's Bureau of Fire Standards and Training.

<u>**PROGRAM REQUIREMENTS**</u>

FFP	2670	Legal Issues for Investigators	3
FFP	2604	Arson Investigation	3
FFP	2606	Post Blast Investigations	3
FFP	2630	Latent Investigations	3
		TOTAL CERTIFICATE HOURS	**12**

FIRE OFFICER I CERTIFICATE
(FOI – CT)

David L. Adams, Program Director (727) 341-4479

<u>**Job Related Opportunities:**</u>
- Fire Officer
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed fire officer. Students who complete SPC's Certificate program in Fire Officer Management will become eligible to take the Certificate of Competency test for Fire Officer I through the Florida State Fire College. Upon successful completion of the state exam, the student will become a certified Florida State Fire Officer.

<u>**PROGRAM REQUIREMENTS**</u>

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	1780	Company Officer	3
FFP	1824	Basic Incident Management System	1
FFP	1825	Intermediate Incident Management System	1
FFP	1832	Emergency Response to Terrorism: Basic Concepts	1
FFP	2120	Building Construction for the Fire Service	3
FFP	2810	Firefighting Tactics & Strategy I	3
FFP	2811	Firefighting Tactics & Strategy II	3
		TOTAL CERTIFICATE HOURS	**24**

FIRE OFFICER II CERTIFICATE
(FOII-CT)

David L. Adams, Program Director (727) 341-4479

<u>**Job Related Opportunities:**</u>
- Fire Officer
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed mid-management fire officer. Students who complete SPC's Certificate program in Fire Officer II will be eligible to apply to the Bureau of Fire Standards and Training to be State certified as a Fire Officer II.

<u>**PROGRAM REQUIREMENTS**</u>

FFP	1111	Fire Chemistry	3
FFP	2781	Fire Administration II	3
FFP	2741	Fire Service Course Design	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2670	Legal Issues for Investigators	3
FFP	XXXX	Any approved Fire Science Electives	3
<u>**Select 3 credits:**</u>			
FFP	2706	Fire Service Public Information Officer	(3)
FFP	2800	Emergency Management Public Education Programs	(3)
		TOTAL CERTIFICATE HOURS	**24**

ASSOCIATE ADDICTION PROFESSIONAL
APPLIED TECHNOLOGY DIPLOMA
(CAAP-ATD)

Joan Bliss, Instructor-in-Charge (727) 341-3736

Job Related Opportunities:
- Drug Treatment Counselor
- Substance Abuse Technician or Administrator
- Family Counseling Assistant

Prerequisite: PSY 1012 – General Psychology or Program Director's approval.

This Applied Technology Diploma will prepare individuals to work in the field of addictions treatment. The Human Services Program is a Single-Source Provider with Certification Board for Addiction Professionals of Florida (CBAPF), which satisfies the educational requirements for the Level 1 Certified Associate Addiction Professional (CAAP1) examination, as well as Level 2 for students with an AS, AAS or higher degree. Additionally, students with a Bachelor's degree can meet the educational requirements for the Certified Addiction Professional (CAP) examination by taking an additional 3-credit substance abuse course.

PROGRAM REQUIREMENTS –
Grade of "C" or better in each of these courses.

HUS	1304	Introduction to Intra & Interpersonal Processes	3
HUS	1920	AIDS and Drug Crisis	2
HUS	1920	Dual Diagnosis I	2
HUS	2100	Basic Counseling	3
HUS	2681	Abuse Substances and Their Effects **OR**	3
HUS	2684	Evaluation of Treatment Environments	(3)
HUS	2682	Methods for Identification & Intervention **OR**	3
HUS	2683	Treatment and Resources in Substance Abuse	(3)
HUS	2685	Group Counseling	3
PHI	1603	Applied Ethics	2
SYG	2324	Introduction to Substance Abuse	3
		TOTAL DIPLOMA HOURS	**24**

EMERGENCY MEDICAL TECHNICIAN
APPLIED TECHNOLOGY DIPLOMA
(EMT-ATD)

Nerina Stepanovsky, Program Director (727) 341-3656 or 3680

Job Related Opportunities:
- EMTs are a mainstay in public health and community service agencies operating emergency vehicles that respond to traffic accidents, fires, explosions, cave-ins, emergency rescue calls and other life-threatening situations. Some also assist in patient care in hospitals, with specific instruction and supervision.

This Applied Technology Diploma is designed to produce Emergency Medical Technicians (EMTs), whose job it is to deliver the pre-hospital, life support care and transportation necessary for victims of accidents and emergency illness. Successful completion of the prescribed courses and the awarding of a diploma of completion means eligibility to take either the State of Florida examination for certification or National Registry exam for certification as an EMT-Basic.

PROGRAM REQUIREMENTS

EMS	1119	Fundamentals of Emergency Care	4
EMS	1119L	Fundamentals of Emergency Care Practicum	2
EMS	1411	Fundamentals of Emergency Care Clinical Experience	2
EMS	1421	EMT Field Internship	3
		TOTAL DIPLOMA HOURS	**11**

MEDICAL CODER
APPLIED TECHNOLOGY DIPLOMA
(MCDE-ATD)

Angela Picard, Program Director (727) 341-3623

Job Related Opportunities:
- Inpatient Hospital Coder
- Outpatient Coder
- Insurance Claim Analyst
- Procedural Coder
- Reimbursement Specialist
- Coding Abstracting Analyst
- Managed Care Organization Coder
- Physician's Office/Clinic Coder

The Medical Coder Applied Technology Diploma (ATD) is designed to provide a student with the skills necessary to transform medical diagnoses, procedures and injuries into designated numerical codes. There are many demands for accurately coded data from the medical records in hospitals, physician offices, as well as other healthcare institutions. Codes are provided on claim forms and on numerous medical record abstracts so third party payors and outside agencies may utilize this information. Coded data are also used internally by institutions for quality assurance activities, case-mix management and other administrative and research activities. A medical coder is an individual who analyzes medical records and assigns codes to classify diagnoses and procedures to support the reimbursement system, to support assessment of clinical care and to support medical research activity.

A medical record coder must have a thorough understanding of the content of the medical record as well as clinical knowledge including extensive training in anatomy, physiology, pharmacology and clinical disease process.

A coder must adhere to ethical principles relating to quality, truth, and accuracy in work performance and productivity. The suggested courses are in agreement with guidelines set forth by the American Health Information Management Association.

PROGRAM REQUIREMENTS

HSC	1531	Medical Terminology	2
BSC	1083	Human Anatomy	3
HIM	1430	Principles of Disease	3
HSA	1111	Healthcare Delivery Systems	3
HIM	2222	Basic ICD Coding	3
HIM	2253	CPT Coding	3
HIM	1282	Medical Billing	3
HIM	2234	Advanced Coding & Reimbursement	3
HSC	1149C	General Pharmacology for Health Professionals	1
HIM	2820	Professional Practice Experience III	2
		TOTAL DIPLOMA HOURS	**26**

NOTE:

All of these courses are transferable into the Health Information Management A.S. degree program.

In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses. Students must earn grades of "C" or better in all courses required for the Medical Coder ATD curriculum in order to graduate from the program.

New graduates from the Medical Coder Applied Technology Diploma program are advised to gain coding experience in both inpatient and outpatient settings before taking the Certified Coding Associate (CCA),Certified Coding Specialist (CCS) or the Certified Coding Specialist- Physician-based (CCS-P) examination administered by the American Health Information Management Association (AHIMA).

MEDICAL TRANSCRIPTION
APPLIED TECHNOLOGY DIPLOMA
(MTRN-ATD)

Angela Picard, Program Director (727) 341-3623

Job Related Opportunities:
- Hospital-based Transcription Pool
- Private Transcription Service Provider
- Physician Office/Clinic Setting
- Outpatient Surgery Center

The Medical Transcription Applied Technology Diploma (ATD) is designed to provide a student with the skills necessary to transform spoken words into comprehensive medical records that accurately communicate medical information. The primary skills necessary for performance of quality medical transcription are extensive medical knowledge and understanding, sound judgment, deductive reasoning and the ability to detect medical inconsistencies in dictation.

Upon completion of the program, the student will be awarded an Applied Technology Diploma and will be eligible to sit for the national examination for the credential of Certified Medical Transcriptionist (CMT). The examination is administered by the Medical Transcription Certification Commission (MTCC) which is affiliated with the American Association of Medical Transcription (AAMT).

PROGRAM REQUIREMENTS

HSC	1531	Medical Terminology	2
BSC	1083	Human Anatomy	3
CGS	1060	Computer Literacy	1
HSC	1149C	General Pharmacology for Health Professionals	1
HIM	1031	Medical Transcription I *	3
HIM	1430	Principles of Disease	3
HSA	1111	Healthcare Delivery Systems	3
HIM	2032	Medical Transcription II	3
HIM	2033	Medical Transcription III	3
HIM	2801	Professional Practice Experience-Transcription	2
		TOTAL DIPLOMA HOURS	**24**

NOTE:

* Students should have proficiency in computer keyboarding or high school typewriting in order to perform functions required for medical transcription. Completion of CGS 1060 and/or OST 1110 are strongly recommended prior to beginning the transcription courses.

In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses. Students must earn grades of "C" or better in all courses required for the Medical Transcription ATD curriculum in order to graduate from the program.

New graduates from the Medical Transcription Applied Technology Diploma program are advised to gain medical transcription experience in both inpatient and outpatient settings before taking the Certified Medical Transcriptionist (CMT) examination administered by the Medical Transcription Certification Commission (MTCC) which is affiliated with the American Association of Medical Transcription (AAMT).

PEST CONTROL OPERATIONS
APPLIED TECHNOLOGY DIPLOMA
(PCOP-ATD)

Trudy Williams, Program Director (727) 712-5795
Skip Wright, Instructor-in-Charge, (727) 712-5837

This program is designed for persons who are or may be seeking to become Pest Control Operators. Students completing this diploma will be eligible to sit for the state licensure exams. The Pest Control job market has many opportunities in the landscaping industry, including commercial pest management, aquatic facilities maintenance, wholesale jobbers, and retail sales.

PROGRAM REQUIREMENTS

HOS	1010	Fundamentals of Horticulture	3
IPM	1111C	Fundamentals of Integrated Pest Management	3
IPM	1301	Application of Pesticides and Fertilizers	3
IPM	2253	Management of Insects and Nematode	3
IPM	2302	Applied Materials Chemistry and Calculation	3
IPM	2551	Regulatory Environment of Pest Management	3
IPM	2634	Management of Diseases and Weeds	3
SOS	1102	Soils and Fertilizers	3
		TOTAL DIPLOMA HOURS	**24**

YOUTH DEVELOPMENT PROFESSIONAL
APPLIED TECHNOLOGY DIPLOMA
(YDP-ATD)

Joan Bliss, Instructor-in-Charge (727) 341-3736

Job Related Opportunities:
- Youth Counselor/Worker
- Youth Minister
- Recreation Leader
- Camp Counselor

The Human Services profession is experiencing drastic changes as the emphasis is rapidly shifting from rehabilitating adults to promoting the development of healthy children, families, and communities. This Applied Technology Diploma program will prepare para-professionals to function in this dynamic field.

PROGRAM REQUIREMENTS –
Grade of "C" or better is required

DEP	2004	Developmental Psychology of the Life Span	3
HUS	1304	Introduction to Intra & Interpersonal Processes	3
HUS	1316	Principles and Strategies for Human Services	3
HUS	1920	Foundation of Youth Development	3
HUS	2540	Building Stronger Families and Communities	3
HUS	1920	Professional Techniques for Human Services Personnel	3

Topic choice each session is:

		Building Self-Esteem	
		Children of Dysfunctional Families	
		Problem Solving & Value Orientation	
HUS	2949	Co-op Work Experience	3
PSY	1012	General Psychology	3
		TOTAL DIPLOMA HOURS	**24**

VOCATIONAL CERTIFICATES

BASIC FIREFIGHTING I
VOCATIONAL CERTIFICATE
(FFI-VC)

David L. Adams, Program Director (727) 341-4479

Job Related Opportunities:
- Volunteer Firefighter
- Industrial Fire Brigade Member

This vocational certificate is designed to incorporate the basic theory and applications necessary to become certified as a Fire Fighter I. The course consists of classroom lecture and practical exercises covering topic such as: ladders, hose, fire streams, ropes and knots, rescue, ventilation, and others. Because of the physical nature of the course and the career, students are required to pass a Physical Assessment Test administered by the College prior to being admitted to the course. Students who complete SPC's Vocational Certificate Program of Fire Fighter I will become eligible to take the competency test for Firefighter I which is administered by the State Fire Marshal's Bureau of Fire Standards and Training. This course is a prerequisite for FFP 0020 Fire Fighter II.

Notes:
Students are required to pass a Physical Abilities Test as prescribed by the Bureau of Fire Standards and Training. Students are also required to take the College Placement Test (CPT) and complete all remediation that may be indicated by the CPT scores, prior to graduating.

PROGRAM REQUIREMENTS	CONTACT HOURS
FFP 0010 Fire Fighter I	225
TOTAL CONTACT HOURS	**225**

BASIC FIREFIGHTING II
VOCATIONAL CERTIFICATE
(FFII-VC)

David L. Adams, Program Director (727) 341-4479

Job Related Opportunities:
- Volunteer Firefighter
- Industrial Fire Brigade Member

This vocational certificate is designed to incorporate the advanced theory and applications necessary to become certified as a Fire Fighter II. The course consists of classroom lecture and practical exercises covering topics such as: ladders, hose, fire streams, ropes and knots, rescue, ventilation, and others. Because of the physical nature of the course and the career, students are required to pass a Physical Assessment Test administered by the College prior to being admitted to the course. Students who complete SPC's Vocational Certificate Program of Fire Fighter II will become eligible to take the competency test for Firefighter II which is administered by the State Fire Marshal's Bureau of Fire Standards and Training and which is required for employment as a paid Firefighter.

Notes:
Students are required to pass a Physical Abilities Test as prescribed by the Bureau of Fire Standards and Training. Students are also required to take the College Placement Test (CPT) and complete all remediation that may be indicated by the CPT scores, prior to graduating.

PROGRAM REQUIREMENTS	CONTACT HOURS
FFP 0020 Fire Fighter II	225
TOTAL CONTACT HOURS	**225**

UNIVERSITY PARTNERSHIP CENTER

University Partnership Center

ST. PETERSBURG COLLEGE

Complete your bachelor's or graduate degree without leaving Pinellas County.

Programs available at the University Partnership Center in Pinellas County

Bachelor's Degrees
- Accounting
- Business Administration
- Business Management
- Computer Science
- Construction Engineering
- Criminal Justice
- Electronic Engineering
- Elementary Education
- Emergency Health Services
- Engineering Technology
- General Business
- Health Sciences
- Health Services Management
- Hospitality Management
- Information Studies
- Information Systems
- Information Systems Technology
- Interdisciplinary Social Science
- Legal Studies
- Management of Technical Operations
- Marketing
- Nursing
- Professional Aeronautics Program
- Psychology
- Social Work
- Visual Disabilities

Graduate Degrees
- Doctor of Education in Higher Education
- Doctor of Pharmacy
- Educational Specialist in Instructional Technology
- Master of Aeronautical Science
- Master of Business Administration
- Master of Science in Health Sciences
- Master of Science in Hospitality & Tourism Management
- Master of Science in Human Resources Management
- Master of Education in Instructional Technology
- Master of Science in Mechanical Engineering
- Master of Science in Nursing
- Master of Science in Systems Management
- Master of Social Work
- Master of Public Administration

Continuing Education
- Teacher Re-certification
- Teacher Certification - Visual Disabilities

Admission to bachelor's degree programs offered through the University Partnership Center requires an A.A. or A.S. degree, or approximately 60 hours of college credit.

Degrees offered in Pinellas County from these University Partnership Center partners

USF

ECKERD COLLEGE
Program for Experienced Learners

UNIVERSITY OF FLORIDA

FLORIDA STATE UNIVERSITY · 1851 ·

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

University of Central Florida

SAINT LEO UNIVERSITY

Florida Tech

FLORIDA A&M UNIVERSITY

Q FLORIDA GULF COAST UNIVERSITY

FIU FLORIDA INTERNATIONAL UNIVERSITY

The George Washington University WASHINGTON DC MEDICAL CENTER

For information:

Phone:
727-394-6200

E-mail:
upc@spcollege.edu

Web:
www.upcspc.com

THE UNIVERSITY PARTNERSHIP CENTER (UPC)

The University Partnership Center (UPC) at St. Petersburg College, the first of its kind in Florida, has formed partnerships with 12 prestigious universities for the purpose of increasing baccalaureate and graduate degree access for the citizens of Pinellas County. Universities offering bachelor and graduate degree programs through the UPC include the University of Florida, Florida State University, University of South Florida, University of Central Florida, Florida International University, Florida A & M University, Florida Gulf Coast University, Eckerd College, Saint Leo University, Florida Institute of Technology, Embry-Riddle Aeronautical University and The George Washington University.

These partner institutions have joined with the University Partnership Center to provide 320 bachelor and 14 graduate degree programs. The University Partnership Center at St. Petersburg College provides the space and technical support and the partner institutions provide the instruction and confer the degree. Depending on the program, course delivery may be live, two-way interactive, web-based or a combination of delivery methods. Accounting, Business Management, Nursing, Elementary Education, Computer Science, Information Systems Technology, Hospitality Management, Pharmacy and Emergency Health Services are just a few of the degree opportunities available to students through the UPC.

You are eligible to become a UPC student when you are about to or have completed your AA or AS degree or are about to complete or have 60 credit hours. To become a University Partnership Center student, you must meet the admission requirements and be admitted to one of the twelve partner universities. You apply to the university from which you intend to receive your degree. This becomes your "home" campus even though you will never need to go to that campus until you walk across the stage at graduation. Students can now enjoy the benefits of twelve fully accredited universities without the hassle of relocating!

For further information contact the UPC office (727) 394-6200; email upc@spjc.edu or on the web www.upcspc.com.

NOTES

Course Descriptions

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. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	**1**	**0**	**1**	**0**	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG _010" to identify its social problems 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, "SYG" means Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course" and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one 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, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. 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 native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or 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

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student 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 common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces 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 award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

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 in the *900-999* series (e.g., ART 2905)
B. Internships, practica, clinical experiences and study abroad courses
C. Performance or studio courses in Art, Dance, Theater and Music
D. Skills courses in Criminal Justice
E. Graduate courses
F. Courses not offered by the receiving institution

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Senior Vice President of Educational and Student Services at the District Office or the Florida Department of Education, K-16 Articulation, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

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DIRECTORY OF
COURSE PREFIXES

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ABBREV.	TITLE
ACG	Accounting General
AMH	American History
AML	American Literature
ANT	Anthropology
APA	Applied Accounting
ARC	Architecture
ARH	Art History
ART	Art
ASC	Aviation Science: General
AST	Astronomy
ATE	Animal Science Technology
BCN	Building Construction
BCT	Building Construction Trades
BOT	Botany
BSC	Biological Sciences
BUL	Business Law
CCJ	Criminology and Criminal Justice
CDA	Computer Design/Architecture
CEN	Computer Engineering
CET	Computer Engineering Technology
CGS	Computer General Studies
CHM	Chemistry
CIS	Computer Science and Information Systems
CJD	Criminal Justice Development
CJL	Law & Process
CJT	Criminal Justice Technologies
CLP	Clinical Psychology
CLT	Classical Literature In Translation
COM	Communications
COP	Computer Programming
CPO	Comparative Politics
CRW	Creative Writing
DAA	Dance Activities
DEH	Dental Hygiene
DEP	Developmental Psychology
DES	Dental Support
EAP	English for Nonnative Speakers
ECO	Economics
EDF	Education: Foundations and Policy Studies
EDG	Education: General
EDP	Educational Psychology
EEC	Education: Early Childhood
EET	Electronic Engineering Technology
EEX	Education: Exceptional Child
EGS	Engineering: Support
EHD	Education: Hard of Hearing & Deaf
EME	Education Technology and Media
EMS	Emergency Medical Services
ENC	English Composition
ENG	English: General
ENL	English Literature
EST	Electronic Specialty Technology
ETD	Engineering Technology: Drafting

ETI	Engineering Technology: Industrial
EUH	European History
EVS	Environmental Science
FFP	Emergency Administration and Management/Fire Fighting and Protection
FIL	Film
FIN	Finance
FOS	Food Science
FRE	French Language
FRW	French Literature-Writings
FSE	Funeral Services
FSS	Food Service Systems
GEA	Geography: Regional Areas
GEB	General Business
GEY	Gerontology
GLY	Geology
GRA	Graphic Arts
GRK	Modern Greek Language
HFT	Hospitality Management
HIM	Health Information Management
HIS	General History and Histriography
HLP	Health, Leisure, and Physical Education
HOS	Ornamental/Horticulture Science
HSA	Health Services Administration
HSC	Health Sciences
HUM	Humanities
HUN	Human Nutrition
HUS	Human Services
IDS	Interdisciplinary Studies
INR	International Relations
IPM	Integrated Pest Management
ISC	Interdisciplinary Sciences
JOU	Journalism
LAE	Language Arts and English Education
LAT	Latin (language study)
LEI	Leisure
LIS	Library Science
LIT	Literature
MAC	Mathematics: Calculus & Precalculus
MAD	Mathematics: Discrete
MAN	Management
MAP	Mathematics: Applied
MAR	Marketing
MAS	Mathematics: Algebraic Structures
MAT	Mathematics
MCB	Microbiology
MET	Meteorology
MGF	Mathematics: General & Finite
MKA	Marketing Applications
MLT	Medical Laboratory Technology
MMC	Mass Media Communication
MNA	Management: Applied
MRE	Medical Records
MTB	Mathematics: Technical and Business
MTG	Mathematics: College Geometry
MUC	Music: Composition
MUG	Music: Conducting

MUH	Music: History/Musicology
MUL	Music Literature
MUN	Musical Ensembles
MUO	Music: Opera/Musical Theatre
MUS	Music
MUT	Music: Theory
MVB	Applied Music: Brasses
MVK	Applied Music: Keyboard
MVP	Applied Music: Percussion
MVS	Applied Music: Strings
MVV	Applied Music: Voice
MVW	Applied Music: Woodwinds
NUR	Nursing, Generic Undergraduate
OCB	Biological Oceanography
OCE	General Oceanography
ORH	Ornamental/Horticulture Science
ORI	Oral Interpretation
OST	Office Systems Technology
PEL	Physical Education Object Centered, Land
PEM	Physical Education Performance Centered, Land
PEN	Physical Education, Water
PET	Physical Education Theory
PGY	Photography
PHH	Philosophy, History of
PHI	Philosophy
PHT	Physical Therapy
PHY	Physics
PLA	Paralegal/Legal Assistant/Legal Administration
PMA	Pest Management
POS	Political Science
PPE	Personality
PSC	Physical Sciences
PSY	Psychology
REA	Reading
REE	Real Estate
REL	Religion
RET	Respiratory Care
RTE	Radiologic Technology
RUT	Russian Literature in Translation
SLS	Student Life Skills-Learning
SOP	Social Psychology
SOS	Soil Science
SPA	Speech Pathology and Audiology
SPC	Speech Communication
SPN	Spanish Language
SPW	Spanish Literature (Writings)
STA	Statistics
SYG	Sociology, General
SYP	Social Processes
TAR	Technical Architecture
TAX	Taxation
THE	Theatre Studies and General Resources
TPA	Theatre Production and Administration
TPP	Theatre Performance and Performance Training
WOH	World History

Accounting	ACG, APA, FIN, TAX
Anatomy	BSC
Anthropology	ANT
Architecture	ARC, TAR
Art	ARH, ART, GRA
Astronomy	AST
Biology	BSC
Botany	BOT
Building Construction	BCN, BCT
Business, General	GEB
Business Law	BUL
Business Math	MTB
Business Technologies	ACG, BAN, BUL, CDA, CGS, COP, CTE, FIN, GEB, MAN, MAR, MKA, MNA, MTB, OST, PLA, REE
Chemistry	CHM
Criminal Justice	CCJ, CJD, CJL, CJT
Computer Science	CDA, CEN, CGS, CIS, COP
Cooperative Education	Offered in various disciplines
Dance	DAA
Dental Hygiene	DEH, DES
Earth Science	ISC
Economics	ECO
Education	EDF, EDG, EEC, EEX, EHD, EME, LAE
Emergency Administration and Mgt.	FFP
Emergency Medical Services	EMS
Engineering Technology	CET, CGS, CIS, COP, EET, EGS, EST, ETD, ETI
English	CRW, ENC, ENG, FIL
English as a Second Language	EAP
Environmental Science	EVS
Ethics	PHI
Finance	FIN
Fire Science	FFP
Foreign Languages	
French	FRE, FRW
Greek	GRK
Latin	LAT
Russian	RUT
Spanish	SPN, SPW
Funeral Services	FSE
Geology	GLY
Geography	GEA
Gerontology	GEY
Graphic Arts	GRA (see also ART)

Health	HLP, HSC
Health Information Management	HIM, HSC
History	AMH, EUH, HIS, WOH
Hospitality Management	FOS, HFT
Human Services	HUS, SYG
Humanities	HUM
Interdisciplinary Studies	IDS
Irrigation	IPM, PMA
Journalism	JOU
Landscaping	HOS, ORH, SOS
Legal Assisting	PLA
Library Science	LIS
Literature	AML, CLT, ENL, LIT
Logic	PHI
Management	MAN, MNA
Marketing	MAR, MKA
Mass Communication	ENG, MMC
Mathematics	MAC, MAD, MAP, MAS, MAT, MGF, MTB, MTG, STA
Medical Laboratory Technology	MLT
Medical Records	HIM
Meteorology	MET
Microbiology	MCB
Music	MUC, MUG, MUH, MUL, MUN, MUO, MUS, MUT, MVB, MVK, MVP, MVS, MVV, MVW
Mythology, Greek	CLT
Nursing	NUR
Nutrition	HUN
Oceanography	OCB, OCE
Office Systems Technology	OST
Philosophy	PHH, PHI
Photography	PGY
Physical Education	DAA, HLP, PEL, PEM, PEN, PET
Physical Science	AST, EVS, PSC
Physical Therapist Assistant	PHT
Physics	PHY
Political Science	CPO, INR, POS
Psychology	CLP, DEP, EDP, PPE, PSY, SOP
Radiography	RTE
Reading	REA
Real Estate	REE
Religion	REL
Respiratory Care	RET
Sign Language Interpretation	EHD, SPA
Sociology	SYG, SYP
Speech	ORI, SPA, SPC
Student Life Skills	SLS
Theatre	THE, TPA, TPP
Veterinary Technology	ATE

COURSE DESCRIPTIONS

Courses which have a "G" under the prefix and number are recommended as fulfilling the writing requirements of the State Board of Education Rule 6-A-10.30 (2) as defined in the St. Petersburg College Board of Trustees General Education Program requirements.

Waivers of prerequisites may be granted by program directors under certain conditions. Students who feel that they have sufficient training and/or experience to warrant an exception of the prerequisite should consult with the program director involved.

ACG 2001 APPLIED FINANCIAL ACCOUNTING I .... 3 credits
This course is a study of basic accounting principles including the recording and reporting of financial activity. It includes the preparation and interpretation of financial statements for a sole proprietorship or corporation. An applied approach with computer applications to the study of financial accounting is emphasized. 47 contact hours.

ACG 2011 APPLIED FINANCIAL ACCOUNTING II .... 3 credits
Prerequisite: ACG 2001. This course is a continuation of Applied Financial Accounting I with additional concern on the preparation and interpretation of financial statements for the partnership and corporation. It emphasizes an applied approach with computer applications to the study of financial accounting. 47 contact hours.

ACG 2021 FINANCIAL ACCOUNTING .... 3 credits
This course is a study of basic accounting principles including the recording and reporting of financial activity. The preparation and interpretation of financial statements with emphasis on the corporation is also studied. 47 contact hours.

ACG 2062 MICROCOMPUTER ACCOUNTING .... 3 credits
Prerequisites: ACG 2011 or ACG 2021 or APA 1121 and CGS 1100 or permission of program director. This course offers an overview of microcomputer accounting and its application in the business environment. The student will progressively work through accounting cycles for service and merchandise businesses using general ledger; special journals; voucher system; inventory system; sales and service order processing; basic fixed asset management; payroll; financial analysis; and basic computer accounting system set up. Ten-key computer entry will be verified and students will work in popular computer environments. Three hours weekly.

ACG 2071 MANAGERIAL ACCOUNTING .... 3 credits
Prerequisite: ACG 2011 or ACG 2021. This course is a study of product costing, cost-volume-profit analysis, budgetary planning and control, the statement of cash flows and financial statement analysis. Emphasis will be placed on applications in order to illustrate the accounting principles. 47 contact hours.

ACG 2100 INTERMEDIATE ACCOUNTING I .... 3 credits
Prerequisite: ACG 2011 or ACG 2021. The emphasis in this course is on accounting theory, concepts and analysis of the problems that arise in the application of these underlying concepts to financial accounting. Attention is given to the use of accounting information as it applies to an overview of the accounting process and detailed analysis of the income statement and asset sections of the balance sheet as a basis for decisions by management, stockholders, creditors, and other users of financial statements. 47 contact hours.

ACG 2110 INTERMEDIATE ACCOUNTING II .... 3 credits
Prerequisite: ACG 2011 or ACG 2021. The emphasis in this course is on accounting theory, concepts and analysis of the problems that arise in the application of these underlying concepts to financial accounting. Attention is given to the use of accounting information as it applies to other assets, liability and equity sections of the balance sheet along with the analytical use of financial statements. 47 contact hours.

AMH 1091 AFRICAN-AMERICAN HISTORY .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course examines the development of the Black presence in America. The concern will be to study the economic, social, and psychological factors that led to slavery, the practical consequences of slavery on Black and White social groups, the events and individuals who contributed to the elimination of slavery, the struggle for citizenship and self-worth, the artistic contributions, the social justice movement of the 1970's, and the current social condition defining the Black experience in America. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2010 HISTORY OF THE UNITED STATES I .... 3 credits
"G" Prerequisite: (ENC 0020 and REA 0002) or EAP 1695, or appropriate score on the SPC placement test. This course addresses history in the land that becomes the United States of America, beginning with the migration of the Western Hemisphere's original inhabitants. It briefly surveys the pre-Columbian Native American cultures. It also examines the impacts of the European "discovery" and settlement of North America on various groups of Native Americans, on Europeans at home and in the colonies, and on Africans forced into slavery in the New World. The course emphasizes the political, economic, social, cultural and religious aspects of life in the English North American colonies through their evolution into the United States, from the country's developmental years through the end of the Civil War. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2020 HISTORY OF THE UNITED STATES II .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the SPC placement test. This course covers the history of the United States from the post-Civil War period (1865) to the present. Emphasis is placed on the social, economic, political and diplomatic history. The course is designed to present history as a dynamic process, encouraging students to think historically and to encourage students to value history. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2059 THE UNITED STATES IN VIETNAM .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. An examination of involvement in the conflict in Vietnam including the origins of the involvement, the military and diplomatic history of the war, the impact of the war, and autobiographical narratives related to participation in the war. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Three hours weekly.

AMH 2070 FLORIDA HISTORY .... 3 credits
This course outlines chronologically the economic, social, geographic and political background of Florida from the time of discovery through settlement, colonization and statehood. Florida's role in the Civil War and Reconstruction Period is reviewed and the state's agricultural development into the 20th century is described. Current issues including the impact of urbanization, tourism, and industrialization are emphasized. 47 contact hours.

AML 1604 AFRICAN-AMERICAN LITERATURE .... 3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is designed to survey the major fiction, poetry, drama, and essays of selected African writers through the twentieth century. It emphasizes issues and ideas that have influenced African-American literary expression and explores personal responses to the African-American experience as reflected in American culture. It examines African-American literature through four periods: Slavery, The Civil War and Reconstruction, The Harlem Renaissance, and The Contemporary Period. It traces human experience as it unfolds in African-American literature, exploring the historical background, social issues, and ideologies of each period and the impact of the African-American experience upon American culture. This course has a substantial reading and writing requirement. 47 contact hours.

AML 2001 INTRODUCTION TO AMERICAN FOLKLORE .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or a satisfactory score on the SPC placement test. A survey of the major aspects of American folklore, this course is designed to increase the student's general knowledge of folklore in the United States; to familiarize the student with major techniques for collecting,

editing, and evaluating folklore; to familiarize the student with major scholarship in the field; and to develop within the student a sense of appreciation of folklore. This course has a substantial writing requirement. 47 contact hours.

AML 2012
"G"
AMERICAN LITERATURE I .... 3 credits
Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or EAP 1695) or satisfactory score on the SPC placement test. A course designed to survey American literature through the nineteenth century, with special emphasis on the Romantic and Realistic movements as well as methods of library research, writing of the research paper and the paper of literary interpretation. Included are selected works of major writers such as Edgar Allan Poe, Nathaniel Hawthorne, Herman Melville, Ralph Waldo Emerson, Henry David Thoreau, Walt Whitman, Emily Dickinson, Mark Twain, Stephen Crane, and Henry James. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Three hours weekly.

AML 2022
"G"
AMERICAN LITERATURE II .... 3 credits
Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or EAP 1695) or satisfactory score on the SPC placement test. This is a course designed to survey American literature of the 20th century to the present. Included are selected works of major writers such as Robert Frost, Carl Sandburg, T. S. Eliot, E. E. Cummings, F. Scott Fitzgerald, William Faulkner, Ernest Hemingway, Norman Mailer, Bernard Malamud, Flannery O'Connor, James Baldwin, James Dickey, and Sylvia Plath. This course also stresses methods of library research and emphasizes writing of the research paper and the paper of literary interpretation. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. AML 2012 is not necessarily a prerequisite to this course. 47 contact hours.

ANT 2000
"G"
INTRODUCTION TO ANTHROPOLOGY .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is an introduction to the science of man and his culture, defining the branches of anthropology, its methods, and its relation and contributions to the other disciplines. Emphasis will be given to the universal and the unique aspects of man's adaptation to his environment and to his biological origins. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2003
"G"
SURVEY OF ANTHROPOLOGY .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is a survey of the broad field of Anthropology and an explanation of selected contemporary problems. The origin of these problems and alternate solutions, derived from a cross-cultural approach, will be considered. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2410
"G"
CULTURAL ANTHROPOLOGY .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is the study of the influence of culture on human behavior. The course deals with cultural variations and similarities in the areas of subsistence techniques and technology, family and kinship, social order and disorder, and world view. This course partially satisfies the Gordon Rule writing requirement outlined in the General Education Requirements. 47 contact hours.

APA 1111
INTRODUCTION TO ACCOUNTING I .... 3 credits
A course designed to acquaint students with business and personal accounting concepts with special emphasis on subject matter to fit the needs of the student seeking occupational degrees which do not require Financial and Managerial Accounting. Three hours weekly.

APA 1121
INTRODUCTION TO ACCOUNTING II .... 3 credits
Prerequisite: APA 1111. A continuation of APA 1111, the subjects covered include characteristics of proprietorships, partnerships and corporations, plus accounting for merchandise operations and long-term assets. This course is designed for AS Degree Programs that do not require Financial and Managerial Accounting. Three hours weekly.

ARC 1126C
ARCHITECTURAL DRAWING I .... 3 credits
This is an introductory drafting course oriented toward students entering the career areas of building design and/or construction. Six class and laboratory hours weekly.

ARC 1211
THE BUILDING ARTS .... 3 credits
This course covers the role of the architect in urban and social systems—past, present and future. An analysis of the scope of the profession and its problems, emphasizing the broad range of physical, cultural, and sociological factors which influence architecture is included. 47 contact hours.

ARC 1301
ARCHITECTURAL DESIGN I .... 4 credits
This is an introductory course interfacing communication skills with design thinking. Emphasis is on the awareness and understanding of basic organization ideas in design. 122 contact hours.

ARC 1302
ARCHITECTURAL DESIGN II .... 4 credits
Prerequisite: ARC 1301. An analysis course that uses the study of architectural precedent as a foundation for the development of communication and design skills. Eight class and laboratory hours weekly.

ARC 1701
ARCHITECTURAL HISTORY I .... 3 credits
This course is a general survey of social, political, and cultural factors which have generated art and architecture from prehistoric times through the 18th century. Instruction also includes drawings and sketches of major buildings. An annotated sketchbook will be required. 47 contact hours.

ARC 1702
ARCHITECTURAL HISTORY II .... 3 credits
A general survey of the social, political and cultural factors which have generated art and architecture from the 18th century to the present. The elements of architecture, described by Vitruvious as Function, Strength and Aesthetics, will be analyzed in significant buildings from the Age of Enlightenment to the current works by contemporary architects. Instruction also includes drawings and sketches of major buildings. An annotated sketchbook will be required. 47 contact hours.

ARC 2201
ARCHITECTURAL THEORY I .... 3 credits
Prerequisites: ARC 1211, ARC 1701, ARC 2303, PHY 1053, MAC 2233. This course is a theoretical exploration into the meaning and goals of architecture; an investigation of the creative process of design. 47 contact hours.

ARC 2303
ARCHITECTURAL DESIGN III .... 4 credits
Prerequisite: ARC 1302. This course is an introduction to the forces, both physical and perceptual, which determine the varied environments which man creates, or otherwise alters. Emphasis will be placed on (1) becoming aware of the forces which contribute to the environment; (2) gathering and organizing data supporting the existence of these forces; and (3) discovering means to communicate these findings. Eight class and laboratory hours weekly.

ARC 2304
ARCHITECTURAL DESIGN IV .... 4 credits
Prerequisites: PHY 1053, MAC 2233, ARC 2303 with a grade of C, and a personal interview and a review of the student's portfolio and academic record by an architecture faculty committee is required for admission to this course. This course is a continuation of Architectural Design III, basic studies in perception of the components of architecture. This course has a substantial writing requirement. Eight class and laboratory hours weekly.

ARC 2461
MATERIALS AND METHODS
OF CONSTRUCTION I .... 3 credits
This course is an introduction to materials and methods used in wood frame, masonry, concrete and steel construction. Laboratory work will consist of "hands on" experience and field trips to construction sites. Six hours weekly.

ARC 2501
ARCHITECTURAL STRUCTURES I .... 4 credits
Prerequisites: PHY 1053, MAC 2233, and ARC 2303. This course is a study of basic principles of static mechanics and strength of materials relating to the design, investigation, and behavior of structural elements and systems of buildings. This course has a substantial writing requirement. Four hours weekly.

ARH 1000
"G"
UNDERSTANDING ART .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This is a beginning course for any student curious about art and why it looks the way it does.

Students will explore a variety of visual experiences in relationship to their seeing, feeling, thinking and self. They will examine, discuss, and handle two-and three-dimensional media. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ARH 2050 **ART HISTORY I** .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This is a study of the origin and development of painting, sculpture and architecture and significant crafts from prehistoric times through the Middle Ages period. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ARH 2051 **ART HISTORY II** .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is a study of the development of painting, sculpture, and architecture from the Renaissance to the twentieth century. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ART 1110C **CERAMICS I** .... 3 credits
This course presents the basic concepts of ceramic design, as well as the various methods of construction and firing pieces. May be repeated once for credit. 92 contact hours.

ART 1201C **DESIGN I** .... 3 credits
A foundation course developing knowledge and perception of two-dimensional form and its elements. This course is an introduction to basic design concepts, skills, and processes necessary for all art careers. Six class and studio hours weekly.

ART 1203C **DESIGN II** .... 3 credits
Prerequisite: ART 1201C. This is a foundation course developing knowledge and perception of three-dimensional form and its elements. An expansion of design skills, processes and concepts of design necessary for all art careers are discussed. Six class and studio hours weekly.

ART 1300C **DRAWING I** .... 3 credits
This course is an introduction to basic drawing skills, concepts and processes through a structured learning situation. Various media are used. 92 contact hours.

ART 1301C **DRAWING II** .... 3 credits
Prerequisite: ART 1300C. This course is an in-depth study of drawing with an emphasis upon classical drawing ideals and techniques as they pertain to the depiction of the human figure. Six class and studio hours weekly.

ART 1751C **CERAMICS II** .... 3 credits
Prerequisite: ART 1110C or permission of instructor. This course is an extension of ART 1110C. This course addresses advanced throwing techniques, creative handbuilding, glaze formulation and firing processes. Six class and studio hours. (May be repeated once for credit.)

ART 2253C **ILLUSTRATION** .... 3 credits
Prerequisite: ART 1201C, ART 1300C. This course is an introduction to the concepts and methods of illustration which permit visual-verbal relationships to be formed. Stressing concept, students will develop visual solutions, which parallel and/or expand upon verbal information. The student will also develop self-expression within the parameters of the field of illustration and the practical aspects of an illustration career. A wide variety of media and imagery will be employed. 92 contact hours.

ART 2400C **PRINTMAKING I** .... 3 credits
Prerequisite: ART 1300C. This course is an exploration of figure/ground theory as related to 2D visual design and picture making. Basic skills in relief printing (linocut, woodcut, collograph, etc.) will be explored. Also included will be painterly processes such as monoprints. Six class and studio hours per week. (May be repeated once for credit.)

ART 2500C **PAINTING I** .... 3 credits
Prerequisite: ART 1201C and ART 1300C. This course is an introduction to the materials, techniques and concepts of painting through a structured learning situation. Six class and studio hours weekly.

ART 2501C **PAINTING II** .... 3 credits
Prerequisite: ART 2500C. This course is a continuation of Painting I with an emphasis on individual development. Six class and studio hours weekly.

ASC 1010 **AVIATION HISTORY** .... 3 credits
This course is a study of individuals who have thought that man need not be earthbound, of their contributions to aviation, and the impact of their ideas and effect on man's history. Upon successful completion of this course, the student will be able to identify significant developments that brought United States aviation to its present state; and in light of the past, evaluate better such developments as they come to pass in the future. Three hours weekly.

ASC 2690 **THE NATIONAL AIRSPACE SYSTEM (NAS)** ..... 3 credits
Prerequisites: ASC 1101 and ATT 1100. This course is designed to provide the student with basic flight information and air traffic control procedures for use in the National Airspace System (NAS) of the United States. Course material parallels the information contained in the FAA Airman's Information Manual (AIM) distributed nationally. Successful completion of this course will enhance the safe and efficient use of the Nation's airspace. Three hours weekly.

AST 1002 **UNIVERSE: THE INFINITE FRONTIER** .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This course is a survey of astronomy that includes an introduction to the characteristics, origin, and evolution of the solar system, our sun and other stars, the Milky Way galaxy, other galaxies, and the Universe. It will include a consideration and perspective from the time of ancient astronomers to that developed from the latest astronomical research and theories. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any course with an AST prefix.) 47 contact hours.

AST 1003 **THE SOLAR SYSTEM** .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This course is a study of earth as a planet, the moon, and the sun, measurement of time, eclipses, planets and their satellites, comets, meteors, and various theories of the origin of the solar system. Consideration will be given to the historical development of the science and the basic principles of mechanics as applied to astronomy. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in AST 1002.) 47 contact hours.

AST 1004 **STELLAR ASTRONOMY** .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This course is a study of the sun as a star, physical properties of the stars, basic principles of spectroscopy as applied to astronomy, double stars, variable stars, star clusters, gaseous nebulae, stellar motions and distributions, the Milky Way system, the external galaxies, the expanding universe, and the cosmic time scale. Also included is discussion of astronomical instruments. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in AST 1002.) 47 contact hours.

AST 1022L **OBSERVATIONAL ASTRONOMY** .... 1 credit
Pre- or corequisite: AST 1003 or AST 1004. A laboratory course to provide those experiences in observation needed by the beginning astronomy student and the interested amateur. Topics will include the coordinate systems, characteristics of telescope, telescopic observation of solar system bodies, calculation of positions, photography, magnitude, and class of stars. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in AST 1002.) One 3-hour evening laboratory.

ATE 1110 **ANIMAL ANATOMY** .... 3 credits
Prerequisite: Approval of program director. Corequisite: ATE 1110L. This course will teach the fundamentals of anatomy of domestic animals, especially the canine, with emphasis on locating and identifying the anatomical regions and landmarks. Introduction to descriptive and topographical terms to aid the student in communicating with the professional staff. 47 contact hours or equivalent.

ATE 1110L **ANIMAL ANATOMY LABORATORY** .... 1 credit
Corequisite: ATE 1110. This course is designed to acquaint the student with the fundamental techniques involved in anatomic dissection as well as necropsy procedures. This laboratory will

correlate with lecture material learned in ATE 1110 and will help to visualize these concepts. Three hours weekly or equivalent.

ATE 1211　ANIMAL PHYSIOLOGY .... 3 credits
Pre- or corequisites: ATE 1110, ATE 1110L. This course is designed to acquaint the student with physiology of the domestic animal species. The course emphasizes the differences between the systems of the domestic animals, such as the metabolism and digestive processes of the ruminants, non-ruminant monogastric and monogastric species. Aspects of physiology relating to the pathogenesis of certain diseases will also be discussed. 47 contact hours.

ATE 1311L　VETERINARY OFFICE PROCEDURES .... 1 credit
Prerequisite: MGF 1106 or MAT 1033 or any three credit course with MGF, MAC or STA prefix. This course is designed to acquaint the student with mathematics and office procedures used in veterinary hospital management and veterinary computer applications. Three hours weekly.

ATE 1633　SMALL ANIMAL NUTRITION .... 2 credits
Prerequisite: Admission to the veterinary technology program. This course is an elective introductory course for students accepted in the veterinary technology program that provides identification and function of nutrients, understanding of pet food labels, and applications for wellness, life stage, and therapeutic nutrition (prescription foods) for dogs and cats. 32 contact hours.

ATE 1636　LARGE ANIMAL CLINICAL AND
　　　　　NURSING SKILLS .... 2 credits
This course is designed to acquaint the student with the fundamentals of large animal herd health management, reproductive physiology, and lactation physiology. Aspects of large animal husbandry will be discussed. 32 contact hours.

ATE 1650L　VETERINARY CLINICAL PRACTICE I .... 1 credit
A course designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, examination room techniques, administration of medication, basic parasitology, and basic clinical pathology procedures. Three hours weekly or equivalent.

ATE 1654L　VETERINARY CLINICAL PRACTICE II .... 1 credit
Pre- or corequisites: ATE 1650L, ATE 1110. This is a course designed to acquaint the student with basic skills in radiology and surgical nursing. 47 contact hours or equivalent.

ATE 1671L　LABORATORY ANIMAL MEDICINE .... 1 credit
Prerequisite: ATE 2651L. This course is a study of the technical clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition. The animals studied include rabbits, rats, mice, guinea pigs, hamsters, and primates. 45 contact hours.

ATE 1741　VETERINARY MEDICAL TERMINOLOGY .... 1 credit
This course is an introduction to medical terminology and veterinary terminology. Included is an introduction to the foundation of veterinary and medical language such as word roots, prefixes, suffixes and combining forms. 16 contact hours.

ATE 1943　VETERINARY WORK EXPERIENCE I .... 1 credit
This course consists of supervised clinical experience in a work place approved by the instructor. A maximum of 64 hours, including work hours at a full service veterinary clinic and 3 class meetings, is required. 64 contact hours.

ATE 1944　VETERINARY WORK EXPERIENCE II .... 1 credit
Prerequisite: ATE 1943. A course consisting of supervised clinical experience in a work place approved by the instructor. A maximum of 65 hours, including emergency clinic shifts and three class meetings, is required. May be repeated one time for credit in a clinical worksite approved by the instructor.

ATE 2050C　SMALL ANIMAL BREEDS AND BEHAVIOR .... 1 credit
This is a lecture/lab course on normal canine and feline behavior, obedience training and feline training. Discussion topics will include normal canine and feline behavior and causes of behavior problems in dogs and cats. The student will train a dog and a cat, will discuss or apply corrections for common behavioral problems, and will learn about the different canine and feline breeds. 32 contact hours.

ATE 2501C　PROFESSIONAL DEVELOPMENT SEMINAR .... 1 credit
This course is designed to acquaint the student with the laws and the agencies governing the care, use and movement of animals and livestock. The course includes veterinary ethics, resume writing and effective job seeking techniques. Three hours weekly.

ATE 2611　ANIMAL MEDICINE I .... 3 credits
Prerequisite: ATE 1211. A course designed to acquaint the student with history taking, examination room techniques, anesthesiology, asepsis and general and surgical nursing care. Three hours weekly or equivalent.

ATE 2612　ANIMAL MEDICINE II .... 3 credits
Prerequisite: ATE 1211. Course topics include immunity disease prevention, common vaccinations and diseases in small animals, zoonotic disease, health hazards in veterinary practice, and veterinary dentistry. Three hours weekly or equivalent.

ATE 2631　ANIMAL NURSING I .... 3 credits
This course is a study of the technical skills of medicating animals, taking and processing radiographs, and surgical instrumentation. 47 contact hours or equivalent.

ATE 2634　ANIMAL NURSING II .... 3 credits
Prerequisite: ATE 1211. This course is a study of the principles and practices related to veterinary pharmacology, obstetrics and pediatric care. Lecture topics will include a review of veterinary pharmacy and pharmacology, pharmacokinetics, principles of small animal obstetrics, and veterinary pediatric medicine. Emphasis is on the application of the principles of pharmacology, obstetrics and pediatrics in small animal veterinary practice. 47 contact hours.

ATE 2638　ANIMAL LABORATORY PROCEDURES I .... 3 credits
Prerequisites: BSC or ZOO, ATE 1211. Corequisite: ATE 2638L. This lecture course is designed to introduce the veterinary technician student to common parasites and their life cycles seen in routine veterinary practice. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal blood smears and common changes seen during disease states of domestic animals. 47 contact hours.

ATE 2638L　ANIMAL LABORATORY PROCEDURE
　　　　　LABORATORY .... 2 credits
Corequisite: ATE 2638. This course is designed to acquaint the student with laboratory procedures of principles applying Animal Laboratory Procedures. 90 contact hours.

ATE 2639　ANIMAL LABORATORY PROCEDURES II .... 3 credits
Prerequisite: ATE 2638. Corequisite ATE 2639L. This lecture course serves as a continuation of ATE 2638 and covers topics of immunology; organ function and diagnostic testing. Additional topics include normal and abnormal exfoliative cytology; veterinary microbiology and the evaluation of endocrine disorders. 47 contact hours.

ATE 2639L　ANIMAL LABORATORY
　　　　　PROCEDURES LAB II .... 2 credits
Prerequisite: ATE 2638L. Corequisite ATE 2639. This course provides experience in the clinical application of the techniques discussed in Animal Laboratory Procedures II in the areas of immunology; clinical chemistry, cytology, veterinary microbiology, coagulation testing, abnormal and comparative hematology. 90 contact hours.

ATE 2651L　ANIMAL NURSING AND
　　　　　MEDICINE LABORATORY I .... 2 credits
Prerequisites: ATE 1654L, ATE 1311L, ATE 1211. Prerequisites or corequisites: ATE 2611, ATE 2631. This course is designed to acquaint the student with laboratory procedures, exam room techniques, anesthesia, and principles of radiology practices utilized in veterinary hospitals. 92 contact hours.

ATE 2653L　ANIMAL NURSING AND
　　　　　MEDICINE LABORATORY II .... 2 credits
Prerequisite: ATE 2651L. A continuation of ATE 2651L, activities to include performing advanced technical procedures in veterinary anesthesia, animal nursing care, and veterinary radiology procedures. 92 contact hours.

ATE 2656L LARGE ANIMAL CLINICAL
AND NURSING SKILLS LAB .... 1 credit
Pre- or corequisite ATE 1636. This course is designed to ac-
quaint the student with the fundamentals of large animal hus-
bandry, herd health management, preventive medicine, animal
restraint and nutrition as it relates to the bovine, equine, por-
cine and caprine species. 45 contact hours.

ATE 2661 LARGE ANIMAL DISEASES .... 1 credit
Prerequisite: ATE 1636. This course is designed to acquaint
the student with the fundamentals of preventative medicine and
common diseases present in the large animal species. Aspects
of equine, bovine, ovine and porcine diseases and common
treatments will be emphasized. 17 contact hours or equivalent.

ATE 2710 ANIMAL EMERGENCY MEDICINE .... 1 credit
Pre- or corequisite: ATE 1211. A course designed to acquaint
the student with fundamentals of emergency veterinary medi-
cine, including office and record systems, veterinary emergency
first aid, toxicology, as well as knowledge of assistance in spe-
cialized radiological, medical, and surgical techniques. 17 con-
tact hours.

ATE 2722 AVIAN AND EXOTIC PET MEDICINE .... 2 credits
Prerequisite: ATE 2638. This course is designed to acquaint
the student with the fundamentals of avian and exotic pet hus-
bandry, physiology, management and medicine. This class in-
cludes the following vertebrate groups as lecture topics: reptiles,
birds and exotic mammals. Two hours weekly.

ATE 2945 VETERINARY WORK EXPERIENCE III .... 1 credit
Prerequisite: ATE 1944. Pre- or corequisite: ATE 2651L. A
course consisting of supervised clinical experience in a work
place approved by the instructor. A maximum of 65 hours, in-
cluding emergency clinic shifts and three class meetings, is
required. May be repeated one time for credit in a clinical
worksite approved by the instructor.

ATE 2946 VETERINARY WORK EXPERIENCE IV .... 1 credit
Prerequisite: ATE 2945. This course consists of supervised clini-
cal experience in a work place approved by the instructor. A
maximum of 64 hours, including emergency clinic shifts and 3
class meetings, is required. 64 contact hours.

BCN 1050 BUILDING SPECIFICATIONS .... 1 credit
This course is an introduction to the professional written re-
quirements of contracts, plans and specifications which are legal
documents governing the construction of buildings. Discussions
will include the Uniform Construction Index, data filing systems,
data organization and format, Sweet's Catalog Files and Stan-
dardized Software. 16 contact hours.

BCN 1057 RESIDENTIAL HEATING, VENTILATING
& AIR CONDITIONING (HVAC) SYSTEMS .... 1 credit
This course is an introduction to heating, ventilation and air
conditioning systems installed in residential home building.
Systems will be studied for code requirements, installation pro-
cedures and working principles. 16 contact hours.

BCN 1058 RESIDENTIAL PLUMBING SYSTEMS .... 1 credit
This course is an introduction to plumbing systems installed in
residential home building. A segment of the class will include
central vacuum systems. Systems will be studied for code re-
quirements, installation procedures, and working principles. 16
contact hours.

BCN 1059 RESIDENTIAL ELECTRICAL SYSTEMS .... 1 credit
This course is an introduction to electrical systems installed in
residential home building. Systems will be studied for code re-
quirements, installation procedures, and working principles. 16
contact hours.

BCN 1251C CONSTRUCTION DRAWING .... 3 credits
This course is an introduction to the tools and techniques used
in producing drafted construction drawings. Emphasis is on
residential construction. Six class and laboratory hours weekly.

BCN 1272 BLUEPRINT READING .... 2 credits
This course is an introduction to the reading and interpretation
of architectural working drawings. Topics include history of re-
corded drawings, architectural and structural details, materi-
als, structural, mechanical and electrical systems and related
building code requirements. Emphasis is on residential plans.
32 contact hours.

BCN 1930 HURRICANE RESISTANT DESIGN
FOR RESIDENTIAL CONSTRUCTION .... 1 credit
This course is an overview of the design and construction of
hurricane-resistant structures for contractors and builders. Top-
ics covered will include the impact of recent hurricanes on the
construction industry, basic engineering principles (wind loads,
shear walls, dia

phragms, uplift, overturning, etc.), structural failure, waterproof
construction (roofing, storm surge, doors and windows, etc.)
and insurance topics. Emphasis will be on new code require-
ments and construction techniques for residential construction.
16 contact hours.

BCN 1940 CONSTRUCTION PRACTICUM .... 3 credits
Prerequisite: TAR 2122C. This course is an intensive study in
an area of special interest to the student in the building con-
struction program. Six hours weekly.

BCN 2014 OCCUPATIONAL SAFETY AND HEALTH
(OSHA) STANDARDS FOR THE
CONSTRUCTION INDUSTRY .... 1 credit
This course is an overview of the Occupational Safety and
Health Act (OSHA) and its relationship to the construction in-
dustry. Topics include history, general OSHA standards, job
safety, health hazards, fire protection and prevention, material
storage, handling, use and disposal, and hand and power tools.
16 contact hours.

BCN 2052 MASONRY CONSTRUCTION METHODS .... 1 credit
This course is a survey of the basic principles and methods
used in the construction of concrete block and brick masonry
structures. Topics include materials, properties, products, ac-
cessories and reinforcing steel used in masonry construction.
17 contact hours.

BCN 2053 RESIDENTIAL ROOFING SYSTEMS .... 1 credit
This course is a survey of roofing systems used in residential
construction. Topics include materials, products, accessories,
underlayments, substrates, flashing, code applications and
construction methods for membrane, composition shingle, tile,
metal and wood roofing systems. 16 contact hours.

BCN 2054 CONSTRUCTION SURVEYING METHODS .... 1 credit
Prerequisite: Any college-level math course with an MAC, MAT,
MGF, or STA prefix. This course is an overview of the basic
principles and methods used in surveying as related to build-
ing construction, including general surveying principles, site
surveys, contours, elevations, building layout, and levels. 16
contact hours.

BCN 2055 CONCRETE CONSTRUCTION METHODS .... 1 credit
This course is a survey of the basic principles and methods
used in the construction of buildings in which the primary struc-
tural system is reinforced concrete. 16 contact hours.

BCN 2056 STEEL CONSTRUCTION METHODS .... 1 credit
This course is a survey of the basic principles and methods
used in the construction of buildings in which the primary struc-
tural system is steel. 16 contact hours.

BCN 2068 THE A.D.A.: PRIMER FOR CONTRACTORS ...... 1 credit
An introduction to the requirements of the "Americans with Dis-
abilities Act (ADA)" as it relates to the design of new, and the
renovation of existing buildings. 16 contact hours.

BCN 2070 AVOIDING AND RESOLVING
CONSTRUCTION CLAIMS .... 1 credit
This course is an overview of the nature of the construction
industry, the individuals who participate in projects, some of
the reasons disputes arise, and a review of how to resolve dis-
putes. Topics covered will include a basic review of the various
types of contracts used in the industry, the determination and
allocation of risks, the variety of methods and options available
for the resolution of disputes, and a case study to illustrate the
principles discussed. 16 contact hours.

BCT 1600 CONSTRUCTION ESTIMATING .... 3 credits
Prerequisites: ARC 1126C or BCN 1251C and ARC 2461C or
permission of the instructor. This course is an introduction in
computations for labor, materials, equipment, overhead, and
profit for residential construction projects. "Take offs" will be
made from working drawings. Three hours weekly.

BCT 1760 BUILDING CODES ....2 credits
An introduction to the Southern Standard Building Code and local zoning codes which are laws governing the construction of buildings. Other documents are discussed including: National Electric Code, Life Safety Code, state building codes, testing agencies, accessibility and governmental agencies which impact on the construction industry. 32 contact hours.

BCT 2066 RCS-96 HURRICANE CODE .... 1 credit
This course is an in-depth look into the requirements of the "Construction Standards for Residential Structures (RCS-96)", the hurricane code for residential construction located in some of the municipalities of Pinellas County. 16 contact hours.

BCT 2067 SSTD 10-96 "DEEMED TO COMPLY" .... 1 credit
This course is an in-depth look into the requirements of the "Standard for Hurricane Resistant Residential Construction (SSTD 10-96)", the "Deemed to Comply" hurricane code for residential construction in high wind areas. 16 contact hours.

BCT 2601 ADVANCED ESTIMATING AND SCHEDULING ....3 credits
Prerequisite: BCT 1600. This course is an in-depth continuation of Construction Estimating, using the components of commercial buildings. Emphasis will be on the use and application of estimating computer software. Three hours weekly.

BCT 2705 JOB SITE SUPERINTENDING ....3 credits
Prerequisites: BCN 1251C or BCN 1272, and BCN 1050, BCT 1760, BCN 2014, BCT 1600. This course is an in-depth look at the challenges and responsibilities of a construction job site superintendent. Major topics to be covered include job site management, workplace safety, long range and short range planning, project estimating and scheduling. Emphasis will be on developing the critical thinking skills necessary to become a successful construction job site superintendent. 47 contact hours.

BCT 2715 ADVANCED CONSTRUCTION PROJECT MANAGEMENT ....3 credits
Prerequisite: BCT 2601 or BCT 2705. Students will be expected to have a working knowledge of computers, Internet access and a current email address. This course is an in-depth look at the challenges of coordinating and managing large-scale construction projects. Major topics include construction participants, contracts, pre-construction planning, bidding, negotiating, inspections, codes, safety, project closeout and conflict resolution. Emphasis will be on the use of computer technology as a tool in the management process. 47 contact hours.

BOT 1000C BOTANY WITH LAB ....4 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024 or satisfactory score on the SPC placement test. This course is an introductory study of plant biology for non-science majors with an emphasis on those principles applicable to all forms of life. Lecture and laboratory include exploration of plant taxa, the chemistry of photosynthesis, the structure and function of plant systems, ecological systems and field relationships. Three hours of lecture and three hours of laboratory weekly are required.

BSC 1005 BIOLOGICAL SCIENCE ....3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This is a survey course for students who choose a major other than science. Topics included are the scientific method, basic chemistry of life, plant and animal kingdoms, the cell, selected human systems including human reproduction and embryological development, genetics, evolution, and selected contemporary issues in biology. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in BSC 1010, BSC 1011 or BSC 1040C.) 47 contact hours.

BSC 1005L BIOLOGICAL SCIENCE LABORATORY .... 1 credit
Pre- or Corequisite: BSC 1005. This is a laboratory experience to accompany BSC 1005 or IDS 2104C for students who do not intend to major in Natural Science or medical fields. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any lab course with a BOT, BSC, MCB, ZOO prefix.) 45 contact hours.

BSC 1010 BIOLOGY I – CELLULAR PROCESSES ....3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024 or satisfactory scores on the SPC placement test and CHM 1025 or one year of high school chemistry. Corequisite: BSC 1010L. The biological topics related to cells are studied in detail. These topics include molecular biology, genetics, cell types, cell structure and functions, embryology, histology, and evolution. This course is designed for science majors and to prepare the student for BSC 1011 and must be taken in sequence. Three lecture hours weekly.

BSC 1010L BIOLOGY I LABORATORY .... 1 credit
Corequisite: BSC 1010. This is a laboratory experience to accompany BSC 1010. Laboratory exercises related to cellular biology are studied in detail and include: cell structure and function, molecular biology, histology, and genetics. One three-hour laboratory weekly. Laboratory fee.

BSC 1011 BIOLOGY II – ORGANISMS AND ECOLOGY ....3 credits
Prerequisite: BSC 1010. Corequisite: BSC 1011L. The biological topics related to organisms and their environment are studied in detail. These topics include taxonomy, systematics, physiology, reproduction, ecology, ethology, and evolution. Three lecture hours weekly.

BSC 1011L BIOLOGY II LABORATORY .... 1 credit
Corequisite: BSC 1011. This is a laboratory experience to accompany BSC 1011. Laboratory exercises related to organisms and their environment are studied in detail and include: ecology, taxonomy, physiology, reproduction, evolution, and ethology. One three-hour laboratory weekly. Laboratory fee.

BSC 1040C HONORS INTRODUCTION TO BIOLOGY WITH LAB ....4 credits
This course is an introduction to the integrated principles of biology. It is intended for the academically talented student. Topics covered include genetics, molecular biology, field survey techniques, histological techniques, biological instrumentation, introduction to ecology, microbiology, and introduction to marine biology. This course is primarily designed for non-majors but may be taken for majors credit. Enrollment by invitation only. Six hours weekly.

BSC 1083 HUMAN ANATOMY ....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695. This course is a study of the general and specific structural anatomy of the human body. The systems approach is used, examining each major body system in detail. The systems covered include integumentary, skeletal, muscular, nervous, sensory, reproductive, endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary. 47 contact hours.

BSC 1083L HUMAN ANATOMY LABORATORY .... 1 credit
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024. Corequisite: BSC 1083. This course is a laboratory study of the general and specific structure of the human body for students in need of comprehensive information on human anatomy. Systems studied include Integumentary, Skeletal, Muscular, Nervous, Sensory, Reproductive, Endocrine, Cardiovascular, Lymphatic, Respiratory, Digestive, and Urinary. Three hours weekly.

BSC 1085 HUMAN ANATOMY & PHYSIOLOGY I ....3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024. Corequisite: BSC 1085L. This course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used, incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include Integumentary, Skeletal, Muscular, and Nervous. Three hours weekly.

BSC 1085L HUMAN ANATOMY & PHYSIOLOGY LABORATORY I .... 1 credit
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024. Corequisite: BSC 1085. This course is a laboratory study of the specific structure and function of the human body beginning with the cell and stressing the chemical processes important in maintenance of homeostasis. The systems studied include Integumentary, Skeletal, Muscular and Nervous. Three hours weekly.

BSC 1086 HUMAN ANATOMY & PHYSIOLOGY II ....3 credits
Prerequisite: BSC 1085. Corequisite: BSC 1086L. This course is a continuation of BSC 1085. This course is a study of the

general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used; incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include Reproductive, Endocrine, Cardiovascular, Lymphatic, Immune, Respiratory, Digestive, and Urinary. Three hours weekly.

BSC 1086L HUMAN ANATOMY & PHYSIOLOGY
LABORATORY II .... 1 credit
Corequisite: BSC 1086. The course is a laboratory study of the specific structure and function of the human body beginning with the cell and stressing the physical and chemical processes important in maintenance of homeostasis. The systems studied include Sensory, Endocrine, Respiratory, Digestive, Cardiovascular, Urinary, and Reproductive. Three hours weekly.

BSC 1930 BIOLOGICAL ISSUES .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024 or satisfactory scores on the SPC placement test. This course is designed to afford the student an opportunity to investigate current biological issues of importance to society through classroom lecture and discussion. Issues may include, but are not limited to, methods of science, ethical issues in science, genes and genomes, biodiversity and evolution, populations, ecology and conservation, sociobiology and reproductive strategies, and the biological basis of cancer, AIDS, and other diseases. 47 contact hours.

BSC 2250C FIELD BIOLOGY OF FLORIDA PLANTS AND
ANIMALS WITH LAB .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024 or appropriate scores on the SPC placement test. This course emphasizes field-laboratory recognition and environmental relationships of the plants and animals of Florida. Lectures will emphasize basic ecological concepts while the laboratory experience will emphasize identification of representative forms of life of the various biotic communities of the Florida Suncoast. Natural and artificial biological communities will be visited. Two lecture hours and one three hour laboratory weekly.

BSC 2362C TROPICAL ECOLOGY WITH LAB .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024 or appropriate scores on the SPC placement test. This course emphasizes field recognition and observation of ecological relationships of plants and animals of the New World tropics. Lectures and discussion will emphasize basic ecological concepts, such as the niche concept, symbiosis, competition, and predation, while the field experience will emphasize identification of representative forms of life of various tropical ecosystems in a country located within the Neotropics. Natural and artificial biological communities will be visited. This course may not be offered every session. Contact a Natural Science Program Director for availability and duration. This course may be repeated with permission of the program director. 86 contact hours.

BUL 2131 LEGAL ENVIRONMENT OF BUSINESS .... 3 credits
This course is designed to give the student an understanding of the historical bases for the formation of both statutory and administrative laws and their impact upon the business community. This will be accomplished by including such topics as the structure of the American legal system, alternate dispute resolution, constitutional law, administrative law, criminal and civil liability, consumer protection, creditor's rights and bankruptcy, employment regulations, securities and antitrust regulations, intellectual property law, contracts, business organizations, environmental and property laws, ethics, and the legal environment of international trade. 47 contact hours.

BUL 2241 BUSINESS LAW I .... 3 credits
This course is comprised of a study of the nature, classification and characteristics of law including the study of jurisdiction and functions of the court system, torts, crimes, government regulations of competition, environmental law, contracts, and sales of goods. 47 contact hours.

BUL 2242 BUSINESS LAW II .... 3 credits
This course is comprised of the study of principles of business organizations, negotiable commercial paper, secured transac-

tions, insurance, bankruptcy, agency and employment, wills, estates, and trusts. 47 contact hours.

BUL 2561 CYBERLAW .... 3 credits
Prerequisite: GEB 1011. This course gives the business or computer science student an overview of the legal issues involved in the emerging business realm of cyberspace. Topics include jurisdiction, intellectual property, taxation, on-line contracting, First Amendment issues, and criminal liability. 47 contact hours.

CCJ 1020 INTRODUCTION TO CRIMINAL JUSTICE .... 3 credits
This course is an introduction to the philosophical and historical background of the American Criminal Justice System. Discussed are the organization, operation and processes of the justice system components: police, courts and corrections. 47 contact hours.

CDA 2500 DATA COMMUNICATIONS .... 3 credits
Prerequisite: CGS 1000 or permission of the instructor/director. This course is designed as an introduction to the expanding telecommunication field. Topics covered include the design of communications networks, telecommunications protocol, types of devices, and procedures for organizing and controlling the flow of data through telecommunications lines. Three class hours weekly.

CEN 1300 IMPLEMENTING AND SUPPORTING MICROSOFT
WINDOWS XP PROFESSIONAL .... 3 credits
The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. This course will address customers' needs for knowledgeable personnel that can support desktops running Windows XP Professional. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. The cost of the textbook is included in the lab fee. 47 contact hours.

CEN 1301 SUPPORTING MICROSOFT WINDOWS 2000
PROFESSIONAL AND SERVER .... 3 credits
Prerequisite: CEN 1300. This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and Terminal servers. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1303 SYSTEM ADMINISTRATION
FOR MICROSOFT SQL SERVER .... 3 credits
Prerequisite: CEN1301. This course will teach students to install, manage, administer, and troubleshoot Microsoft SQL Server. The server side of a client/server database environment will be emphasized. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1305 SUPPORTING A MICROSOFT WINDOWS
2000 NETWORK INFRASTRUCTURE .... 3 credits
Prerequisite: CEN 1301. This course provides students the knowledge and skills necessary to install, configure, manage and support a network infrastructure that uses Microsoft Windows 2000 Server products. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1306 MICROSOFT EXCHANGE SERVER
CONCEPTS AND ADMINISTRATION .... 3 credits
Prerequisites: CEN 1300 and CEN 1301. This course teaches the day-to-day activities of a Microsoft Exchange Server Administrator. Students will learn about planning, administering the Microsoft Exchange Server and troubleshooting the Microsoft Exchange Server installation. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1307 CREATING AND CONFIGURING A WEB SERVER USING MICROSOFT TOOLS .... 3 credits
Prerequisites: CEN 1300 and CEN 1301. This course will teach students how to install, configure and administer a web site using Microsoft Internet Information Server and Microsoft Internet Security and Acceleration Server (ISA). Various Microsoft tools that can be used to support the website installation are also covered. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1308 IMPLEMENTING MICROSOFT INTERNET EXPLORER .... 1 credit
Prerequisite: CEN 1301. This course provides students with a foundation in the architecture and key features of Microsoft Internet Explorer suite of products. The information that is provided in this course enables students to install, configure, use, and distribute Microsoft Internet Explorer in a networked environment with particular emphasis on intranet use. Students will use the Internet Explorer Administration Kit (IEAK) wizard to customize Internet Explorer for distribution; they will use the IEAK Profile Manger to set system policy. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 16 contact hours.

CEN 1309 SUPPORTING MICROSOFT SYSTEMS MANAGEMENT SERVER .... 3 credits
Prerequisite: CEN1301. This course provides students with the knowledge and skills required to install, configure, administer and troubleshoot Microsoft Systems Management Server. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1310 FUNDAMENTALS OF DEVELOPING A BUSINESS TO CONSUMER SOLUTION WITH MICROSOFT COMMERCE SERVER 2000 .... 3 credits
This course will provide professional Web developers with an introduction to creating a custom Business-to-Consumer solution by using the tools that are available in Microsoft Commerce Server 2000. A knowledge of IIS, VBScript, SQL Server, and ASP is recommended before taking this course. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. The cost of the textbook is included in the lab fee. 47 contact hours.

CEN 1316 DESIGNING AND DEPLOYING A MICROSOFT EXCHANGE SERVER ORGANIZATION .... 3 credits
Prerequisite: CEN 1306. This course teaches students to design and develop a Microsoft Exchange server installation in a medium to large environment that typically has multiple physical locations, mixed client connection protocols, and Internet messaging connectivity. Students will develop the skills to identify organizational and client needs, understand the existing network infrastructure, and prepare coexistence and upgrade plans. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1319 UPDATING SUPPORT SKILLS FROM MS WINDOWS NT4 TO MS WINDOWS 2000 .... 3 credits
Prerequisite: CEN 1301. This course will provide Microsoft Windows NT4 support professionals with the knowledge and skills necessary to support Windows 2000 based networks. This is a performance-based course, designed upon the job-related tasks a support professional must perform using new or modified features in the Windows 2000 operating system. 47 contact hours.

CEN 1320 IMPLEMENTING AND ADMINISTERING MICROSOFT WINDOWS 2000 DIRECTORY SERVICES .... 3 credits
Prerequisite CEN 1305. This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. The course also focuses on implementing Group Policies and understanding the group policies tasks required to centrally manage users and computers. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1321 DESIGNING A MICROSOFT WINDOWS 2000 DIRECTORY SERVICES INFRASTRUCTURE ..3 credits
Prerequisite: CEN 1319 or CEN 1320. This course provides students with the knowledge and skills necessary to plan and implement Microsoft Windows 2000 Directory Services in an enterprise environment. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1323 DESIGNING A SECURE MICROSOFT WINDOWS 2000 NETWORK .... 3 credits
Prerequisite CEN 1320. This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CEN 1511 INTRODUCTION TO SERVER ADMINISTRATOR .... 3 credits
Prerequisite: CGS 1824 or permission of instructor. This course is designed to introduce a student to the various steps for managing a Local Area Network (LAN) in the Internet System. Major topics include the concepts of management skills, Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name Services (DNS), Windows Internet Naming Service (WINS), File Transfer Protocol (FTP) and Terminal Emulation (TELNET). 47 contact hours.

CEN 1514 INTRODUCTION TO TCP/IP CONCEPTS AND PRACTICES .... 3 credits
Prerequisite: CEN 2513. This course is designed to introduce Transmission Control Protocol/Internet Protocol (TCP/IP) concepts and practices. Major topics include Internet infrastructure, Open System Interconnection (OSI), Internet Protocol Version 4 (IPV4) and Internet Protocol Version 6 (IPV6), Application layer Internet protocols, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP) and Bootstrap Protocol (BOOTP). 47 contact hours.

CEN 1543 INTRODUCTION TO INTERNETWORKING SECURITY .... 3 credits
Prerequisite: CGS 1824 or permission of instructor. This course is a security class of the Web Certificate Program. The course will examine the principles, mechanisms and implementation of network security and data protection. 47 contact hours.

CEN 2330 MICROSOFT SOLUTIONS DEVELOPMENT DISCIPLINE .... 2 credits
One of 3 courses preparing the student for Microsoft test on Analyzing Requirements and Defining Solution Architectures, a Microsoft Certified Solution Developer (MCSD) required test. The student taking this course should be familiar with enterprise distributed application deployment, business processes and managing projects. The Microsoft Solutions Development Discipline (SDD) introduces developers to the opportunities and problems in creating enterprise-level applications based on the Microsoft Solutions Framework (MSF). 32 contact hours.

CEN 2331 DISTRIBUTED APPLICATION AND DATABASE DESIGN USING MICROSOFT TOOLS .... 3 credits
This course prepares the student for the Microsoft test on Analyzing Requirements and Defining Solution Architectures, a required Microsoft Certified Solution Developer (MCSD) test. The students taking this course should be familiar with Graphical User Interface (GUI) programming tools and built and debugged single-user desktop applications. This course covers the Microsoft Visual Studio development system and Microsoft SQL Server. The course introduces developers to the opportunities and problems in creating enterprise-level applications and designing both enterprise-level applications and databases. Through use of hands-on exercises they will use Visual Studio development tools and create a sample applications. 47 contact hours.

CEN 2332 MICROSOFT DESIGNING COMPONENT SOLUTIONS .... 2 credits
Prerequisite: CEN 2330. One of 3 courses preparing the student for the Microsoft test on Analyzing Requirements and Defining Solution Architectures, a required Microsoft Certified

Solution Developer (MCSD) test. This course covers the Design of Component Solutions (DCS) discipline, a view of distributed computing and component-based software, which provides a consistent, integrated view of the solution design process—from understanding the business problem to implementing the solution. DCS expands on the design activities that drive toward the functional specification approved milestone of the Solutions Development Discipline. 32 contact hours.

CEN 2513   ADVANCED SERVER
ADMINISTRATOR .... 3 credits
Prerequisite: CEN 1511. This course is designed to extend the knowledge gained in Introduction to Server Administrator. Major topics include mission-critical services, Web Servers, Secure Sockets Layer (SSL), News Server, E-Mail server, Proxy Server, fault tolerance and server backup. 47 contact hours.

CEN 2520   ADVANCED TCP/IP CONCEPTS
AND PRACTICES .... 3 credits
Prerequisite: CEN 1514. This course is designed to extend the knowledge gained in Introduction to TCP/IP Concepts and Practices. Major topics include Transmission Control Protocol/Internet Protocol (TCP/IP) routing, network troubleshooting, network management, Management Information Base (MIB), exterior protocols and gateways. 47 contact hours.

CEN 2523   LOCAL AREA NETWORK
ADMINISTRATION .... 3 credits
Prerequisite: CGS 1263 and CGS 1560. This course is designed to teach students the skills they need to effectively set up and manage a local area network. This course may be repeated one time for up to six credits. It may only be repeated in sections offering different platforms. 47 contact hours.

CEN 2524   LOCAL AREA NETWORK
TROUBLESHOOTING .... 3 credits
Prerequisite: CEN 2523 using the same platform as CEN 2524. This course is designed to teach the student the management skills necessary to monitor and maintain a local area network (LAN). 47 contact hours.

CEN 2525   ADVANCED INTERNETWORKING
SECURITY .... 3 credits
Prerequisites: CEN 1543, CGS 1824 or permission of instructor. This course is an advanced security class of the Web Certificate Program. The course will examine in greater depth the principles, mechanisms and implementation of network security and data protection. 47 contact hours.

CEN 2880   LINUX SYSTEM ADMINISTRATION I .... 3 credits
Prerequisite: CEN 2523 using the same Linux Operating System. This course is designed to teach students the skills they need to effectively administer Linux servers. Students will plan, install, and perform support tasks related to their individual Linux server. Students will configure basic network protocols and share resources with other students in the class. Major topics covered include files, processes, documentation, startup and shutdown procedures, user accounts, security, software administration, and performance tuning. 47 contact hours.

CEN 2881   LINUX SYSTEM ADMINISTRATION II .... 3 credits
Prerequisite: CEN 2880. A continuation of CEN 2880, this course is designed to teach students the skills they need to effectively administer Linux servers. Students will plan, install, and perform support tasks related to their individual Linux server. Students will configure basic network protocols and share resources with other students in the class. Major topics covered include filesystem and disk management, backup and restore procedures, printers, scripts, networking and network services, X Windows, mail and troubleshooting. 47 contact hours.

CEN 2882   LINUX SYSTEM SECURITY .... 3 credits
Prerequisite: CEN 2881. This course is designed to teach students the skills they need to effectively protect Linux environments from threats of all kinds. Students will plan, implement, and perform support tasks related to securing their individual Linux environment. Major topics covered include corporate security policies, providing and monitoring secure Linux servers, providing and monitoring secure network environments, secure electronic mail, secure web services, firewalls, and secure remote access. 47 contact hours.

CEN 2883   LINUX DOMAIN NAME SERVICE
(DNS) ADMINISTRATION .... 3 credits
Prerequisite: CEN 2881. This course is designed to teach students the skills they need to effectively configure and maintain a Domain Name Service (DNS) on a Linux server. Students will plan, implement, and perform support tasks related to providing DNS on their individual Linux server. Major topics covered include DNS architecture and protocols, Berkeley Internet Name Domain (BIND) software, resolver, master and slave servers, subdomains, DNS security, DNS testing, BIND log files. 47 contact hours.

CEN 2884   LINUX APACHE WEB SERVER
ADMINISTRATION .... 3 credits
Prerequisite: CEN 2881. This course is designed to teach students the skills they need to effectively configure and maintain an Apache web server on a Linux server. Students will plan, implement, and perform support tasks related to providing Apache web server on their individual Linux server. Major topics covered include Hyper Text Transfer Protocol (HTTP), Apache web server software, virtual hosting, Common Gateway Interface (CGI), Practical Extraction and Reporting Language (PERL), Java, security for Apache Web server, Secure Socket Layer (SSL), and Apache logging. 47 contact hours.

CEN 2885   LINUX BOURNE AGAIN SHELL
(BASH) PROGRAMMING .... 3 credits
Prerequisite: CEN 2881. This course is designed to teach students the skills they need to effectively use features of the Bourne Again Shell (Bash) shell from the command line and from scripts. Students will plan, implement, and perform support tasks related to using the Bash shell on their individual Linux server. Major topics covered include Bash shell commands, Bash shell environment, Bash shell scripts, Bash shell debugging, and Bash shell administration. 47 contact hours.

CEN 2886   LINUX NETWORK FILE SYSTEM (NFS)
AND AUTOMOUNTER .... 3 credits
Prerequisite: CEN 2881. This course is designed to teach students the skills they need to effectively configure and maintain a Network File System (NFS) and Automounter on a Linux server. Students will plan, implement, and perform support tasks related to providing NFS on their individual Linux server. Major topics covered include configuring, tuning, securing, diagnosing problems, and maintaining NFS and Automounter on a Linux Server. 47 contact hours.

CEN 2887   ORACLE 8i FOR LINUX .... 3 credits
Prerequisite: CEN 2881. This course is designed to teach students the skills they need to effectively configure and manage an Oracle8i environment on a Linux server. Students will plan, implement, and perform support tasks related to installing, configuring, accessing, and administering Oracle8i on their individual Linux server. Major topics covered include Structured Query Language (SQL), Procedural Language/Structured Query Language (PL/SQL), Java, relational schema, and objects. 47 contact hours.

CET 1071   INTRODUCTION TO
TELECOMMUNICATIONS .... 3 credits
This course provides an overview of voice and data communications, services, networks, and equipment needed for the telecommunications industry. Telecommunications equipment from basic analog and digital through T-1 services, including Fiber Distributed Data Interface (FDDI) will be covered. 47 contact hours.

CET 1114   DIGITAL FUNDAMENTALS .... 3 credits
This course will cover number systems, codes, logic gates, Boolean algebra, logic simplification and combinational logic. The areas of coverage will also include the study of the theory, concepts, and circuits of digital electronics including decoders, encoders, multiplexers, flip flops, counters, and registers used in the applications of combinational and sequential logic. 47 contact hours.

CET 1114L   DIGITAL LABORATORY .... 1 credit
Pre- or corequisite: CET 1114. This course provides the student with a direct approach in logic and digital circuits that includes the 7400 TTL (Transistor Transistor Logic) series, combinational circuits, and sequential timing circuits. The areas of coverage involve the TTL logic gate implementation, current and voltage characteristics, fan-out and delays, flip flops,

decoders, multiplexers, comparators, and CMOS (Complementary Metal Oxide Semiconductor) characteristics. 45 contact hours.

CET 1171C   PERSONAL COMPUTER SYSTEMS REPAIR I (PC REPAIR I) .... 3 credits
This course is designed to teach the student basic technical skills needed to understand the function and operation of major elements of personal computer systems, and how to localize and correct common hardware and software problems. Students will acquire hands-on experience with Personal Computer (PC) systems. The course will focus on broad concepts and diagnostic tools which allow the student to determine the condition of a PC system and how to best correct a fault. Special emphasis will be placed on how systems are configured, modified, and expanded to meet new requirements. Various software tools will be used to diagnose PC problems. This course is preparatory for the advanced course, Personal Computer Repair II. Both of theses courses prepare students for the hardware level of Computer/Network Support Technician Certification offered by the Computer Technology Industry Association, Inc. (A+ Certification). 47 contact hours.

CET 1172C   PERSONAL COMPUTER SYSTEMS REPAIR II .... 3 credits
Prerequisite: CET 1171C. This course is designed as a continuation of Personal Computer Repair I. Upon completion of this course the student will have a basic understanding of the function and operation of the major peripheral devices used with or connected to personal computer systems. The student will be able to localize and correct common hardware problems associated with these devices. The major peripheral devices which are emphasized in this course include, but are not limited to, storage devices, display technology, printers, scanners, Small Computer Systems Interface (SCSI) devices, telecommunication devices, and multimedia devices. The student will learn how to configure, maintain, test and fault isolate these devices within the Personal Computer (PC) system. The student will also learn Interrupt Requester (IRQ) conflict resolution Input/Output (I/O) address settings, Dynamic Memory Allocation (DMA) channel conflict resolution, memory optimization, and system software fine tuning. This course, along with Personal Computer Repair I, will prepare the student for the hardware level of Computer/Network Support Technician Certification offered by the Computer Technology Industry Association, Inc. (A+ Certification). 47 contact hours.

CET 1480   INTRODUCTION TO OPEN SYSTEMS .... 3 credits
This course is a study of the International Standards Organization (ISO) including the Open Systems Interconnection (OSI) model; and the Transmission Control Protocol/Internet Protocol (TCP/IP) with applications and guidelines for the open systems standards. 47 contact hours.

CET 1486   INTRODUCTION TO LANs .... 3 credits
Prerequisite: CET 1071. This course is an introduction of local area networks, components, physical media, and networking access methods. Topics will include Local Area Network (LAN) topologies, LAN selection, and layer architecture. 47 contact hours.

CET 1600   NETWORK FUNDAMENTALS (CISCO) .... 3 credits
Network Fundamentals is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to networking, network terminology and protocols, network standards, local area networks (LANs), wide area networks (WANs), the open system interconnection (OSI) reference model, cabling, routers, router programming, LAN/WAN topologies, internet protocol (IP) addressing and network standards. Students will install, configure and operate simple-routed LAN, routed WAN and switched LANs and LAN networks. 47 contact hours.

CET 1610   ROUTER TECHNOLOGY (CISCO) .... 3 credits
Prerequisite: CET 1600, or relevant industry experience. This is the second of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology. Instruction includes networking, network terminology and protocols, network standards, local area networks (LANs), wide area networks (WANs), Open System Interconnection (OSI) models, Ethernet, Token Ring, Fiber Distributed Data Interface (FDDI), Transmission Control Protocol/Internet Protocol (TCP/IP) Addressing Protocol, dynamic routing, routing, and the network administrator's function. Students will successfully implement beginning router configurations, demonstrate an understanding of routed and routing protocols and the fundamentals of LAN switching. 47 contact hours.

CET 2123   MICROPROCESSOR FUNDAMENTALS .... 3 credits
Prerequisite: CET 1114. This course will cover the fundamentals of microprocessor systems including the microprocessor architecture, bus architecture, memory, input-output, and machine language. The areas of coverage will also include the study of programmable logic devices, memory and storage devices, and interfacing. 47 contact hours.

CET 2123L   MICROPROCESSOR LABORATORY .... 1 credit
Pre- or corequisite: CET 2123. This course will cover applications and laboratory exercises using programmable logic devices, memory devices, interfacing circuits, and microprocessor boards. The areas of coverage involve semiconductor memories, arithmetic logic units, and application usage with microprocessors. 45 contact hours.

CET 2489   BASICS OF INTEGRATED NETWORKS .... 3 credits
Prerequisite: CET 1071. This course will cover the voice and data services as it relates to an integrated network. The areas to be covered include basic networks, data communications, packet switching, and Integrated Services Digital Network (ISDN) and broadband ISDN. 47 contact hours.

CET 2540   OPEN SYSTEMS ARCHITECTURE I-TCP/IP .... 3 credits
Prerequisite: CET 1486. This course will provide a basic understanding of the Transmission Control Protocol/Internet Protocol (TCP/IP) protocols and services along with routing, system configurations and networking. 47 contact hours.

CET 2541   OPEN SYSTEMS ARCHITECTURE II-ATM .... 3 credits
Prerequisite: CET 2489. This is the second of the two course sequence that includes the fundamentals and applications of Asynchronous Transfer Mode (ATM) architecture and Synchronous Optical Network (SONET). 47 contact hours.

CET 2615   ADVANCED ROUTER TECHNOLOGY (CISCO) .... 3 credits
Prerequisites: CET 1600 and CET 1610. This course is the third of four courses which will lead the student toward the goal of achieving professional certification as a CISCO Certified Network Analyst (CCNA). Instruction includes networking, network terminology and protocols, network standards, local area networks (LANs), LAN segmentation, segmentation techniques, Internet Protocol (IP) and Internet Protocol Extended (IPX) addressing, Fast Ethernet, the Spanning Tree Protocol and virtual LANs. Students progress to completing advanced router configurations in the lab; they will demonstrate an understanding of LAN switching and virtual local area networks (VLANs), advanced LAN and LAN switched design, Novell IPX, Network management techniques and threaded case studies. 47 contact hours.

CET 2620   PROJECT BASED LEARNING (CISCO) .... 3 credits
Prerequisites: CET 1600, CET 1610 and CET 2615. This course is the last of four courses which will lead the student toward the goal of achieving professional certification as a CISCO Certified Network Analyst (CCNA). Instruction includes networking, protocols, network standards, advanced network design projects, advanced network management projects, wide area network (WAN) theory and design, WAN technology, Frame Relay, integrated system digital network (ISDN), network trouble shooting and threaded case studies. 47 contact hours.

CET 2625   BUILDING SCALABLE CISCO NETWORKS .... 6 credits
Prerequisite: Successful completion of CCNA-CT certificate from SPC or permission of program director with industry certified CCNA (640-407 or 640-507). May be taken concurrently with CET 2626 and/or CET 2627. This is the first of four courses designed to provide students with classroom and laboratory experience in current and emerging networking technology. This course extends the discussion of Local Area Networking (LAN) protocols from CET 2615 Advanced Router Configuration. Instruction includes, but is not limited to advanced concepts in networking, network terminology and protocols (Border Gateway Protocol-BGP, Enhanced Interior Gateway routing Protocol-EIGRP, and Open Shortest Path First-OSPF), network

standards, local area networks (LANs), wide area networks (WANs), hierarchical design principles for building scalable internetworks, advanced router concepts in building scalable internetworks, and key characteristics for building a secure, responsive, and adaptable internetworks using access control lists (ACL's) and Network Address Translation firewalls (NAT). Students will install, configure and operate complex-routed LAN and WAN networks. 98 contact hours.

CET 2626   BUILDING CISCO REMOTE
ACCESS NETWORKS .... 6 credits
Prerequisite: Successful completion of CCNA-CT certificate from SPC or permission of program director with industry certified CCNA (640-407 or 640-507). May be taken concurrently with CET2625 and/or CET2627. This is the second of four courses designed to provide students with classroom and laboratory experience in current and emerging advanced networking technology. This course extends the discussion of Wide Area Networking (WAN) protocols from CET 2620 Project Based Learning. Instruction includes, but is not limited to, selecting remote access solutions, modem functions, Point to Point (PPP) operations, configuring Windows 95 dial-up networking, advanced Integrated Services Digital Network (ISDN) operations, Dial on Demand Routing (DDR), configuring X.25, advanced Frame Relay topics, router dialing backup operation, queuing techniques, advanced Network Address Translation (NAT), and configuring CISCO access control solutions. Students will install, configure and operate complex-routed LAN and WAN networks using remote access techniques. 98 contact hours.

CET 2627   BUILDING CISCO MULTILAYER
SWITCHED NETWORKS .... 6 credits
Prerequisite: Successful completion of CCNA-CT certificate from SPC or permission of program director with industry certified CCNA (640-407 or 640-507). May be taken concurrently with CET 2625 and/or CET 2626. This is the third of four courses designed to provide students with classroom and laboratory experience in current and emerging advanced networking technology. Instruction includes, but is not limited to, selecting switching technology solutions for a campus network, media types, basic switch command line programming, Virtual Local Area Network configuration (VLAN), VLAN Trunking, VLAN Pruning, Spanning Tree Protocol (STP), routing between VLAN's, multi-layer switch operations, Hot Standby Routing Protocol (HSRP), multicasting, and restricting network access with switching security techniques. Students will install, configure and operate complex-routed LAN and WAN switching networks. 98 contact hours.

CET 2628   CISCO INTERNETWORKING
TROUBLESHOOTING SUPPORT .... 6 credits
Prerequisite: CET 2625, CET 2626, CET 2627, or permission of program director with industry certified CCNP in BCMSN (640-504), BCRAN (640-505), and BSCN (640-503) or Foundations (640-509). This is the fourth of four courses designed to provide students with classroom and laboratory experience in current and emerging advanced networking technology. Instruction includes, but is not limited to, troubleshooting techniques, troubleshooting media, hardware and booting; troubleshooting desktop and enterprise routing protocols including Transmission Control Protocol/Internet Protocol (TCP/IP), Novell Integrated Packet Exchange (IPX), Appletalk, Enhanced Interior Gateway Routing Protocol (EIGRP), Open Shortest Path First (OSPF), and Border Gateway Protocol (BGP); troubleshooting switches including Virtual Local Area Networks (VLANs) and Spanning Tree Protocols (STP); and troubleshooting serial lines and wide area networking (WAN) connections including dial up connections, Integrated Services Digital Networks (ISDN), Frame Relay connections. Students will install, configure, operate and troubleshoot complex-routed LAN and WAN switching networks. 98 contact hours.

CET 2629   CISCO CERTIFIED DESIGN
ASSOCIATE (CCDA) .... 3 credits
Prerequisites: Completion of CET 1610 is strongly recommended. The CISCO Certified Design Associate (CCDA) course is designed to provide students with an integrated classroom and laboratory experience in design, implementation and integration of CISCO networking equipment. Instruction includes, but is not limited to, network design methodology, CISCO equipment, network design software, network terminology, internet protocols, network standards, the open system interconnec-

tion (OSI) reference model, cabling standards, local area network (LAN) design, wide area network (WAN) design, hybrid LAN/WAN topologies, network documentation and network management applications. Students will design and configure LAN and WAN networks using case studies and network design software. 47 contact hours.

CET 2660   FUNDAMENTALS OF COMPUTER
NETWORK SECURITY .... 3 credits
Prerequisites: Completion of CET 1610 is strongly recommended. This course is designed to provide students with an integrated classroom and laboratory experience in the fundamentals of computer and computer network security. Instruction includes, but is not limited to, legal aspects of computer crime, cyber-crime culture, basic networking topics, disaster planning, viruses, denial of service attacks, firewalls, Network Address Translation (NAT) fundamentals, intrusion detection fundamentals, remote access, Windows 98/NT/2000 security fundamentals, Novell security fundamentals and UNIX/LINUX security fundamentals. 47 contact hours.

CET 2661   SECURE VIRTUAL PRIVATE
NETWORKS (VPNs) .... 3 credits
Prerequisites: CCNA certified or completion of CET 2620. Completion of CET 2626 is recommended. This course is designed to provide students with an integrated classroom and laboratory experience in configuration of Virtual Private Networks (VPNs). Instruction includes, but is not limited to, VPN theory, VPN terminology, dial up networking, VPN security, Generic Routing Encapsulation (GRE), CISCO Encryption Technology (CET), Internet Protocol Security (IPSec), Point-to-Point Tunneling Protocol (PPTP), Layer 2 Tunneling Protocol (L2TP), and PIX Firewall configuration. Students will design and configure LAN and WAN VPNs using case studies, laboratory equipment and network design software. 47 contact hours.

CET 2670   ADVANCED TOPICS IN ROUTING
PROTOCOLS (CCIE) .... 3 credits
Prerequisites: CCNA certified or completion of CET 2620. Completion of CET 2628 is strongly recommended. This course is designed to provide students with an integrated classroom and laboratory experience in advanced topics of implementation and integration of CISCO networking equipment using routing protocols. Instruction includes, but is not limited to, Border Gateway Protocol (BGP), Interior Gateway Protocols (IGPs), Data Link Switching (DLSW), bridging, and current topics related to routing protocols. Students will design and configure LAN and WAN networks using case studies and laboratory equipment. 47 contact hours.

CET 2751   NETWORK MANAGEMENT .... 3 credits
Prerequisite: CET 1486. This course is a study of the technical and management aspects needed for the administration of integrated networks using various hardware and software models. 47 contact hours.

CET 2753   DESIGN OF THE T-1 SYSTEMS .... 3 credits
Prerequisite: CET 2489. This course is a study of T carriers to include the basic T-1 carrier as used in the digitized voice grade channels and the use of switching multiplexers for T-1. Design and application for the digital carrier facilities will be emphasized. 47 contact hours.

CET 2755   BRIDGES, ROUTERS, AND GATEWAYS .... 3 credits
Prerequisite: CET 1486. This course provides a study of the wide area network (WAN) link choices, the bridging operations, data filtering, and bridging and routing algorithms. Also covered will be the operational description of routers and gateways, including the network layer routing. 47 contact hours.

CET 2780   WIDE AREA NETWORK
SWITCHING .... 3 credits
Prerequisite: CET 1071. This course will cover the wide area network (WAN) technology from the point to point network configurations as it relates to switched, analog, and high speed digital communications. The course includes the fundamentals and usage of modems, multiplexers, digital data services, T-1, T-3, and synchronous optical networks (SONET). 47 contact hours.

CET 2783   HIGH SPEED NETWORK
SWITCHING .... 3 credits
Prerequisite: CET 2780. This course will cover the wide area network (WAN) technology from the switched services network

configuration of X.25, frame relay, Integrated Services Digital Network (ISDN), Asynchronous Transfer Mode (ATM), and the Digital Subscriber Line (DSL). 47 contact hours.

CET 2932 ADVANCED TOPICS IN
TELECOMMUNICATIONS ....3 credits
Prerequisite: CET 2755. This course will provide emphasis on current changes and advances in the telecommunications field. Topics will include recent developments and emerging technologies affecting telecommunications including new CET network products, standards, and applications. 47 contact hours.

CGS 1000 INTRODUCTION TO COMPUTERS
AND PROGRAMMING ....3 credits
This course is an introduction to the concepts of data processing, computers, and development of a logical approach to programming for computer majors. Topics covered include a brief historical development of data processing and computing concepts, basic computer terminology, the architecture of modern computer systems, computer communications, computer data representation an organization, numbering systems used in computers, computer operating systems, flowcharting, program development, and writing operating system job control programs, using an appropriate computer language and text editor. Three hours weekly.

CGS 1060 BASIC COMPUTER AND
INFORMATION LITERACY .... 1 credit
This course is designed to develop computer and information literacy skills to help students become active participants in the Information Age. It introduces general computer operations using the microcomputer. Emphasis will be placed on using the mouse, disk and file management and overall desktop techniques. An introduction to a word processing and a spreadsheet program is included. Further, the course will introduce students to the core concepts of information literacy and essential techniques for locating, analyzing, organizing and presenting information for research purposes. The course stresses strategies for using a variety of electronic resources emphasizing technological skills and critical thinking abilities as well as coping with the changing nature of information resources. (2 hours Windows, terminology and file management; 3 hours Microsoft Word; 3 hours Microsoft Excel; 4 hours electronic research, critical thinking and analysis; 4 hours Internet browser and search engines, effective searching, and evaluating sites). 16 contact hours.

CGS 1100 MICROCOMPUTER APPLICATIONS ....3 credits
Prerequisite: OST 1100. This course is an introduction to the uses of a microcomputer for business applications utilizing hands-on experience to produce designated projects. Topics include the operating system, word processing, spreadsheets, database management, presentation software, and guidelines for selecting hardware and software. 47 contact hours.

CGS 1172 E-COMMERCE SITE DESIGNER I ....3 credits
Prerequisite: CGS 2821. This course is designed to teach students the basic concepts of conducting business online and technological issues associated with constructing an electronic commerce web site. 47 contact hours.

CGS 1174 FUNDAMENTALS OF CGI USING PERL ....3 credits
Prerequisites: CGS 1824 and COP 1001. This course will teach students how to write Common Gateway Interface (CGI) scripts using Perl. Students will write print-to-screen scripts, customize Web page hit counters, create and use business forms that interact with text files, manipulate data in a database, work with a relational database via Open Database Connectivity (ODBC) and explore Web server security issues related to CGI files. 47 contact hours.

CGS 1260 COMPUTER HARDWARE DECISIONS ....3 credits
This course is designed to teach students the skills required to make the right decisions when selecting and/ or upgrading computers and peripherals. Students will learn multi-media technology, connectivity requirements, network implementation devices, CPU characteristics, RAM types, secondary storage devices, audio and video boards, expansion and upgrading methodologies. Students will receive hands-on training in the identification and description of components and how they interrelate with a computer system. Students will apply course concepts to real world business decisions requiring computer enhancements. 47 contact hours.

CGS 1263 LOCAL AREA NETWORK CONCEPTS ....3 credits
This is a course designed to introduce the student to various local area network (LAN) concepts. Major topics include a history of local area networks, terms, acronyms, standards, hardware and software products. 47 contact hours.

CGS 1490 USER CENTERED DESIGN AND TESTING ......3 credits
Pre- or corequisite: CGS 1492. This course focuses on human-computer interaction, providing training in the basic skills of task analysis, and interface evaluation and design. Students learn to develop designs that are usable and useful for people. Students learn how to empirically evaluate user interfaces, leading to better ones. Visual Basic is used in programming assignments. Topics include: task analysis; user interface idioms; user interface toolkits; rapid prototyping and evaluation; simple user studies; Visual Basic programming. 47 contact hours.

CGS 1491 DATA STRUCTURE AND ALGORITHMS ....3 credits
Prequisite: CGS 1492. This course focuses on understanding the dependence of execution time, bandwidth and memory requirements on the data structures and algorithms chosen. Students learn to reason informally about algorithm and data structure correctness and complexity. Primary emphasis is given to intelligent selection of algorithms and representations. Programming assignments use C++ and the Standard Template Library (STL). Topics include: abstract data types; data structures and invariants; simple algorithm analysis; sorting and searching; trees and graphs, associative data structures; C++ programming with the STL. 47 contact hours.

CGS 1492 OBJECT ORIENTED PROGRAMMING
AND DESIGN ....3 credits
Prerequisite: COP 1006. This course introduces students to problem solving by means of object oriented design and implementation. Emphasis is on problem analysis and solution design, documentation and implementation. Students use commercial software libraries, and create Web-centric projects. Programming assignments are carried out in Java. Topics include: modularity and abstraction; encapsulation; inheritance; polymorphism; use and creation of software libraries, Java Beans, Swing, etc.; dynamically allocated data; simple recursively-defined data structures. 47 contact hours.

CGS 1493 INTRODUCTION TO COMPUTER SYSTEMS ...3 credits
Pre- or corequisite: COP 1006. This course introduces students to the fundamentals of using and maintaining computer systems in an Internet environment. The basic components and functions of the computer and the network are introduced, along with tools and procedures for their operation and maintenance. Topics include: basic machine architecture (processors, memory, input and output); basic operating systems concepts (Processes, concurrency, address spaces); input/output (I/O) devices for storage and multimedia; basics of processing, storage and communication capacity; command processors and scripting; file systems; basic network architecture; installing new software and devices; backups, compression, security, encryption. 47 contact hours.

CGS 1510 ELECTRONIC SPREADSHEET I .... 1 credit
This course will provide students with hands-on experience and skills with an electronic worksheet and its use as a financial planning tool for business. Previous Windows experience is necessary. Students will learn to use the various functions and commands of the electronic spreadsheet for such applications as sales forecasts, financial statements, cash flow analysis, stock market calculations, expense analysis and control, budgets and plans, and others. The course may be repeated two times for up to three credits; it may be repeated only in sections offering different software. 16 contact hours.

CGS 1515 SPREADSHEET TECHNIQUES AND
PROGRAMMING ....3 credits
Prerequisite: CGS 1000 or CGS 1100. This course will provide students with hands-on experience and skills with a spreadsheet. Students will learn the various functions and commands of the spreadsheet as well as how to plan, create, and program spreadsheets for common business applications. It is appropriate for accounting and business majors, programmers and spreadsheet application developers. 47 contact hours.

CGS 1520 MICROCOMPUTER BUSINESS GRAPHICS ...... 1 credit
This course is designed to teach the use of graphics/presentation software on a microcomputer to generate a variety of graphs for presenting or analyzing business data. A discussion of the factors to be considered in purchasing graphics software and hardware is included. Students will prepare graphs for screen, printer, and plotter output. The course may be repeated for up to three credits; it may be repeated only in sections offering different software. 16 contact hours.

CGS 1540 MICROCOMPUTER DATABASE
MANAGEMENT I .... 1 credit
This course introduces databases and how they work. Previous windows experience is necessary. Using appropriate business software, the student will learn to plan, create, use, and change databases and to generate reports using database files. Emphasis will be on the use of microcomputer database management software for common business applications. The course may be repeated two times for up to three credits; it may be repeated only in sections offering different software. 16 contact hours.

CGS 1545 DATABASE TECHNIQUES AND
PROGRAMMING .... 3 credits
Prerequisite: CGS 1000 or CGS 1100. This course will provide students with hands-on experience in creating and maintaining a relational database application. Students will learn the various functions and commands of the database as well as how to plan, normalize, create, use, and program fully relational databases for common business applications. Students will learn relational database theory and design, formal naming conventions, and database programming techniques. 47 contact hours.

CGS 1560 MICROCOMPUTER OPERATING SYSTEMS .... 3 credits
Prerequisite: CGS 1000 or CGS 1100. This course is designed to make the student proficient in microcomputer operating systems. Major topics include disk and file management, system configurations, menu driven processing and graphical user interfaces. 47 contact hours.

CGS 1570 MICROCOMPUTER INTEGRATED
SOFTWARE .... 2 credits
The purpose of this course is to provide students hands-on training in the use of microcomputer integrated software packages for business and professional use. Different software will be used in different sections of the course and will offer training in some combination of electronic spreadsheet, database management, graphics, word processing, and report generation. The exact topics covered will depend on the software used. The course may be repeated one time for up to four credits. It may only be repeated in sections offering different software. 32 contact hours.

CGS 1824 WEB FOUNDATIONS .... 3 credits
Prerequisite: CGS 1000, CGS 1560 or permission of instructor. This course is a foundation class for the Web Certificate Program. The course will examine Internet business fundamentals, basic Hypertext Markup Language (HTML) programming and networking fundamentals. 47 contact hours.

CGS 1930 MICRO SYSTEMS SOFTWARE .... 1 credit
This course is a detailed study of a major operating system available for personal computers. The student will learn to use the system to enter programs, create and manipulate files, and perform utility functions, such as erasing or renaming files, formatting disks, and making "back-up" copies of data. Major topics covered include: history of each operating system, structure of file systems, types of files available, utility functions and procedures, and command procedures. Different operating systems will be presented in different sections of the course. This course may be repeated two times for up to three credits; it may be repeated only in sections offering different software. 16 contact hours.

CGS 1931 ADVANCED MICRO SYSTEMS SOFTWARE ..... 1 credit
Prerequisite: CGS 1930 or permission of instructor or program director. This course is a continuation of CGS 1930 including advanced operation of a microcomputer. This course may be taken up to three times for credit if different software is used. 16 contact hours.

CGS 1932 INTRODUCTION TO DESIGN SOFTWARE .... 1 credit
This introductory hands-on course is designed to allow students to become familiar with the microcomputer as a medium for visual expression, while exploring the potential for electronically generated graphics and art. This course may be taken up to three times for credit if different software is used. 16 contact hours.

CGS 1935 VISUAL DESIGN FOR THE INTERNET .... 3 credits
Prerequisite: COP 1822. This course is designed to introduce a student to the various creative and design elements necessary in marketing products effectively over the Internet. Major topics include the evolution and history of visual design, visual sales techniques for the Internet, creative approaches to product representation, terms, and comparative analysis. 47 contact hours.

CGS 1936 INTERACTIVE WEB PAGE CREATION:
CGI SCRIPTS USING PERL .... 3 credits
This course will introduce students to applications of Common Gateway Interface (CGI) scripts. Topics include understanding how CGI scripts and programs perform information-processing; retrieving and formatting tasks on a server; and communicating between the server and client browser. 47 contact hours.

CGS 1937 CGI SCRIPTS USING PERL II .... 3 credits
Prerequisite: CGS 1936. This course is a continuation of CGS 1936. Students will build upon their knowledge of PERL to create more advanced Common Gateway Interface (CGI) scripts. Students will learn how to use PERL to implement a search engine for a web site, create a web "front end" for external programs such as mail utilities and relational databases, maintain information across multiple pages and user sessions using "cookies" and other related techniques. Students will be introduced to the concept of PERL modules and will create their own PERL Modules as well as using existing modules in their scripts. 47 contact hours.

CGS 2103 ADVANCED MICROCOMPUTER
APPLICATIONS .... 3 credits
Prerequisite: CGS 1100 or program director approval. This course will provide specialized training on advanced microcomputer software applications packages. Topics included will be word processing, spreadsheets, database management, and presentation graphics. 47 contact hours.

CGS 2173 E-COMMERCE SITE DESIGNER II .... 3 credits
Prerequisite: CGS 1172. This course is designed to extend the knowledge gained in E-Commerce Site Designer I and apply this knowledge to creating and implementing a genuine transaction-enable business-to-consumer web site using various electronic-commerce strategies and products. This course will provide a step-by-step process to implement the plans developed in CGS 1172. The course focuses on applying theory and design to electronic commerce web construction. 47 contact hours.

CGS 2402 PROGRAMMING IN C++ FOR BUSINESS .... 3 credits
Prerequisite: CGS 1000 or COP 1006 or permission of instructor/director. This is a programming course in the C language. The student will learn to design, document, prepare, enter, compile, debug and execute C++ programs of moderate sophistication. Major topics covered include: history, structured programming, data types, data structures, and input/output in C++. 47 contact hours.

CGS 2423C "C" PROGRAMMING I (ENGINEERING) .... 3 credits
Prerequisite: COP 2202C or equivalent. An introduction to programming in the "C" language. Topics include: data types; constants, variables and operations; control structures; functions and program structure; pointers; arrays; and structures. Three lecture and two laboratory hours weekly.

CGS 2424C "C" PROGRAMMING II (ENGINEERING) .... 3 credits
Prerequisite: CGS 2423C or equivalent. An advanced "C" programming course concentrating on advanced system calls, multi-tasking and multi-user programming. Topics include: programs, processes, and permissions; basic file I/O, advanced file and terminal I/O; processes and interprocess communications; signals; and multi-user programming. Three lecture and two laboratory hours weekly.

CGS 2508 ADVANCED WORD
(MICROSOFT SPECIALIST) ....3 credits
Prerequisite: CGS 2103 or OST 1714 or satisfactory score on the skills assessment test. This course will provide specialized training on advanced word processing concepts and techniques. The major emphasis of this course will be the use of styles, workgroup editing, graphics, advanced table features, and macros. 47 contact hours.

CGS 2518 ADVANCED EXCEL
(MICROSOFT SPECIALIST) ....3 credits
Prerequisite: CGS 2103 or CGS 1515 or satisfactory score on the skills assessment test. This course will teach students advanced skills and design concepts necessary for employing Microsoft Excel to provide solutions to complex business problems. This course covers advanced topics in spreadsheet and workbook design, complex formulas, functions, database management, and macro programming. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Excel. 47 contact hours.

CGS 2525 INTRODUCTION TO MULTIMEDIA ....2 credits
Prerequisite: CGS 1060 or permission of the instructor. This is a survey course designed to introduce the concepts of multimedia. Students will be exposed to different areas of multimedia that include text, images, audio, video and animation. Students will have the opportunity to learn how to manipulate text, capture images, produce audio and video, and simple animations. They will learn to combine the components into presentations. 32 contact hours.

CGS 2526 ADVANCED POWERPOINT
(MICROSOFT SPECIALIST) ....3 credits
Prerequisite: CGS 1100 or CGS 1520 or satisfactory score on the skills assessment test. This course is designed to develop the advanced Microsoft PowerPoint skills to generate a variety of business presentations. Students will prepare complete presentations for screen, printer, slide presentations, and other multimedia environments. 47 contact hours.

CGS 2535 OUTLOOK (MICROSOFT SPECIALIST) .... 1 credit
Prerequisite: CGS 1100 or program director approval. This course will develop advanced skills in a powerful desktop information management (DIM) program that assists in organizing work schedules, tracking files, and communicating with others. The student will use his or her high level skills of all the Microsoft Office software suite (Word, Excel, Access, PowerPoint) to create integrated planners, various integrated application files, and multi-user information sharing through this DIM. 16 contact hours.

CGS 2542 ADVANCED ACCESS
(MICROSOFT SPECIALIST) ....3 credits
Prerequisite: CGS 2103 or CGS 1545 or satisfactory score on the skills assessment test. This course teaches students advanced skills and design concepts for employing Microsoft Access to quickly retrieve and manipulate enterprise data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Access programming. This course is valuable for anyone wanting to design and implement powerful database applications, including software developers, analysts, webmasters, programmers, and power users. 47 contact hours.

CGS 2820 SITE DESIGNER I ....3 credits
Prerequisite: CGS 1824. This course is designed to introduce a student to the various creative and design elements necessary in producing effective web site development over the Internet. Major topics include the theory and concepts of design, planning and management of web site, design techniques and Hypertext Markup Language (HTML) standards and structures. 47 contact hours.

CGS 2821 SITE DESIGNER II ....3 credits
Prerequisite: CGS 2820. This course is designed to extend the knowledge gained in Site Designer I and apply this knowledge to creating and managing web site using various web development and design programs. Students will be exposed to various Hypertext Mark Up Language (HTML) editors, multimedia software and advanced Hypertext Mark Up Language (HTML) standards. Students will also implement the latest strategies to develop a third-generation web site. The course focuses on applying theory and design to Web construction. 47 contact hours.

CGS 2871 DESKTOP AUDIO/VIDEO DESIGN ....3 credits
Prerequisites: CGS 2525 or permission of instructor. This course introduces the student to the essential software, tools and techniques commonly used by multimedia designers to produce desktop audio and video. Students will capture audio from various sources, manipulate the audio and integrate it into presentations and desktop video. Students will capture video from VCRs and from video cameras, add titles and still components, transitions and special effects to create desktop video. 47 contact hours.

CGS 2CCC DISTRIBUTED OBJECT COMPUTING
USING CORBA AND JAVA ....3 credits
Prerequisites: COP 2BBB and WEADV Certificate or permission of program director. This course introduces students to the fundamentals of distributed object computing using Component Object Requestor Broker Architecture (CORBA). Students learn to choose and install an Object Management Group (OMG). The course introduces students to the fundamentals of the Interface Definition Language (IDL), including how IDL maps to the Java language. Students will obtain hands-on experience building client/server applications that make use of the Static Invocation Interface (SII). 47 contact hours.

CGS 2DDD ENTERPRISE JAVABEANS ....3 credits
Prerequisites: CGS 2CCC. In this course the student will learn the Java Platform, Enterprise Edition (JEE), as well as Enterprise JavaBeans (EJB) concepts, methodology, and development. Students will also learn about Enterprise JavaBeans (EJB)-compliant servers, and how the Enterprise JavaBeans are used by remote client applications. Topics include developing entity beans, database connectivity, transactions and computing environment security. 47 contact hours.

CHM 1025 INTRODUCTORY CHEMISTRY ....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024 or appropriate score on the SPC placement test. Corequisite: CHM 1025L. This introductory course is a presentation of modern chemistry concepts, periodicity and atomic structure, states of matter, chemical formulas and nomenclature, chemical reactions, chemical calculations, and solutions. This course will prepare students for CHM 1045 but is not designed for credit toward a major in chemistry and may not be taken for credit subsequent to receiving a grade of "C" or better in CHM 1045, CHM 1045L or CHM 1046, CHM 1046L. 47 contact hours.

CHM 1025L INTRODUCTORY CHEMISTRY LABORATORY .... 1 credit
Corequisite: CHM 1025. This introductory chemistry lab course includes experiments involving mass, volume, the nature of substances, density, solubility, graphing, dimensional analysis, empirical formulas, titration, reactions, gas laws, and solutions. 47 contact hours.

CHM 1026 CHEMICAL CALCULATIONS ....3 credits
Prerequisite: CHM 1025 and CHM 1025L. This course places further emphasis on the mastery of equation writing and of calculations involving: gas laws, formulas, weight and volume relationships, and standard solution. The concept of significant figures is included. This course is not designed for credit toward a major in chemistry and may not be taken for credit subsequent to receiving a grade of "C" or better in CHM 1045, CHM 1045L or CHM 1046, CHM 1046L. 47 contact hours.

CHM 1045 GENERAL CHEMISTRY AND
QUALITATIVE ANALYSIS I ....3 credits
Prerequisite: (1) CHM 1025, CHM 1025L, and MAT 1033 (or appropriate score on the math SPC placement test) or (2) CHM 1026 and MAT 1033 (or appropriate score on math SPC placement test) or (3) One year of high school chemistry and permission of the program director. Corequisite: CHM 1045L. The sequence CHM 1045-CHM 1046 with CHM 1045L and CHM 1046L is designed to meet first-year college chemistry requirements for science majors and engineering students. This course includes the study of periodicity, basic quantum theory, bonding, thermochemistry, stoichiometry, gas laws, properties of the liquid and solid states, and solutions. 47 contact hours.

CHM 1045L GENERAL CHEMISTRY AND
QUALITATIVE ANALYSIS LABORATORY I .... 1 credit
Corequisite: CHM 1045. This course includes laboratory experiments which are quantitative in nature and designed to give practice in acceptable laboratory techniques. 47 contact hours.

CHM 1046 GENERAL CHEMISTRY AND
QUALITATIVE ANALYSIS II .... 3 credits
Prerequisites: CHM 1045, CHM 1045L, and MAC 1105. Corequisite: CHM 1046L. This course is a continuation of CHM 1045 and extends the study of chemical principles in thermodynamics, kinetics, acid-base reactions, oxidation-reduction, electrochemistry, nuclear chemistry, and gaseous and solution equilibra. 47 contact hours.

CHM 1046L GENERAL CHEMISTRY AND
QUALITATIVE ANALYSIS LABORATORY II .... 1 credit
Corequisite: CHM 1046. This course is a continuation of CHM 1045L. It includes some qualitative analysis. 47 contact hours.

CHM 1205 BASIC BIOLOGICAL CHEMISTRY .... 3 credits
Prerequisite: CHM 1025 or one year of high school chemistry. An overview of organic chemistry as applied to the health fields and biology. Not intended as major credit in chemistry, pre-med, or pre-dental program but may be useful as a review or preview. Three hours weekly.

CHM 1205L BASIC BIOLOGICAL CHEMISTRY LAB .... 1 credit
Laboratory experience in organic chemistry for students in health fields and biology. One 3-hour laboratory per week.

CHM 2210 ORGANIC CHEMISTRY I .... 3 credits
Prerequisite: CHM 1045. Corequisite: CHM 2210L. Prerequisite or corequisite: CHM 1046. This course is a study of carbon compounds emphasizing nomenclature, reaction mechanisms, synthesis, stereochemistry, functionality and including an introduction to spectroscopy. 47 contact hours.

CHM 2210L ORGANIC CHEMISTRY LABORATORY I .... 1 credit
This laboratory course involves basic techniques synthesis, purification and identification of organic compounds. One 3-hour laboratory weekly.

CHM 2211 ORGANIC CHEMISTRY II .... 3 credits
Prerequisite: CHM 2210. Corequisite: 2211L. This course is a continuation of CHM 2210 emphasizing reaction mechanisms, synthesis, functionality and spectroscopy. 47 contact hours.

CHM 2211L ORGANIC CHEMISTRY LABORATORY II .... 1 credit
Corequisite: CHM 2211. This laboratory course involves synthesis, purification and identification of organic compounds involving special techniques such as infrared spectroscopy or gas chromatography. 47 contact hours.

CIS 1341 UNIX/INTRODUCTION .... 1 credit
An introduction to practical applications of UNIX and UNIX-like systems intended for all students interested in developing the ability to use interactive computers. Topics include UNIX file system structure, directory path name generation, tracking and removal, entry, editing and sorting of text information. 16 contact hours.

CIS 2321 SYSTEMS ANALYSIS AND DESIGN .... 3 credits
Prerequisite: CGS 1000 or permission of instructor/director. It is recommended that this course be taken during the last session prior to graduation. This course provides the student with ways to understand and apply fundamentals of systems analysis to the development of information systems used in a business environment. The application of systems techniques in the design and development of data processing systems is stressed. A team approach is taken to develop systems projects utilizing current data processing applications in business and industry. Three class hours weekly.

CJD 1700 CRIMINAL JUSTICE LEGAL I .... 3 credits
This course provides an introductory overview of the criminal justice system and history of law. The foundation and basic components of law are studied, with specific focus upon officer application. Court procedure and testimony are examined. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJD 1701 CRIMINAL JUSTICE LEGAL II .... 3 credits
Constitutional law and its application to the public and officers are examined. Law – including evidence procedures, arrest law, search and seizure, and various statutory laws that are common to police and correctional officers – is studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commissions. 47 contact hours.

CJD 1702 CRIMINAL JUSTICE COMMUNICATIONS .... 3 credits
The report-writing process – from the interview, statement taking, and note taking, through the final report product – is covered, with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal communication skills are covered along with radio and telephone procedures. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commissions. 56 contact hours.

CJD 1703 CRIMINAL JUSTICE
INTERPERSONAL SKILLS I .... 4 credits
Community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations including suicide, domestic violence, and other crises are studied, with practical exercises. Stress recognition and reduction are included. Human diversity training is designed to enhance awareness of one's own cultural rules and predispositions and how these cultural influences comes into play in common interaction with others. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. Four hours weekly.

CJD 1790 CORRECTIONAL PROBATION LEGAL .... 3 credits
Prerequisite: Permission of Program Director. This course provides an introductory overview of the criminal justice system, criminal, constitutional and civil laws and evidence concepts and rules, with specific focus upon official application court procedure and testimony. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJD 1791 CORRECTIONAL PROBATION OPERATIONS ... 1 credit
Prerequisite: Permission of Program Director. This course addresses the basic procedures used by officers within the correctional environment. Methods of classification and discipline are explored. Concepts of chain of command and organization are explored. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 16 contact hours.

CJD 1792 CORRECTIONAL PROBATION INTERPERSONAL
SKILLS .... 3 credits
Prerequisite: Permission of Program Director. This course provides an overview of the interpersonal skills needed to understand the diverse population the officers will deal with. It includes recognition of mentally and physically impaired, as well as substance abusers. Objectives addressed include those specified by the Criminal Justice Standards and Training Commission. 68 contact hours.

CJD 2704 CRIMINAL JUSTICE DEFENSIVE TACTICS ...... 2 credits
Instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 106 contact hours.

CJD 2705 CRIMINAL JUSTICE WEAPONS .... 2 credits
Instruction includes the use of officer firearms including handguns and shotguns. Safety procedures and ammunition use are covered. Instruction includes the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 contact hours.

CJD 2720 CRIMINAL JUSTICE LEGAL III .... 2 credits
Various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to police application. Traf-

fic and driver's license laws are studied. Legal considerations of officer vehicle operation are explored. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 32 contact hours.

CJD 2721   LAW ENFORCEMENT PATROL .... 3 credits
This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrences, including firefighting and crowd control, are addressed. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJD 2722   LAW ENFORCEMENT TRAFFIC .... 3 credits
Studies include traffic enforcement and control, with the inclusion of DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 46 contact hours.

CJD 2723C   VEHICLE OPERATIONS .... 1 credit
The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 32 contact hours.

CJD 2724   LAW ENFORCEMENT INVESTIGATIONS .... 4 credits
This course addresses investigations of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 64 contact hours.

CJD 2740   CRIMINAL JUSTICE
            INTERPERSONAL SKILLS II .... 3 credits
The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. The course includes studies of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commissions. 50 contact hours.

CJD 2741   CORRECTIONAL EMERGENCY
            PREPAREDNESS .... 1 credit
Skills needed for riot and disturbance control and firefighting are studied and practiced. Course includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commissions. 26 contact hours.

CJD 2742   CORRECTIONAL OPERATIONS .... 4 credits
The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 64 contact hours.

CJD 2781   CROSSOVER LAW ENFORCEMENT .... 3 credits
Various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to police application. The differences between interviews and interrogations are explored. Domestic violence and suicide interventions are explored. Problems of juveniles and the elderly are discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJD 2793   CORRECTIONAL PROBATION
            COMMUNICATIONS .... 3 credits
Prerequisite: Permission of Program Director. This course provides an overview of the Florida Crime Information Center (FCIC) and Management Information Systems (MIS). Interviewing technique, note taking and report writing skills needed by the officer are explored. Objectives addressed include those

specified by the Criminal Justice Standards and Training Commission. 70 contact hours.

CJD 2794   CORRECTIONAL PROBATION
            SUPERVISION .... 3 credits
Prerequisite: Permission of Program Director. This course provides an overview of the primary responsibilities of an officer. Special attention is placed on the supervisory role of officers relative to those being supervised and recognition and perception skills needed by the officer. Objectives addressed include those specified by the Criminal Justice Standards and Training Commission. 54 contact hours.

CJD 2795   CORRECTIONAL PROBATION WEAPONS .... 1 credit
Prerequisite: Permission of Program Director. This course shall give the officer basic safety procedures for handling and firing a handgun and a shotgun on the firearms range. The officer will be provided instruction in chemical agents and use of a gas mask. Objectives addressed include those specified by the Criminal Justice Standards and Training Commission. 16 contact hours.

CJE 1680   INTRODUCTION TO COMPUTER
            RELATED CRIME INVESTIGATIONS .... 3 credits
Prerequisite: Basic computer skills, proficiency in the use of the Internet and the permission of the program director. This course provides the student an overview of criminal acts that can be committed with the use of a computer and the Internet, how computer related crimes are committed and how computer related crimes are investigated. The legal issues involved in the prosecution of computer related crimes will also be explored. Topics include the Internet and investigative software tools. 47 contact hours.

CJE 1681   THE INTERNET AS AN
            INVESTIGATIVE TOOL .... 3 credits
Prerequisite: CJE 1680 and the permission of the program director. This course will instruct students in how to utilize a computer and advanced Internet search techniques as an investigative tool. Topics will include tracking individuals using email addresses, newsgroups, chat rooms, public record information and network addresses. 47 contact hours.

CJE 1682   TRACKING AND PROFILING HACKERS,
            PEDOPHILES AND INTERNET STALKERS ...... 3 credits
Prerequisite: CJE 1680 and the permission of the program director. This course provides the student with the knowledge to track and profile hackers, pedophiles and internet stalkers. Software tools and web sites used by investigators will be a part of this course. An overview of criminal acts committed by hackers, pedophiles and internet stalkers will also be included in this course. 47 contact hours.

CJE 1683   INTERNET PORNOGRAPHY
            INVESTIGATIONS .... 3 credits
Prerequisite: CJE 1680 and the permission of the program director. This course will provide the student with the knowledge, tools and laws related to Internet pornography investigations. 47 contact hours.

CJE 1684   INTERNET FRAUD INVESTIGATIONS .... 3 credits
Prerequisite: CJE 1680 and the permission of the program director. This course will provide the student with the knowledge of the tools, procedures and appropriate laws necessary to investigate internet fraud crimes. 47 contact hours.

CJE 1685   LEGAL ASPECTS OF COMPUTER RELATED
            CRIMINAL INVESTIGATIONS .... 3 credits
Prerequisite: CJE 1680 and the permission of the program director. This course will provide the student the opportunity to learn the legal aspects of laws and codes that apply to computer related criminal investigations. Students will learn the elements required to prosecute computer related crimes including writing search warrants. 47 contact hours.

CJE 1686   FORENSIC COMPUTER RELATED
            CRIMES INVESTIGATIONS .... 3 credits
Prerequisite: CJE 1680 and the permission of the program director. This course will introduce the student to the principals and practices required to obtain and preserve evidence in a forensics computer related crime investigation. Topics will also include the Internet and investigative software tools. 47 contact hours.

CJE 1687 COMPUTER SOFTWARE PIRACY AND
COPYRIGHT INFRINGEMENT .... 3 credits
Prerequisite: CJE 1680 and the permission of the program director. This course provides the student with an overview of the legal issues involved in computer software piracy and copyright infringement, the tools and technologies used to commit these offenses, and the investigative techniques that can be utilized to combat these crimes. 47 contact hours.

CJL 2062 CONSTITUTIONAL LAW AND
RULES OF EVIDENCE .... 3 credits
This course is a survey of Constitutional Law and Criminal Procedure. Topics include: the Bill of Rights, the Due Process Clause of the Fourteenth Amendment, the laws of arrest, search, and seizure, right to counsel, self-incrimination, entrapment and identification of suspects. 47 contact hours.

CJT 1110 INTRODUCTION TO
CRIME SCENE TECHNOLOGY .... 3 credits
This course is an introductory course in crime scene investigation techniques. Emphasis is placed upon recording the crime scene, collecting and preserving physical evidence, and the examination of evidence. Employment of those techniques available to the crime scene investigator also will be demonstrated. 47 contact hours.

CJT 1111 ADVANCED CRIME SCENE TECHNOLOGY ..... 3 credits
Prerequisite: CJT 1110. This course covers advanced principles, theories and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gun shot residue, blood spatter, and recovery of buried bodies and surface skeletons are also included. Data analysis, reporting and plan of action development are emphasized. 47 contact hours.

CJT 1220 CRIME SCENE PHOTOGRAPHY I .... 3 credits
Pre- or corequisite: CJT 1110. This course includes basic crime scene photography skills including camera operation and exposure control, proficiency in relational photos and flash control for crime scene and evidentiary documentation. This course also includes videography. 47 contact hours.

CJT 1221 CRIME SCENE PHOTOGRAPHY II .... 3 credits
Prerequisite: CJT 1220. This course expands upon concepts, knowledge and skills taught in Crime Scene Photography I to include specialty light sources, darkroom techniques and procedures, filters and specialized equipment including black and white and color enlargers. 47 contact hours.

CJT 2112 CRIME SCENE SAFETY .... 2 credits
This course covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. 32 contact hours.

CJT 2113 COURTROOM PRESENTATION
OF SCIENTIFIC EVIDENCE .... 3 credits
This course covers dress, grooming, speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used. 47 contact hours.

CJT 2141 INTRODUCTION TO FORENSIC SCIENCE ...... 3 credits
This course exposes the student to the capabilities and functions of a full-service crime laboratory. Also covered is evidence selection and submission to crime lab in accordance with established standards and legal requirements including chain of custody. 47 contact hours.

CJT 2240 FINGERPRINT CLASSIFICATION .... 3 credits
This course teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. 47 contact hours.

CJT 2241 LATENT FINGERPRINT DEVELOPMENT .... 3 credits
Prerequisite: CJT 1110. This course emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice. 47 contact hours.

CJT 2260 BIOLOGICAL EVIDENCE .... 2 credits
This course exposes the student to the forensic value, handling, preservation, testing and documentation of biological evidence. This course also addresses safety issues involved in handling biological evidence. 32 contact hours.

CLP 2140 ABNORMAL PSYCHOLOGY .... 3 credits
Prerequisite: PSY 1012. This course is an examination of the major categories of psychological disorders. Diagnostic criteria, and treatment methods, applicable to psychological disorders are studied. This course has a substantial writing requirement. 47 contact hours.

CLT 2373 ANCIENT GREEK MYTHOLOGY .... 3 credits
The purpose of this course is to acquaint the student with the world of mythological gods and heroes of the Ancient Greeks. Literature, art and archaeology will be examined, as well as lifestyles and ideas of the Ancient Greek civilization. 47 contact hours.

* 2949 CO-OP WORK EXPERIENCE .... 1-3 credits
Prerequisite: Faculty advisor/co-op coordinator approval. A course designed to provide students with major-related, supervised, evaluated practical training work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to three per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. Co-op courses may be repeated but total credits shall not exceed twelve.

*Appropriate course prefixes will be assigned relative to the student's academic major prior to registration. Interested students should contact the Career Development Center to obtain registration approval.

COM 1100 ASSERTIVE COMMUNICATION SKILLS
FOR BUSINESS .... 1 credit
This course is designed to develop the student's ability to apply the concepts of assertive communication in business. Students will learn effective assertive communication techniques through practice exercises and hands-on activities that engage the learner in the acquisition of assertive communication techniques for workplace application. 17 contact hours.

COP 1000 COMPUTER CONCEPTS .... 3 credits
This course is intended to provide an in-depth introduction to computers and computer technology for students who are not computer science, business, engineering technology, or pre-engineering majors. It is an up-to-date survey of electronic data processing, computer hardware and software systems, and developments that will provide the basis for further advancements in information processing. 47 contact hours.

COP 1001 PERL FUNDAMENTALS .... 3 credits
Prerequisite: CGS 1824. This course will teach students how to fully utilize the Perl programming language. Students learn the Perl syntax, the basics of using regular expressions, how to use Perl data types, and how to access and manipulate files. Students are also introduced to database connectivity and debugging techniques. 47 contact hours.

COP 1006 INTRODUCTION TO INFORMATION
SYSTEMS .... 3 credits
This course introduces students to computer based information systems through an introduction to programming of Web-based software. Students are introduced to the modern model of the computer in the context of a network. Students are introduced to writing programs in Java, an object oriented language designed in part to write Web-based applications. Students create Web pages and programs and applets in Java. Topics include: introduction to software environment; introduction to software development process; clients, servers and data transfer; introduction to naming issues; languages, syntax, interpretation, compilation and execution; program control structures; data representation (simple types, encapsulated types, multimedia types); basic Java and Hypertext Markup Language (HTML). 47 contact hours.

COP 1120 COBOL PROGRAMMING I .... 3 credits
Prerequisite: CGS 1000 or permission of instructor/director. This course is designed to introduce the student to the COBOL language. Emphasis is placed on the organization of a COBOL

program and its development from a source program to its final executable form. Topics covered include structure of a COBOL program, COBOL coding forms, construction and definition of data items used by the program, and different verbs used to create the functional part of the program. Three hours weekly.

COP 1344 UNIX/SHELL PROGRAMMING .... 1 credit
An introduction to practical applications of UNIX and UNIX-like systems intended for all students interested in developing good ability to use interactive computers. Topics include shell scripts and programming with variable substitution and control structures of IF-THEN-ELSE and WHILE-UNTIL loops. 16 contact hours.

COP 1606 QUALITY ASSURANCE SOFTWARE TESTING CONCEPTS .... 3 credits
Prerequisite: MAN 1551. This course teaches the software professional the fundamentals of software testing. The course presents concepts including Quality Assurance (QA) principles, software life cycles, test stages, creation of test data and software testing techniques. 47 contact hours.

COP 1607 SOFTWARE SPECIFICATION, TEST AND MAINTENANCE .... 3 credits
Pre- or corequisites: CGS 1490, COP 1700. This course focuses on the principles of development of software systems following software engineering practices. Students work in multi-person teams on Internet based software projects of significant scale. Topics include: life cycle models, software life cycle models, requirements analysis, design, inspection, testing, documentation, configuration control, application generators and Computer Assisted Software Engineering (CASE) tools. 47 contact hours.

COP 1608 METHODS OF SOFTWARE SYSTEM TESTING .... 3 credits
Prerequisite: MAN 1551. This course is designed to teach the software professional how to effectively plan and execute software testing to validate that a system meets requirements. The course provides a structured approach for testing throughout the systems development life cycle using commonly accepted steps in software testing. 47 contact hours.

COP 1610 SYSTEM LEVEL PROGRAMMING .... 3 credits
Pre- or corequisites: CGS 1493, CGS 1491. This course provides students with a user-level view of processors, networks and operating systems. Students learn explicitly about assemblers and assembly code, program performance measurement and optimization, memory organization and hierarchies, network protocols and operation, and concurrency. Programming assignments use the C programming language. Topics include: overview of instruction sets and assembly language programming; memory management; memory hierarchies: cache, memory, virtual memory; performance measurement and tuning; basic Internet protocols; basic concurrent programming. 47 contact hours.

COP 1631 NETWORKS AND DISTRIBUTED COMPUTING .... 3 credits
Pre- or corequisite: COP 1610. This course focuses on principles and practices of network-based computing. It begins with an overview of networking technology in support of data and multimedia communication. It continues with application-oriented protocols and approaches to distributed object oriented programming using Java. Topics include: survey of networking protocols and technology; multimedia networking; client/server design, thick and thin clients; Common Object Request Broker Architecture (CORBA) and related tools; World Wide Web (www) implementation issues; electronic mail; security and privacy issues. 47 contact hours.

COP 1700 DATABASE SYSTEMS .... 3 credits
Pre- or corequisite: CGS 1491. This course introduces students to database concepts including database design. Relational data models are emphasized. Students develop client-server applications in Java and/or Visual Basic, using commercial database management systems. Example applications include e-commerce systems. Topics include: relational data models and data independence; relational query languages; database design; client-server applications; performance issues; distributed, object-oriented and multimedia databases. 47 contact hours.

COP 1803 JAVASCRIPT FUNDAMENTALS .... 3 credits
Prerequisite: CGS 1824. This course will teach students how to use the features of the JavaScript language and design client-side, platform-independent solutions. Students will learn how to write JavaScript programs, how to script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies. Students will also understand and use the most popular applications of JavaScript. 47 contact hours.

COP 1822 INTRODUCTION TO WEB PAGE CREATION ..... 1 credit
Prerequisite: Computer competence and knowledge of Internet use. This course is designed to introduce an experienced computer user to the tools necessary to create a web site. Students will be exposed to the protocol and vocabulary of web production, and apply HTML to the development of a World Wide Web site. Students will be introduced to a variety of site features including GIF and JPEG files, audio, video, animation, and interactivity. The student will have the opportunity to develop a web site from initial concept to publication. This course may be taken up to three (3) times for credit if different software is used. 16 contact hours.

COP 1826 WEB GRAPHICS DESIGN I .... 3 credits
Prerequisite: COP 2823. This course explores design considerations involved when using graphics on the web such as prevalent programs and file formats, platform/browser issues and the development of standards. Students will learn how to create and manipulate graphics performing tasks such as reducing file size, creating transparent gifs, and using file conversion techniques. Participants will learn how to use browser safe colors, create background tiles, and experiment with the effects of anti-aliasing and dithering. Graphical rules, bullets and buttons are just some of the graphics created during this class. Several different software programs are used throughout the course. 47 contact hours.

COP 1827 WEB GRAPHICS DESIGN II .... 3 credits
Prerequisites: COP 2823 and COP 1826. This course is designed to follow-up Web Graphics Design I extending the students' overall knowledge of web graphics and their possibilities. Students will create graphical/text links, image maps and navigation bars as a method of navigation throughout the web site. Participants will create type and explore surrounding issues like aliasing and its effects. Students will scan, resize, and use tables to aid with placement and alignment of graphics. Animated gifs, sound, and interactivity are important topics also covered in this course. 47 contact hours.

COP 1829 WEB GRAPHICS I .... 1 credit
This course will introduce students to Web based images, imaging editing methods, and software used to modify graphic images for use on Web pages. Topics include specific techniques used to create bitmapped Web graphics, image input methods, basic Web color theory, and GIF animations. This course may be taken up to three times for credit if different software is used. 16 contact hours.

COP 1830 DYNAMIC SERVER PAGES .... 3 credits
Prerequisites: CGS 1174, COP 1803 and COP 1001. This course will teach students how to work in the server-side scripting environment. Students will learn the basics of application development and general principles that apply to most development environments. Students will develop applications using two specific server-side application development tools: Microsoft Active Server Pages (ASP) and PHP Hypertext Preprocessor (PHP). Students will also learn key application standards such as source and revision control, coding standards, code optimization and data integrity. 47 contact hours.

COP 1941 WEBSITE CREATION PRACTICUM .... 1 credit
Prerequisite: Program director approval. This website practicum is to be taken during the last semester of study and allows the student to experience and practice the principles and techniques developed while in the Webmaster Certificate program. The purpose of this course is to allow students a "real world" experience in developing and maintaining an active website while further refining skills in their area of specialization as Web Developer or Web Designer. The student will spend a minimum of thirty hours in an active web activity on-campus or at another approved business. 16 contact hours.

COP 2010 VISUAL BASIC FOR WINDOWS I ....3 credits
Prerequisite: CGS 1000 or COP 1006 or permission of the in-structor/director. This course is an introduction to object-ori-ented programming using Microsoft Visual Basic for Windows. Topics covered will be the programming environment and how to use it, use of programming values and variables, conditional statement and loops, modules and parameter passing, use of controls, use of built-in functions, and use of windows forms for communicating with the user. 47 contact hours.

COP 2011 VISUAL BASIC FOR WINDOWS II ....3 credits
Prerequisite: COP 2010. A continuation of Visual Basic for Win-dows I. Topics covered will include objects and controls using built-in and user collections, class creation and usage, ActiveX controls and DLL's, Access database operations including SQL and Data Access Objects (DAO)/ActiveX Data Objects (ADO) printer output and file output and input. 47 contact hours.

COP 2121 COBOL PROGRAMMING II ....3 credits
Prerequisite: COP 1120. This is an advanced programming course in the COBOL language. Topics covered will include sequential and indexed-sequential file processing, sorting tech-niques, table handling, and use of input file processing. Em-phasis will be placed on designing "structured" programs utilizing the TOP-DOWN approach. Three class hours weekly.

COP 2202C FORTRAN WITH NUMERICAL ANALYSIS ....3 credits
Prerequisites: MAC 2311 or MAC 2253 or consent of instruc-tor. This is a basic course in FORTRAN computer program-ming. Topics will include sequential programming processes, decision making, looping and iteration, array manipulation, sorting and searching techniques, disk file processing, and matrix algebra. Emphasis is placed on scientific and engineer-ing applications. Three lecture and two laboratory periods.

COP 2222 ADVANCED C++ PROGRAMMING
FOR BUSINESS ....3 credits
Prerequisite: CGS 2402 or permission of the instructor/direc-tor. An advanced programming course in C language. Empha-sis is placed on programming using classes and structures in C++. Topics covered will include classes, structures and an in-troduction to Windows programming. 47 contact hours.

COP 2224 C++ WINDOWS PROGRAMMING
FOR BUSINESS ....3 credits
Prerequisite: COP 2222 or permission of the instructor/program director. The student will create C++ programs to run in Microsoft Windows Operating Systems. Topics included will be pull-down menus, graphics, controls, Dynamic Link Libraries (DLL), class libraries, application wizard COM and ActiveX, and Object Link-ing and Embedding (OLE). 47 contact hours.

COP 2250 JAVA PROGRAMMING I ....3 credits
Prerequisite: CGS 1000 or COP 1006 or permission of instruc-tor/director. This is a beginning programming course in the Java language. The student will learn to design, document, prepare, enter, compile, debug and execute Java applications and applets of moderate sophistication. Major topics covered in-clude: history, object-oriented programming, data types, data structures, and input/output in Java. 47 contact hours.

COP 2253 JAVA PROGRAMMING FUNDAMENTALS ....3 credits
Prerequisites: WEADV Certificate or permission of program director. This course will teach students how to write Java ap-plications and applets. Students will learn the Java language mechanics found in other programming languages and object-oriented theory as it relates to Java. Students will create GUIs (Graphical User Interfaces) for both applications and applets and implement the SDKs (Software Development Kits) event delegation model to practical situations. This course will pre-pare students for the Sun Certified Programmer Examination by providing reviews and examples relevant to the exam. 47 contact hours.

COP 2360 INTRODUCTION TO C# PROGRAMMING ....3 credits
Prerequisite: CGS 2402 or permission of the program director. This course is a study of the C# (C Sharp) programming lan-guage within the .NET Framework. Emphasis is placed upon the position of .NET in software development and creation of .NET applications by applying the base library classes and developing and applying user-defined classes in the WinForm applications using C#. 47 contact hours.

COP 2403 P/C ASSEMBLER ....3 credits
Prerequisite: CGS 1000 or permission of instructor/director. This is a programming course in P/C ASSEMBLER Language; a computer language to support all of the machine's hardware features. Emphasis is placed on accessing screen, disk drives, keyboard, printer and speaker devices. 47 contact hours.

COP 2600 OBJECT ORIENTED WEB PROGRAMMING ....3 credits
Prerequisites: OST 1793 and CGS 1263. This hands-on pro-gramming course is designed to introduce the student to the basic concepts and skills necessary to write object-oriented programs for the World Wide Web. Students will be introduced to programming methods, components, key features, and lan-guage specific development tools. During the course a variety of examples will be created that demonstrate the student's ability to program applets and GUI (Graphical User Interface) appli-cations. 47 contact hours.

COP 2701 ACCESS DATABASE PROGRAMMING ....3 credits
Prerequisites: COP 2010 and CGS 1545 or permission of the instructor. This course emphasizes creation of applications using Microsoft Access Visual Basic for Applications (VBA) programming. Prior knowledge of database creation, design and query construction, along with Visual Basic, are neces-sary. It will provide the student with technical skills necessary to program applications using VBA and DAO (Data Access Objects) with Access databases. Also included will be OLE Automation (Object Linking and Embedding), database repli-cation, security implementation, accessing external data sources, creation of libraries, using the Setup Wizard for dis-tributing applications and creating Access add-ins. 47 contact hours.

COP 2705 PROGRAMMING A DATABASE
ON MICROSOFT SQL SERVER ....3 credits
Prerequisite: CGS 1545 or CEN 2331 or permission of the in-structor. The student should have database experience relat-ing to creation and design of relational databases. This course will provide the student with technical skills necessary to imple-ment a SQL Server client server database management sys-tem. Included will be configuration, data integrity, Transact-SQL language elements, writing queries and stored procedures, creating triggers and publishing data on the World Wide Web (WWW). This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

COP 2706 MASTERING ENTERPRISE DEVELOPMENT
USING MICROSOFT VISUAL BASIC 6 ....3 credits
Prerequisite: COP 2824 or COP 2011. This course will teach Microsoft Visual Basic programmers, who currently build desk-top applications and access corporate databases, the basics of how to build three-tier client/server solutions. The course requires that the student have intermediate programming com-petency with the Microsoft Visual Basic programming system and an understanding of the basic syntax of SQL. 47 contact hours.

COP 2712 DATABASE DESIGN
METHODOLOGY ....3 credits
Prerequisite: CGS 1492 and WEADV Certificate or permission of program director. This course teaches students how to plan and design relational databases. Students will learn about the theory behind relational databases, relational database nomen-clature, and relational algebra. The course topics will also in-clude Structured Query Language (SQL) and optimizing databases through normalization. 47 contact hours.

COP 2740 INTRODUCTION TO ORACLE:
SQL & PL/SQL ....3 credits
In this course students will create and manage database sys-tems using Oracle software. It is the foundation course for all other courses offered in the Oracle certificate program, both for those pursuing the Database Administrator track and those pursuing the Developer track. Upon completion of this course, students will have an introductory knowledge of how to develop and administer an Oracle database. 47 contact hours.

COP 2741 ORACLE ENTERPRISE DBA:
ARCHITECTURE & ADMINISTRATION ....3 credits
Prerequisite: COP 2740 or permission from instructor/Director. Upon completion of this course, students will be able to create, start up and shut down an Oracle database. Additionally, stu-

dents will be able to manage an Oracle database and its users. 47 contact hours.

COP 2742   ORACLE ENTERPRISE DBA: BACKUP AND
            RECOVERY .... 3 credits
Prerequisites: COP 2740 and COP 2741 or permission from instructor/Director. Upon completion of this course, students will be able to design a backup strategy for an Oracle database. Students will also learn strategies for recovery from various problem scenarios involving corrupt or missing data. 47 contact hours.

COP 2743   ORACLE ENTERPRISE DBA:
            NETWORK ADMINISTRATION .... 3 credits
Prerequisites: COP 2740, COP 2741 and COP 2742 or permission from instructor/Director. In this course, the student will learn how to use Oracle technology to provide an enterprise-wide foundation for information systems. The course will include instruction on how to administer a server that is part of a global, distributed database. The course will cover the skills necessary to administer an Oracle database system across a Windows NT network. 47 contact hours.

COP 2744   ORACLE ENTERPRISE DBA:
            PERFORMANCE TUNING .... 3 credits
Prerequisites: COP 2740, COP 2741, COP 2742 and COP 2743 or permission from instructor/Director. Upon completion of this course, students will be able to recognize and solve common database performance problems. Students will also improve their Oracle problem identification and troubleshooting skills. 47 contact hours.

COP 2745   DEVELOP ORACLE PL/SQL
            PROGRAM UNITS .... 3 credits
Prerequisite: COP 2740 or permission from instructor/Director. Upon completion of this course, students will be able to design, develop and implement Oracle Server applications using SQL and PL/SQL. 47 contact hours.

COP 2746   ORACLE DEVELOPER 2000 FORMS I .... 3 credits
Prerequisite: COP 2740 or permission from instructor/Director. Upon completion of this course, students will be able to develop and implement forms and menu applications with Oracle Developer/2000. By the end of the course students will have developed a complete multi-window application that can integrate library and menu modules with forms modules. The application will be supported by underlying database constraints and application-developed logic written as PL/SQL triggers and PL/SQL program units. 47 contact hours.

COP 2747   ORACLE DEVELOPER 2000 FORMS II .... 3 credits
Prerequisite: COP 2746 or permission from instructor/Director. Upon completion of this course, students will be able to develop and implement advanced forms and menu applications with Oracle Developer/2000. The student will become familiar with graphical user interface design standards for Oracle applications. The course will also present graphical design hints along the way. 47 contact hours.

COP 2748   ORACLE DEVELOPER 2000 REPORTS .... 3 credits
Prerequisites: COP 2740 and COP 2745 or permission from instructor/Director. Upon completion of this course, the student will be able to develop and maintain various types of reports using Developer/2000. The students will develop reports in a GUI environment and will learn to incorporate graphic images as well as customize reports using PL/SQL. 47 contact hours.

COP 2800   JAVA PROGRAMMING II .... 3 credits
Prerequisite: COP 2250. This course will teach students to write JAVA programs that can be executed on any computer running a Virtual JAVA Machine. The programs can travel across the Internet or any other similar network and run on a computer with a web browser. Students will write complete applications and small JAVA applets. 47 contact hours.

COP 2801   JAVASCRIPT .... 3 credits
This course will teach students to write JavaScript programs that can be executed on any computer running compatible software. These programs will be created using this Object Based Scripting Language and designed to interact over the internet or any other similar network with an appropriate Web Browser. Students will conceptualize and develop interactive web sites using the full features of JavaScript. 47 contact hours.

COP 2823   ADVANCED WEB PAGE CREATION .... 3 credits
Prerequisite: COP 1822. This course is designed to extend the knowledge gained in Introduction to Web Page Creation. Students will be exposed to advanced topics in developing web sites. These topics include advanced design using tables and forms, creating on-line forms with HTML, and using Cascading Style Sheets to design web pages. Students will be exposed to the latest developments in terms of web page design. These topics include Dynamic HTML and XML (Extendable Markup Language). Students will become familiar with one of the newest WYSIWYG (What you see is what you get) HTML editors, Macromedia Dreamweaver. 47 contact hours.

COP 2824   WEB SITE DEVELOPMENT USING
            MICROSOFT VISUAL INTERDEV .... 3 credits
Prerequisite: COP 2011. This course is the study of Visual InterDev as a tool for creating Web sites utilizing ActiveX technology components on both the client workstation and Web server. Tools emphasized will include Visual InterDev Web development system and Visual Basic. Creation of a multi-tiered Web site accessing a database will be emphasized. 47 contact hours.

COP 2837   VISUAL BASIC.NET PROGRAMMING I .... 3 credits
Prerequisite: CGS 1000 or permission of program director. This course includes an introduction to the .NET framework and the class libraries for developing Visual Basic applications. Visual Basic building blocks, language syntax and programming structures will be emphasized through development of Windows applications using forms and controls. 47 contact hours.

COP 2838   VISUAL BASIC.NET PROGRAMMING II .... 3 credits
Prerequisite: COP 2837 or permission of program director. This course is a continuation of COP 2837 with the development of Windows applications using forms and classes. ActiveX Data Objects.NET (ADO.NET) is used to access databases and blend them into an application program as sources of data. Web service applications and Web Forms are developed. 47 contact hours.

COP 2839   ASP.NET PROGRAMMING WITH VB.NET .... 3 credits
Prerequisite: COP 2837. This course is the study of the creation of Web server based components to generate Hypertext Markup Language (HTML) using Active Server Pages.NET (ASP.NET) in a Visual Basic.NET programming environment. ASP.NET programs are created using an event driven programming model. Server controls and Web forms are studied in depth. 47 contact hours.

COP 2BBB   BUILDING DATABASE CLIENT
            APPLICATIONS USING JDBC .... 3 credits
Prerequisite: COP 2712. This course teaches students how to build database client applications using Sun's Java Database Access (JDBC). Students will learn how to apply the JDBC. Application Programming Interface (API) to connect to relational databases, issue SQL statements and queries, use transactions, prepared statements, stored procedures and metadata to create and manipulate database information. Students will apply the knowledge they acquire by building graphical client applications. 47 contact hours.

CPO 2002   COMPARATIVE GOVERNMENT .... 3 credits
Prerequisite: POS 2041. This course is a comparative study of selected countries and their political system. The course will examine forms of government, institutions, political culture, policymaking processes and contemporary problems. 47 contact hours.

CRW 2000   CREATIVE WRITING .... 3 credits
Prerequisite: ENC 1101 or ENC 1121. This course is offered for students desiring experience in such forms as the short story, poetry, the novel, etc. and is conducted under workshop conditions. The class will discuss outstanding contemporary writers' work as patterns and also read and analyze the student's writing assignments. Each student may specialize in one literary form in a term project, as determined in a conference with the instructor. This course has a substantial writing requirement. 47 contact hours.

DAA 1100   MODERN DANCE I .... 1 credit
This course includes elementary modern dance techniques and the basic elements of design and the fundamental factors related to movement. In addition to learning the basic principles of proper body alignment, balance and rhythm, an overview of

the historical background of modern dance will be provided. No dance experience is necessary for the successful completion of the class. 32 contact hours. May be repeated for a total of 6 credits.

DAA 1200   BALLET I .... 1 credit
This course is an introduction to techniques at the barre using basic foot, arm and body positions. Basic center work is also included. 32 contact hours. May be repeated for a total of 6 credits.

DAA 1300   CONTEMPORARY BALLROOM DANCING .... 1 credit
This course is designed for those seeking instruction in social ballroom, contemporary dancing. The course includes the following dances: Rumba, Fox Trot, Swing, Cha Cha, Waltz, Reggae, and Tango. 32 contact hours.

DAA 1304   COUNTRY DANCE .... 1 credit
This course is designed to provide the student the opportunity to learn and practice contemporary country dance which includes Cotton Eye Joe, Line Dance, Circle Dance, Two Step. 32 contact hours.

DAA 1500   JAZZ DANCE I .... 1 credit
This course is an introduction to the jazz style of dance in which the student coordinates movements with isolated parts of the body. In addition to learning the basic principles of proper body alignment, balance and syncopation, an overview of the history of jazz dance will be provided. No prior dance experience is necessary for the successful completion of the class. 32 contact hours. May be repeated for a total of 6 credits.

DAA 1680   DANCE REPERTORY I .... 1 credit
This course enables students of dance to earn academic credit for their participation in a public dance presentation. Through intensive rehearsal and performance experiences the student will acquire skills in movement, human understanding, cooperation and self discipline. Minimum of 2 hours required during rehearsal periods. Additional hours may be required during production weeks. 32 contact hours. May be repeated for a total of 6 credits.

DAA 2101   MODERN DANCE II .... 1 credit
Prerequisite: DAA 1100 with a grade of A or B or permission of instructor. A continuation of DAA 1100, this course is geared toward intermediate level combinations of movement which promote the understanding of modern dance theory and technique. 32 contact hours. May be repeated for a total of 6 credits.

DAA 2201   BALLET II .... 1 credit
Prerequisite: DAA 1200 or permission of instructor. Continuation of DAA 1200, an intermediate course in classical ballet with emphasis on the balletic style. 62 contact hours. May be repeated for a total of 6 credits.

DAA 2501   JAZZ DANCE II .... 1 credit
Prerequisite: DAA 1500 with a grade of A or B or permission of instructor. This course is a continuation of DAA 1500, geared toward intermediate level combinations of movement which promote the understanding of jazz dance theory and technique. 32 contact hours. May be repeated for a total of 6 credits.

DAA 2520   TAP DANCE I .... 1 credit
An introduction to the basic techniques of tap dancing. Emphasis will be on development of rhythmical skills and application of mastered techniques through the student's performance and original choreography. 32 contact hours.

DAA 2681   DANCE REPERTORY II .... 1 credit
This course enables students of dance to earn academic credit for their participation in a public dance presentation. Through intensive rehearsal and performance experiences the student will acquire skills in movement, human understanding, cooperation and self-discipline. Some touring experiences may be provided. Audition or permission of instructor required. Four hours per week is the minimum requirement during rehearsal times. Additional hours may be required during production weeks. May be repeated for a total of 6 credits.

DEH 1000   INTRODUCTION TO DENTAL HYGIENE .... 2 credits
Prerequisite: Admission to the Dental Hygiene program. Corequisites: DES 1020, DES 1020L. This course is designed to acquaint the student with the role as a dental hygienist and provide the background information and knowledge necessary

to function in subsequent clinical dental hygiene courses. 32 contact hours.

DEH 1003   DENTAL HYGIENE I .... 2 credits
Prerequisites: DEH 1000, DES 1020, DES 1020L. Corequisite: DEH 1003L. This course is designed to provide the student with knowledge of the basic principles of instrumentation, instrument design, and fundamental skills necessary to perform in subsequent clinical dental hygiene courses. 32 contact hours.

DEH 1003L   DENTAL HYGIENE I CLINIC .... 4 credits
Prerequisites: DEH 1000 and DES 1020 and DES 1020L. Corequisite: DEH 1003. This course is designed to apply the basic principles of instrumentation, instrument design, and fundamental dental hygiene skills in a clinical setting; the method of instruction is competency-based and individually guided. Two four-hour clinics weekly. 120 contact hours.

DEH 1130   ORAL HISTOLOGY AND EMBRYOLOGY .... 2 credits
Prerequisites: BSC 1086, BSC 1086L, DES 1020 and DES 1020L. This course is a comprehensive study of the specific tissues and cells comprising the anatomical parts of the oral cavity and an investigation of the embryonic development of these tissues and related facial and oral structures. 32 contact hours.

DEH 1710   BIOLOGICAL CHEMISTRY AND
APPLIED NUTRITION .... 2 credits
Prerequisites: BSC 1085, BSC 1085L, BSC 1086 and BSC 1086L. This course presents the biochemical aspects of nutrition and an overview of organic chemistry as applied to the practice of dentistry. Included are basic principles of nutrition, knowledge of the principle nutrients in foods and their utilization by the body. Emphasis will be placed on the practical aspects of nutritional counseling and the control of oral disease. Two hours weekly.

DEH 1800   DENTAL HYGIENE II .... 1 credit
Prerequisites: DEH 1000, DEH 1003 and DEH 1003L. Corequisite: DEH 1800L. This course is designed to further the student's knowledge of dental hygiene practice including ultrasonic instrumentation, theory and technique of instrument sharpening, treatment planning, dental charting and patients with special needs. 17 contact hours.

DEH 1800L   DENTAL HYGIENE II CLINIC .... 6 credits
Prerequisites: DEH 1003 and DEH 1003L. Corequisite: DEH 1800. This course will provide clinical experience in total patient care. Emphasis will be placed on instrumentation, radiographic techniques, patient education, and treatment planning. Twelve hours clinic weekly.

DEH 2300   DENTAL PHARMACOLOGY .... 1 credit
Prerequisite: DEH1800. This course will provide students the basic concepts in general pharmacology including drug classifications, interactions, indications and contraindications. A survey of drugs commonly encountered in the dental office with a special emphasis given to drug actions affecting dental treatment procedures. 32 contact hours.

DEH 2400   GENERAL AND ORAL PATHOLOGY .... 2 credits
Prerequisites: DES 1020, DES 1020L. Corequisite: DEH 2804L. This course provides principles of general pathology in relationship to the diseases of the teeth, soft tissues, supporting structures of the oral cavity, and peri-oral tissues. The importance of recognition of normal and abnormal conditions in the head and neck by the dental hygienist is emphasized. 32 contact hours.

DEH 2602   PERIODONTICS .... 2 credits
Prerequisites: MCB 2010, MCB 2010L, DEH 1130, DES 1020 and DES 1020L. Corequisites: DEH 1800, DEH 1800L, MCB 2010 and MCB 2010L. The course is designed to cover the etiology, assessment, classification, treatment and maintenance of the periodontal patient. Two hours weekly.

DEH 2701   COMMUNITY DENTAL HEALTH .... 2 credits
Prerequisite: DEH 1800. This course is an introduction to the study of attitudes, skills and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Students will be responsible developing a preventive oral health program using assessment, planning, implementation and evaluation procedures. 32 contact hours.

DEH 2702C COMMUNITY DENTAL HEALTH PRACTICUM ... 1 credit
Prerequisites: DEH 2701. This practicum provides the student with the opportunity to apply the principles of public and community dental health. Project implementation and evaluation will be included. 32 contact hours.

DEH 2802 DENTAL HYGIENE III .... 1 credit
Prerequisites: DEH 1003 and DEH 1800L. This course is designed to expand student's knowledge of dental hygiene practice including sealants, curettage, special needs patients, expanding functions and various adjunctive services. 32 contact hours.

DEH 2802L DENTAL HYGIENE III CLINIC .... 5 credits
Prerequisites: DEH 1800 and DEH 1800L. This course will provide ongoing clinical experience in total patient care. Instrumentation, radiographic skills, patient education and treatment planning will again be emphasized. 150 clinical contact hours.

DEH 2804L DENTAL HYGIENE IV CLINIC .... 6 credits
Prerequisite: DEH 2802L. This course will provide ongoing experience in total patient care. Treatment parameters will be increased to include gingival curettage and expanded functions as well as patients with special needs. Twelve clinic/contact hours weekly. 180 contact hours.

DEH 2806L DENTAL HYGIENE V CLINIC .... 7 credits
Prerequisite: DEH 2804L. This course will enable the student to incorporate all the techniques and treatment modalities previously acquired. Emphasis will be placed on quality improvement, speed and professional decision making in rendering dental hygiene services. Fourteen clinic hours weekly.

DEH 2812 DENTAL HYGIENE V .... 2 credits
Prerequisites: DEH 2802. Corequisite: DEH 2806L. This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state dental practice acts and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. 32 contact hours.

DEP 2004 DEVELOPMENTAL PSYCHOLOGY
OF THE LIFE SPAN .... 3 credits
Prerequisite: PSY 1012. This course is a study of human development from conception to death. Emphasis is on the ongoing changes which result from the interaction of inherited and environmental factors, and on the uniqueness of the individual. The course examines the ways in which age, gender, ethnicity and race affect development. This course has a substantial writing requirement. 47 contact hours.

DEP 2102 CHILD DEVELOPMENT .... 3 credits
Prerequisite: PSY 1012. This course is an in-depth study of the development of children from conception through adolescence. It includes the major theories, research methodology, genetic and environmental influences, and stages and domains of development. Consideration is given to gender, cultural, and ethnic influences on development. This course has a substantial writing requirement. 47 contact hours.

DEP 2302 ADOLESCENT DEVELOPMENT .... 3 credits
Prerequisite: PSY 1012. This course deals with the physiological, sociocultural, and intrapsychic factors which affect the growth and development of adolescent behavior. Varieties of descriptive data about adolescents are examined and various social issues are raised. The topic of social diversity is also incorporated as an integral part of this course. This course has a substantial writing requirement. 47 contact hours.

DES 1020 OROFACIAL ANATOMY .... 2 credits
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DEH 1000 and DES 1020L. This course is the study of skeletal, oral, muscular, circulatory, nervous and glandular structures of the head, neck and oral cavity. Also included is the study of macroscopic anatomy and morphology of the hard and soft tissues of the oral cavity. 32 contact hours.

DES 1020L OROFACIAL ANATOMY LABORATORY .... 1 credit
Prerequisite: Admission to the Dental Hygiene Program. Corequisites: DES 1020, DEH 1000. This course is designed to enable students to identify and reproduce the teeth and orofacial structures, including morphology of hard and soft tissues of the oral cavity, head and neck, and their surrounding structures. Experience with clinical examination of these structures is also included. 45 contact hours.

DES 1200 DENTAL RADIOGRAPHY .... 2 credits
Prerequisites: DES 1020, DES 1020L and DEH 1000. Corequisite: DES 1200L. This course provides the fundamental background and theory for the safe and effective use of x-radiation as it relates to dentistry. It encompasses the history of x-rays, production and uses of radiation, dental radiographic film, exposure factors, interpretation of dental radiographs, and radiation hygiene. 32 contact hours.

DES 1200L DENTAL RADIOGRAPHY
LABORATORY .... 1 credit
Prerequisites: DES 1020, DES 1020L, DEH 1000. Corequisite: DES 1200. In this laboratory course, emphasis is placed on proficiency in exposing diagnostically acceptable dental radiographs. Laboratory sessions provide experience in the use of x-ray machines, various exposure projections and techniques, processing, mounting, interpreting and critiquing dental radiographs. 45 contact hours.

DES 2100 DENTAL MATERIALS .... 2 credits
Prerequisites: DEH 1003 and DEH 1003L. Corequisite: DES 2100L. This course is a study of the chemical, physical and biological properties of materials used in dentistry, their manipulation and utilization. 32 contact hours.

DES 2100L DENTAL MATERIALS LABORATORY .... 1 credit
Prerequisites: DEH 1003 and DEH 1003L. Corequisite: DES 2100. This course is a practical, hands-on approach to dental materials to enhance the students' understanding of the physical and chemical properties of the materials. 45 contact hours.

EAP 0200 BASIC LISTENING/SPEAKING .... 3 credits
This course is offered to students with an appropriate score on the standardized placement test for ESL. The course develops the student's ability to comprehend spoken English at a normal rate of speech and to express themselves accurately in a variety of situations. Emphasis is on listening for content intonation and rhythm patterns, imitating native speakers of English, and choosing appropriate expressions to handle everyday social encounters. 62 contact hours. (NOTE: Credit received for EAP 0200 cannot be used toward graduation.)

EAP 0295 BASIC ENGLISH
AS A SECOND LANGUAGE I .... 9 credits
This course is offered to students with an appropriate score on the standardized placement test for ESL. This course is for non-native speakers of English and is the first of the five ESL courses in written English. It is designed to develop skills in vocabulary, reading, grammar, and writing. In this course, students develop writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics, and they learn to control basic grammatical structures and statement/question patterns. They also develop the ability to comprehend written text appropriate to this level with emphasis on developing reading skills and vocabulary. A variety of American and cross-cultural topics are discussed. 167 contact hours. (NOTE: Credit for EAP 0295 cannot be used toward graduation.)

EAP 0300 INTERMEDIATE LISTENING/SPEAKING I .... 3 credits
Prerequisite: EAP 0200 or an appropriate score on the standardized placement test for ESL. In this course students will further develop the ability to comprehend spoken English and to express themselves more accurately and fluently on a variety of social and academic topics. They develop speaking and listening skills necessary for participating in classroom discussions with an emphasis on clarification through rewording and asking questions. Emphasis is on active listening for discrete points and main ideas and summarizing. 62 contact hours. (NOTE: Credit received for EAP 0300 cannot be used toward graduation.)

EAP 0395 BASIC ENGLISH
AS A SECOND LANGUAGE II .... 9 credits
Prerequisite: EAP 0295 or appropriate score on the standardized placement test for ESL. This college preparatory course for non-native speakers of English is the second of the four ESL courses in written English. It is designed to develop skills in vocabulary, reading, grammar, and writing. A variety of American and cross-cultural topics are discussed. 167 contact hours. (NOTE: Credit for EAP 0395 cannot be used toward graduation.)

EAP 0400 INTERMEDIATE LISTENING/SPEAKING II .... 3 credits
Prerequisite: EAP 0300 or an appropriate score on the standardized placement test for ESL. In this course students will continue to develop speaking and listening skills necessary for participation in classroom discussions with an introduction to oral presentation and critical listening skills. Emphasis is on active listening for discrete points and main ideas, note taking, summarizing, and giving prepared and extemporaneous speeches. 62 contact hours. (NOTE: Credit received for EAP 0400 cannot be used toward graduation.)

EAP 0495 INTERMEDIATE ENGLISH
AS A SECOND LANGUAGE .... 9 credits
Prerequisite: EAP 0395 or an appropriate score on the standardized placement test for ESL. The third of five ESL courses, this college preparatory course is designed to enhance basic skills in reading, writing, structure, and vocabulary building. Students develop the ability to write more sophisticated structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. They continue to develop academic reading abilities, including texts on contemporary and literary topics with an emphasis on extensive reading and the enhancement of critical reading skills. They also develop the ability to use intermediate-level grammatical structures appropriate to classroom discussion, oral presentation and writing of more sophisticated academic paragraphs with an emphasis on increased accuracy. Group interaction, critical thinking skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. 167 contact hours. (NOTE: Credit for EAP 0495 cannot be used toward graduation.)

EAP 1500 ADVANCED LISTENING/SPEAKING .... 3 credits
Prerequisite: EAP 0400 or an appropriate score on the standardized placement test for ESL. Students enhance their aural comprehension skills in both academic and social settings by listening to taped lectures and news broadcasts, radio and television shows, and guest speakers. They develop communication, organization and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking. Emphasis is also placed on accent reduction as students focus on sound discrimination and oral production of English. Oral communication skills are further developed as students practice interviewing, summarizing, giving presentations and take part in group problem-solving activities.*

EAP 1595 ADVANCED ENGLISH AS
A SECOND LANGUAGE I .... 9 credits
Prerequisite: EAP 0495 or an appropriate score on the standardized placement test for ESL. The fourth of five ESL courses, the college preparatory course is designed to enhance advanced skills in reading, writing, structure, and vocabulary building. Students develop the ability to write basic, structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. They develop the ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies, and they develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions and essays. Group interaction, critical think skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. 167 contact hours.*

EAP 1695 ADVANCED ENGLISH
AS A SECOND LANGUAGE II .... 9 credits
Prerequisite: EAP 1595 or an appropriate score on the standardized placement test for ESL. As the last course in English as a Second Language, this component is designed to increase and refine skills in reading speed, comprehension and retention; in writing organization, fluency, clarity and style; and in understanding and applying advanced grammatical concepts to enhance both comprehension and expression in English. Group interaction, critical thinking skills and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. 167 contact hours.*

EAP 1696L ESL LABORATORY .... 1 credit
Corequisite: ENC 1101. This course is a learning support laboratory for ESL students who have successfully completed EAP 1695 Advanced English as a Second Language with a letter grade of C or who have permission of the Program Director. The laboratory will assist students in identifying and correcting

specific weaknesses in English language skills and composing skills. With individualized tutorial instruction, students will revise essays written for the co-requisite course. Additional learning activities will be assigned as needed for review and reinforcement and must be completed satisfactorily. 32 contact hours.*

*NOTE: A total of 6 credits from these 4 EAP courses can be used toward graduation credit.

ECO 2000 INTRODUCTION TO ECONOMICS .... 3 credits
This course is designed to provide students with a general knowledge of the structure and function of economic systems with major emphasis on the American economy and its current economic problems. 47 contact hours.

ECO 2013 PRINCIPLES OF MACROECONOMICS .... 3 credits
"G" Prerequisites: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the placement test. This is a course in economic principles involving the overall operation of the market economy. Particular attention will be given to the effects of aggregate demand and aggregate supply on the levels of output, employment, and prices. This course will also examine how the tools of fiscal and monetary policy may be used in dealing with macroeconomics problems such as unemployment, inflation and economic fluctuation. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and Honors Macroeconomics. Three hours weekly.

ECO 2013 HONORS MACROECONOMICS .... 3 credits
"G" Prerequisites: MAC 1105, (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the placement test. Macroeconomic principles are used to analyze the operation of the market economy. The course will examine the effects of fiscal and monetary policies on aggregate demand and aggregate supply and consequently on the levels of output, employment, and prices. Emphasis will be placed on discussion of contemporary macroeconomic problems and issues. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and Honors Macroeconomics. 47 contact hours.

ECO 2023 PRINCIPLES OF MICROECONOMICS .... 3 credits
"G" Prerequisites: ECO 2013 (MACRO) or special permission of the program director in exceptional cases, (REA 0002 and ENC 0020) or EAP 1695 or appropriate score on the placement test. This course is a study involving the theory of the business firm in the market economy. Major emphasis will be placed on the theory of price and output determination under different market situations. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2023 and Honors Microeconomics. 47 contact hours.

ECO 2023 HONORS MICROECONOMICS .... 3 credits
"G" Prerequisites: MAC 1105, (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the placement test. Microeconomic principles are used to analyze the operation of the market economy. The course will examine the theory of price and output determination under different market structures. Emphasis will be placed on discussion of contemporary microeconomic problems and issues. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2023 and Honors Microeconomics. 47 contact hours.

EDF 1005 INTRODUCTION TO EDUCATION .... 3 credits
This course is an introduction to the development and organization of the American educational system and profession. It examines historical, sociological, ethical and philosophical foundations of education. 47 contact hours, plus fifteen hours of field experience in an early childhood, elementary, middle, or secondary school setting is required.

EDG 1319 PROFESSIONAL TECHNIQUES FOR
CHILDHOOD DEVELOPMENT .... 1 credit
A series of modmester courses, each one on a topic of a specific concern to preschool personnel. Among the topics offered are: Making Teaching Aids, Working With Parents, Experiences for Two's, Preschool Environments, Planning and Scheduling, Basic Routines for Preschool, Preschool Nutrition, Current Trends in Early Childhood Education, Self Awareness for Teach-

ers, Infant Development, Health and Safety, Understanding Violence in the Lives of Young Children, and others as developed. Counts as early childhood education credit with the Pinellas County License Board. Sixteen contact hours per topic per credit. A maximum of four credit hours per session. May be repeated for credit.

EDG 2701   TEACHING DIVERSE POPULATIONS .... 3 credits
This course is designed to introduce prospective teachers to the issues involved in a multicultural approach for American educational systems. It reviews the significance of multicultural worldviews and examines changing demographic patterns which affect school populations, diverse perspectives which impact teaching and learning in educational systems, and effective instructional strategies for working with diverse student populations. 47 contact hours plus an additional 15 hours participation in a variety of multicultural experiences are required.

EDP 2002   EDUCATIONAL PSYCHOLOGY .... 3 credits
Prerequisite: PSY 1012. This course focuses on the psychological bases of educational theory and practice, and includes studies of the developmental characteristics of children, principles of learning as applied to the classroom and the nature and significance of individual differences. This course has a substantial writing requirement. Three hours weekly.

EEC 1001   EARLY CHILDHOOD PLANNING
AND MANAGEMENT .... 3 credits
Prerequisite or corequisite: EEC 1603. This course is recommended for students and teacher aides considering teaching in a preschool setting. It is designed to give students practice in lesson planning, scheduling, and evaluating the activities of young children. Observations and practical experiences in managing the basic routines of a preschool program, working with parents, and exceptional children are required. The course counts as early childhood education credit with the Pinellas County License Board. 47 contact hours.

EEC 1600   GUIDING THE YOUNG CHILD .... 3 credits
This course is designed for parents and professionals who care for and work with young children. It examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns and styles, and simple rules that clearly define behavioral guidelines employed to guide young children in a variety of settings. This course counts as early childhood education credit with the Pinellas County License Board. Three hours weekly.

EEC 1601   OBSERVING AND RECORDING
EARLY CHILDHOOD BEHAVIOR .... 1 credit
Prerequisite or corequisite: EEC 1603. This course is a survey of current early childhood program settings and child development observational techniques. The student will employ professional methods for observing and recording data in different childhood program settings and age group settings to include: 1) center based preschool programs, 2) center based infant/toddler programs, 3) family day care homes, 4) before and after school programs, 5) special needs programs, 6) home visitor programs and 7) center management. The student will obtain an overview of options for specialization areas while learning professional observational techniques. This course counts as early childhood education credit with the Pinellas County License Board. 17 contact hours.

EEC 1602   BEHAVIORAL OBSERVATION AND
SCREENING IN CHILD CARE .... 1 credit
This course teaches observation and screening principles and skills to providers in the early childhood care and education field. Course content will assist the student in appropriately determining developmental levels, the need for formal developmental assessments or the need to make referrals for early intervention programs and specialized services. This course meets the requirements for Training Mod V. 17 contact hours.

EEC 1603   EARLY CHILDHOOD DEVELOPMENT .... 3 credits
Corequisite: EEC 1601. This course is the study of the physical, cognitive, and social-emotional developmental processes of children from conception to age eight. Emphasis is twofold: on understanding the sequential dynamics of growth, development, behavior and understanding the uniqueness of each child. This course will be accepted as early childhood education credit by the Pinellas County License Board. 47 contact hours.

EEC 2002   FOUNDATIONS OF CHILD CARE AND
EDUCATION ADMINISTRATION .... 3 credits
This course is designed to meet Florida educational requirements for the Foundational Level Child Care and Education Administrator Credential. The course content emphasizes the development of skills and a knowledge base for problem solving, planning, implementing and evaluating a quality child care and education program for child care administrators. 47 contact hours.

EEC 2300   DEVELOPING COGNITIVE ACTIVITIES
FOR YOUNG CHILDREN .... 3 credits
Prerequisites: EEC 1601 and EEC 1603. This course focuses on developing appropriate cognitive teaching and learning strategies for children from infancy to age eight. The student will examine methodological principles from the following curricula areas: mathematics, language arts, science, social studies, and health. This course will be accepted as early childhood education credit by the Pinellas County License Board. Three hours weekly.

EEC 2312   DEVELOPING CREATIVE ACTIVITIES
FOR YOUNG CHILDREN .... 3 credits
Prerequisites or corequisites: EEC 1601 and EEC 1603. This course focuses on developing appropriate creative teaching/learning strategies for children from infancy to age eight. The student will examine creative teaching/learning strategies from the following curricula areas: art, music/movement, language arts and socio-dramatic play. This course will be accepted as early childhood education credit by the Pinellas County License Board. 47 contact hours.

EEC 2500   CHILD DEVELOPMENT OVERVIEW (MOD IV) .. 1 credit
The focus of this course is to give the student a basic knowledge of developmental stages, behavior management, age appropriate activities and communication with parents as related to childcare. This course covers a portion of the material in the state-mandated 20-clock hour training developed by Children and Family Services (CFS Mod IV) as well as additional college-level assignments and evaluations. 17 contact hours.

EEC 2521   CHILD CARE REGULATIONS (MODS I & II) ...... 1 credit
The focus of this course is Florida child care laws, Children and Family Services (CFS) standards and local licensing requirements which build the framework for providing a safe and healthy environment for children in day care. This course covers Mods I and II of the material in the state-mandated 20-clock hour training as well as additional college-level assignments and evaluations. 17 contact hours.

EEC 2523   LEADERSHIP AND MANAGEMENT
OF CHILD CARE PROGRAMS .... 3 credits
This course is designed to meet the State of Florida's requirements for one of four required college courses child care directors/administrators must take to earn an Advanced Level Child Care and Education Administrator Credential. Course design emphasizes the development of administrators' skills and knowledge related to organizational leadership and management. Course content includes staff development, evaluation, and retention; personnel policies and relationships; leadership, ethics, professionalism; and organizational structure and dynamics. 47 contact hours.

EEC 2733   IDENTIFYING AND PREVENTING
CHILD ABUSE (MOD III) .... 1 credit
The focus of this course is on the roles and responsibilities of the child care worker in the identification and reporting of suspected child abuse or neglect. This course covers a portion of the material in the state-mandated 20-clock hour training developed by Children and Family Services (CFS Mod III) as well as additional college-level assignments and evaluations. 17 contact hours.

EEC 2907   EARLY CHILDHOOD EDUCATION
TEACHER TRAINING .... 4 credits
Prerequisites: EEC 1603, EEC 2300, EEC 2312, LAE 2000. This course is a practicum experience course in a preschool setting. Emphasis is upon student interaction with young children under the supervision of the classroom teacher. Counts as early childhood education credit with the Pinellas County License Board. A minimum of 60 hours is required.

EEC 2943 INSERVICE TRAINING:
CHILD DEVELOPMENT FOR CDA .... 3 credits
Prerequisite: EEC 1603. This is a course designed for teachers in the early childhood profession which aids in achieving the required competencies for the Child Development Associate Certificate. Approximately 2 hours per week on campus classwork and 70 hours "on-the-job" work required. May be repeated for credit.

EET 1015 DIRECT CURRENT CIRCUIT ANALYSIS .... 3 credits
Prerequisite: MAT 1033, or appropriate score on the placement test, or permission of the instructor. This course will cover the direct current (DC) characteristics of electric and magnetic circuits, using Ohm's and Kirchhoff's laws, with the use of related theorems, including Thevenin, Norton, superposition, nodal and mesh equations, for solving DC circuits. 47 contact hours.

EET 1015L DIRECT CURRENT CIRCUIT LABORATORY ..... 1 credit
Pre- or corequisite: EET 1015. This course will cover the measurement and analysis of direct current (DC) circuits, using resistance, inductance, and capacitance. The areas of coverage also include the verification of the related network theorems, including Thevenin, Norton, superposition, nodal and mesh analysis. 45 contact hours.

EET 1025 ALTERNATING CURRENT CIRCUIT
ANALYSIS .... 3 credits
Prerequisite: EET 1015, MAC 1105, or appropriate score on the SPC Placement test, or permission of the instructor. This course will cover the alternating current (AC) characteristics of electric circuits, using single or multiple sinusoidal voltage and current sources. The course content includes resistance, inductance, and capacitance components used in combination circuit configurations for analyzing current and voltage behavior. Topics include two port networks, three phase power systems, series and parallel resonance, complex harmonic waveforms, high frequency modeling, and power transformers. 47 contact hours.

EET 1025L ALTERNATING CURRENT CIRCUIT
LABORATORY .... 1 credit
Pre- or corequisite: EET 1025. This course will cover the measurement and analysis of alternating current (AC) circuits, using resonance, impedance, phase angle, power factor, and mutual inductance. The areas of coverage also include tuned circuits, transformer characteristics, and complex signal analysis to related circuits. 45 contact hours.

EET 1035 NETWORK ANALYSIS .... 5 credits
Prerequisite: MAT 1033 or College placement score. Corequisites: EET 1035L. This course presents a study of the direct and alternating current circuits using single or multiple sinusoidal voltage and current sources. The emphasis will be on network analysis. Related theorems and applications are used in conjunction with resistance, inductance and capacitance components in combination circuits. Five hours weekly.

EET 1035L NETWORK ANALYSIS LABORATORY .... 1 credit
Corequisite: EET 1035. This course covers measurement and analysis of direct and alternating current circuits verifying network theorems. Areas of coverage include resonance, tuned circuits, transformer characteristics, complex signal analysis and harmonics. Formal technical report writing is emphasized. Three hours weekly.

EET 1084 INTRODUCTION TO ELECTRONICS .... 3 credits
This course provides an introduction to the basic 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. Three hours weekly.

EET 1205C ELECTRONIC INSTRUMENTATION .... 1 credit
This course introduces the student to the basic equipment. The topics covered will include the principle of operation and usage of digital multimeters, function generators, pulse generators, frequency counters, oscilloscopes, and logic analyzers. Two hours weekly.

EET 2140 SOLID STATE ELECTRONICS .... 3 credits
Prerequisite: EET 1035. Corequisite: EET 2140L. This course is a study of the characteristics in which active semiconductor devices are operated in their linear ranges. The areas of coverage include semiconductor diodes, bipolar junction transistors, field effect transistors, load lines and biasing, small signal analysis, hybrid parameters, amplifiers, complementary symmetry. Darlington Pair, decibels, Bode plots, and feedback. Three hours weekly.

EET 2140L SOLID STATE LABORATORY .... 1 credit
Corequisite: EET 2140. This course provides the student with the experience of correlating theoretical calculations with the actual design and testing of circuits. The areas of coverage for this laboratory include junction characteristics, transistor biasing and stability, common emitter amplifier design, measurement of hybrids, negative feedback, complementary symmetry and frequency response. Formal technical report writing is emphasized. Three hours weekly.

EET 2155 LINEAR INTEGRATED CIRCUITS .... 3 credits
Prerequisite: EET 2140. A course involving integrated circuits as operational amplifiers used in active filters, regulators, oscillators, and as circuits for mathematical operations. The course content includes analog to digital and digital to analog converters, instrumentation amplifiers, phase lock loops as well as modulator and demodulator integrated circuits. Three hours weekly.

EET 2155L LINEAR CIRCUITS LABORATORY .... 1 credit
Corequisite: EET 2155. This course involves the characteristics and specifications of operational amplifiers and integrated circuits. The laboratory coverage includes the design and application of circuits using basic operational amplifier circuits, comparators, active filters, instrumentation amplifiers, analog to digital, and digital to analog converters. Three hours weekly.

EET 2322 WIRELESS COMMUNICATIONS
FUNDAMENTALS .... 3 credits
This course covers the fundamentals in wireless communications covering the principles and techniques of signal types, analog modulation, digital modulation, spread-spectrum communication, frequency-hopping, direct-sequence, telephone networks including wireless systems, transmission lines and waveguides, radio propagation, cellular concepts, and antenna systems. 47 contact hours.

EET 2323 WIRELESS SYSTEMS .... 3 credits
This course examines the specific systems in wireless including the principles of transmitters and receivers, analog and digital cellular telephone systems, personal communication systems, satellites for wireless communication, paging systems, wireless data communication techniques, and emerging wireless technologies. 47 contact hours.

EET 2324 ELECTRONIC COMMUNICATIONS .... 3 credits
Prerequisites: EET 2140 and EET 2155. This course is designed to integrate the knowledge previously acquired in the electronic courses by the study of electronic communication circuits, filters, RF amplifiers, oscillators, amplitude modulation, frequency modulation, transmission lines, and antennas. Three hours weekly.

EET 2355 DIGITAL COMMUNICATIONS .... 3 credits
Prerequisites: CET 2114, EET 2324. This course provides a foundation in the areas of digital communications. The areas of coverage include coding techniques, basics of network communications, radar, microwaves, laser communications, and fiber optic systems. Three hours weekly.

EET 2735 AUTOMATIC CONTROL SYSTEMS .... 3 credits
Prerequisites: EET 2140, EET 2155, MAC 2254. This is a course in the principles of automatic controls, servo-mechanisms, open and closed loop controls. Mathematical models are used for components and systems. The course is a study of the behavior of specific control systems. A control system analysis is done in the time and frequency domains using LaPlace transforms and frequency plots. A practical coverage of system mechanization and actual testing is included. Three hours weekly.

EET 2915L RESEARCH PROJECTS LABORATORY .... 1 credit
Prerequisites: EET 2140, EET 2140L. The student will develop a suitable electronics project in order to become familiar with the engineering design process. This involves the necessary research of literature, design, fabrication, assembly and testing of the project. The completion of this project requires the writing of a complete technical report and an oral presentation of the results. Three laboratory hours weekly.

EEX 2010　INTRODUCTION TO EXCEPTIONAL EDUCATION .... 3 credits

This course provides a survey of the challenges inherent to educating children and adults with special needs. It is also intended to help prospective teachers understand and be sensitive to the circumstances faced by exceptional learners and their families. Etiology, characteristics, identification, and adaptive teaching methods will be presented for individuals with: learning disabilities, brain injuries, communication disorders, behavioral/emotional disorders, hearing loss, mental impairment, visual impairments, and multiple/severe disabilities. The special needs of gifted and talented students will also be covered. Three contact hours weekly plus fifteen hours of participation/observation in special education settings are required.

EGS 1141C　ENGINEERING GRAPHICS WITH CAD .... 3 credits

This is a beginning course in engineering graphics with computer-aided drawing. Topics include use of drafting instruments, engineering geometry, lettering, orthographic views, pictorial drawing, auxiliary views, sectional views, dimensioning, fasteners, and assembly drawings. Drawings are created by technical sketching and by AutoCAD. Instruction in AutoCAD is integrated throughout the course. Six lecture and laboratory hours.

EGS 2122C　GEOMETRIC DIMENSIONING AND TOLERANCING .... 3 credits

This course provides the fundamentals of geometric dimensioning and tolerancing (GD & T) as based on The American Society of Mechanical Engineers standard ASME Y14.5M-1994. The coverage of topics includes geometric tolerancing symbols and terms, the rules of geometric dimensioning and tolerancing, datums, material condition symbols, tolerances of form, profile, orientation and runout, and location tolerances. 62 contact hours.

EHD 1000　INTRODUCTION TO DEAF CULTURE .... 3 credits

This course is an introduction and orientation to the educational, communicative, social, vocational, psychological and legal aspects of deafness. The course will deal with the impact of deafness on the individual and the family, as well as social patterns of the deaf community. In addition, it will describe historical and changing attitudes toward the culture of deaf persons and other groups of handicapped persons. 47 contact hours.

EHD 1400　FUNDAMENTALS OF INTERPRETING .... 2 credits

Prerequisites: SPA 1614, SPA 1614L, SPA 1617, EHD 1941. Corequisite: EHD 1400L. This course is an overview of the profession of interpreting, its standards and settings. It covers basic understanding of the Registry of Interpreters for the Deaf (RID) Code of Ethics which governs the standards of the interpreting profession and how to apply these principles to a variety of interpreting situations as well as other central issues related to the interpreting profession. 32 contact hours.

EHD 1400L　FUNDAMENTALS LAB .... 2 credits

Prerequisites: SPA 1614, SPA 1614L, SPA 1617, EHD 1941. Corequisite: EHD 1400. This course provides extensive hands-on practice to develop interpreting and transliterating skills. It includes extensive video and audio practice with different modes and sign codes. 62 contact hours.

EHD 1401　INTERPRETING SPECIALIZED TOPICS .... 3 credits

Prerequisites: SPA 1614, SPA 1614L, SPA 1617, EHD 1941. This course will focus on the development of vocabulary and sign equivalents in specialized settings: medical, mental health, technical, religious, educational, theatrical; and other settings as deemed appropriate by the instructor; idiomatic and multi-meaning ASL/English words will be studied. 47 contact hours.

EHD 1402　ISSUES IN EDUCATIONAL INTERPRETING .... 2 credits

Prerequisites: EHD 1400, EHD 1400L, EHD 1401, EHD 1406. This course explores the role of the interpreter in the educational setting. Issues related to institutional policies, potential role conflicts, interpreter/faculty collaboration, and support service provision will be emphasized. 32 contact hours.

EHD 1403　INTERACTIVE INTERPRETING .... 2 credits

Prerequisites: EHD 1400, EHD 1400L, EHD 1401, EHD 1406. This course will focus on cognitive, linguistic and motor skill development in interactive interpreting; sign to voice and voice to sign skill mastery. Situations will simulate experiences encountered in one on one and interview settings; small group

dynamics. Emphasis will be on simultaneous interpreting; consecutive style will also be included. Focus activities include audio/video and live model demonstrations; out of class observations of certified/qualified interpreters in different settings. 32 contact hours.

EHD 1404　INTERPRETING/TRANSLITERATING .... 4 credits

Prerequisites: EHD 1400, EHD 1400L, EHD 1401, EHD 1406. A continuation of EHD 1400 and EHD 1400L. This course reinforces skill development and the principles of interpreting from the source language of English to the target language of American Sign Language; and the principles of transliterating from the source language of English to the target language of signed codes of English. Activities will be reinforced through drill, practice, and role play demonstration, video and audio taped activities. The student will learn the techniques of self-assessment through videotaped assessment and class discussion/analysis. 62 contact hours.

EHD 1406　VOICING I .... 3 credits

Prerequisites: SPA 1614, SPA 1614L, SPA 1617, and EHD 1941. This course focuses on the development of primary voicing skills in interpreting for the deaf. Limited emphasis is given to interpreting from American Sign Language to spoken English. Voicing from signed English to spoken English and varying modalities are the focus of this course. 47 contact hours.

EHD 1407　VOICING II .... 3 credits

Prerequisites: EHD 1402, EHD 1403, EHD 1404. The course focuses on the development of more advanced voicing skills in interpreting for the deaf. Special emphasis is given to interpreting from American Sign Language to spoken English as the focus of this course. 47 contact hours.

EHD 1941　INTERPRETING PRACTICUM .... 3 credits

Prerequisites: SPA 1613, SPA 1613L, SPA 1626, EHD 1000. This course provides the intermediate to advanced interpreting student with an opportunity to observe the interpreting process in various professional work situations. Students will schedule a series of individual and group observations, and discuss their practicum experiences during class. Guest speakers will also be a part of class activities. 47 contact hours.

EHD 1942　INTERPRETING INTERNSHIP .... 4 credits

Prerequisites: EHD 1402, EHD 1403, EHD 1404. This course provides the advanced level interpreting student with an opportunity to participate at the entry level of the interpreting process in a variety of settings, with supervision. Students will schedule regular hours with affiliate agencies and, according to their level of interpreting skill, assist agency staff in normal duties. Supervision, observation, and evaluation will be provided by agency interpreting staff and interpreting instructors. 240 contact hours.

EME 2040　INTRODUCTION TO EDUCATIONAL TECHNOLOGY .... 3 credits

This is a survey course designed to introduce teachers to the use of microcomputer technology, telecommunications, educational software, software evaluation, instructional applications and ethical, legal and social issues dealing with the use of technology in education. 47 contact hours.

EMS 1059C　EMERGENCY MEDICAL SERVICES FIRST RESPONDER .... 3 credits

This survey course based on the National Highway Traffic Safety Administration curriculum for first responders at scenes of accident and/or illness is designed to prepare the student for emergency care of a victim, providing the skills and knowledge of care prior to the arrival of the Emergency Medical Technician/Paramedic. Recognition of symptoms and signs of impending danger to the patient's life and the accepted treatment modes for the conditions will be taught as well as techniques for extrication (light duty) of the accident victim. 47 contact hours.

EMS 1119　FUNDAMENTALS OF EMERGENCY MEDICAL CARE .... 4 credits

Prerequisites: Satisfactory SPC Placement Examination Score and "Professional" CPR card. Corequisites: EMS 1119L and EMS 1411. An introduction to the knowledge, skills, and attitudes required in emergency medical care situations. Included is information concerning basic structure and function of body systems and recent state of the art procedures required of the emergency medical technician. 80 contact hours.

EMS 1119L FUNDAMENTALS OF EMERGENCY
MEDICAL CARE LABORATORY ....2 credits
Prerequisites: Satisfactory SPC Placement Examination Scores
and "Professional" CPR card. Corequisites: EMS 1119 and EMS
1411. Laboratory practice in emergency procedures for life-
threatening disease, accident, or illness are closely supervised
to foster confidence in the student's abilities to apply theory.
Techniques for patient assessment, evaluation and treatment
are practiced in an assessment-based format in a laboratory
setting. 64 contact hours.

EMS 1411 FUNDAMENTALS OF EMERGENCY MEDICAL
CARE CLINICAL EXPERIENCE ....2 credits
Prerequisites: Satisfactory SPC Placement Examination Scores
and "Professional Rescuer or Health Care Provider" CPR card.
Corequisites: EMS 1119 and EMS 1119L. The student will be
assigned to contract agencies for patient care experience with
hospital agencies for emergency department experience un-
der the direct supervision of hospital personnel. The course is
designed as a clinical component where the individual gains
an appreciation of emergency and non-emergency patient care
in relationship to the knowledge and practical skills learned in
the classroom. 96 contact hours.

EMS 1421 EMT FIELD INTERNSHIP ....3 credits
Prerequisites: EMS 1119, EMS 1119L, EMS 1411. The stu-
dent will be assigned to contract agencies for patient care ex-
perience with fire-rescue and ambulance units under the direct
supervision of State of Florida certified EMTs and Paramed-
ics. The course is designed as a competency-based field com-
ponent where the individual gains emergency and
non-emergency insight into the mechanics of assisting the ill
or injured patient in the out-of-hospital environment. 140 con-
tact hours.

EMS 2331 EMERGENCY CARE IN-FLIGHT ....3 credits
Prerequisite: Paramedic, registered nurse, respiratory thera-
pist or other advanced professional medical license or gradu-
ate standing. The student will learn the effects of altitudinal
change on the human body in health, illness and injury; and
the use of normal and emergency equipment during air trans-
port in the care of a patient. The student will become acquainted
with types of air transport used for ambulance purposes and
the laws governing them. Three hours weekly.

EMS 2551 ADVANCED CARDIAC LIFE SUPPORT ....1 credit
Prerequisites: Current CPR card for Health care provider/pro-
fessional rescuer, required by the first day of class and certifi-
cation/licensure as a Paramedic, R.N., M.D., D.O., Dentist, or
Physician's Assistant. Also open to SPC EMS and Respiratory
Care students. This course is designed to provide instruction
and skills testing of specific therapies for various adult cardiac
emergencies. It includes strenuous skills such as lifting and
carrying techniques in simulated patient care situations. 17
contact hours.

EMS 2601 PARAMEDIC THEORY I ....5 credits
Prerequisites: BSC 1085, BSC 1085L and EMT Graduate
Standing or Certificate. Corequisites: EMS 2601L, EMS 2664,
BSC 1086, BSC 1086L, and HSC 1149C. This course is an in-
depth study of the U.S. Department of Transportation, EMT
Paramedic: National Standard Curriculum which includes as-
pects of the prehospital environment which focuses on para-
medic roles and responsibilities, EMS systems, medical and
legal considerations, rescue, major incident response, hazard-
ous materials and stress management, medical terminology,
general patient assessment and management, airway and ven-
tilation assessment, shock and fluid resuscitation, pathophysi-
ology and general pharmacology, aspects of advanced training
on prehospital trauma and burn management, the respiratory
system which includes disease pathophysiology and respira-
tory arrest management. 80 contact hours.

EMS 2601L PARAMEDIC LABORATORY I ....3 credits
Prerequisites: BSC 1085, BSC 1085L and EMT Graduate
Standing or Certificate. Corequisites: EMS 2601, EMS 2664
and HSC 1149C. This laboratory course is an in-depth study of
the U.S. Department of Transportation, EMT-Paramedic: Na-
tional Standard Curriculum, which covers "hands-on" skills, re-
lated to EMS 2601. 96 contact hours.

EMS 2602 PARAMEDIC THEORY II ....8 credits
Prerequisites: EMS 2601, EMS 2601L, EMS 2664. Corequisites:
EMS 2602L and EMS 2665. This course is an in-depth study of
the U.S. Department of Transportation, EMT-Paramedic: Na-
tional Standard Curriculum, which includes aspects of
prehospital medical emergencies related to the cardiovascular
systems, disease pathophysiology, cardiac arrest management,
the nervous system, anaphylaxis, toxicology, endocrine emer-
gencies, infectious disease, HIV/AIDS training, obstetrical, gy-
necological, neonatal assessment and management, geriatrics,
pediatrics, special patients and behavioral emergencies. 128
contact hours.

EMS 2602L PARAMEDIC LABORATORY II ....4 credits
Prerequisites: EMS 2601, EMS 2601L and EMS 2664.
Corequisites: EMS 2602 and EMS 2665. This laboratory course
is an in-depth study of the U.S. Department of Transportation,
EMT-Paramedic: National Standard Curriculum which covers
"hands-on" skills related to EMS 2602. 128 contact hours.

EMS 2659 PARAMEDIC FIELD INTERNSHIP ....7 credits
Prerequisite: Completion of all paramedic program courses and
EMS program director approval. This course involves the field
clinical application of skills related to paramedic medicine.
Course emphasis gives the student, under direct paramedic
supervision, the opportunity to integrate knowledge and skill to
direct application of patient care. 336 contact hours.

EMS 2664 PARAMEDIC CLINICAL I ....3 credits
Corequisites: EMS 2601 and EMS 2601L. This course involves
the hospital and field clinical application of skills related to para-
medic theory and application presented in EMS 2601 and EMS
2601L. 144 contact hours.

EMS 2665 PARAMEDIC CLINICAL II ....3 credits
Corequisites: EMS 2602 and EMS 2602L. This course involves
the hospital and field clinical application of skills related to para-
medic theory and application presented in EMS 2602 and EMS
2602L. 144 contact hours.

EMS 2931 PARAMEDIC SEMINAR ....2 credits
Corequisite: EMS 2659. Group discussion on the changing role
of the Paramedic. Special in-depth study and assignments pre-
pared and discussed by students in preparation for the Para-
medic career. Two hours weekly.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

ENC 0001 SENTENCE STRUCTURE ....1 credit
An individualized study of basic principles of sentence struc-
ture, using a series of eight modules. The course of study, of-
fered through the writing laboratory, includes instruction in basic
sentence patterns, sentence combining, sentence variety, and
sentence effectiveness. 30 contact hours.

ENC 0009 DEVELOPMENTAL ENGLISH
FOR THE DEAF ....4 credits
(For Deaf Students Only) This course is designed to prepare
hearing-impaired students to better express ideas in writing
and discussion. The course will use an interrelated approach
to English language learning with emphasis on logical thinking
and organized thoughts. The course provides experience in
composing clear sentences, improving grammatical skills, and
writing for a specific purpose. Provides basic instruction in para-
graph composition. Individual conferences are provided. Five
class and laboratory hours weekly.

ENC 0010 BASIC WRITING I ....4 credits
A college preparatory course designed to develop skills in gram-
mar, usage, mechanics, sentence structure, and vocabulary
by means of practice in sentence construction and paragraph
development. It is intended to prepare students for successful
completion of other college preparatory and college-level
courses in writing. (Note: ENC 0010 may not be taken concur-
rently with ENC 0020 or ENC 1101 or ENC 1121.) Five class
and laboratory hours weekly.

ENC 0019 DEVELOPMENTAL ENGLISH II ....4 credits
(For Deaf Students Only) Prerequisite: ENC 0009 for the deaf
or appropriate score on the SPC placement test. This course is
designed to improve writing skills of hearing impaired students.
Emphasis is placed on student's ability to write clear paragraphs
with adequate development, effective organization, and a sense

of audience. It provides experience in strengthening skills in composing sentences and improving grammar and provides beginning instruction in speaking before a group. Individual conferences are provided. Five class and laboratory hours weekly.

ENC 0020   BASIC WRITING II .... 4 credits
Prerequisite: ENC 0010 or appropriate score on the SPC placement test. A college preparatory course designed to improve basic writing skills in grammar, usage, spelling, capitalization, punctuation, sentence structure, and vocabulary by means of practice in paragraphs and short essays. It is intended to prepare students for successful completion of college-level writing courses in English. Five class and laboratory hours weekly.

ENC 0050   SPELLING IMPROVEMENT .... 1 credit
This course is an individualized, self-paced study of basic spelling techniques designed to improve the student's spelling skills. The program centers on a practical see, hear, and write approach to spelling the words of a basic vocabulary. 30 contact hours.

ENC 0060   VOCABULARY DEVELOPMENT .... 1 credit
This course is an individualized, self-paced study of various aspects of vocabulary building; covering dictionary use, contextual clues, prefixes, roots, suffixes, homonyms, and commonly misunderstood words. It also includes work with sophisticated vocabulary, nuances, and shades of contextual meaning. 30 contact hours.

ENC 0080   GRAMMAR .... 1 credit
This course is an individualized program to strengthen the student's grammatical skills. Recommended for the student who wishes to improve the skills necessary for using effective grammar in writing. 30 contact hours.

ENC 0081   PUNCTUATION .... 1 credit
This course is an individualized, self-paced study of basic punctuation techniques. The course covers such topics as punctuation of compound/complex sentences; problems with the comma; special punctuation including colon, dash, semi-colon, parenthesis, and brackets; and standard punctuation including end punctuation, quotation marks, and possessives. 30 contact hours.

ENC 1101   COMPOSITION I .... 3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the Writing SPC placement test. This course is designed to develop composition skills. It emphasizes the development of the multi-paragraph essay and including practice in information retrieval from electronic and other sources, the selection, restriction, organization, and development of topics. It also offers the student opportunities to improve abilities with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. Sections of computer-assisted and individualized instruction are offered. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1101 and ENC 1121. 47 contact hours.

ENC 1102   COMPOSITION II .... 3 credits
"G"
Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or EAP 1695) or appropriate scores on the English and Reading SPC placement test. This course builds upon the skills developed in ENC 1101. It provides further instruction in the planning, organization, and writing of essays. It stresses methods of library research including information retrieval from electronic sources, and emphasizes writing of the research paper and the paper of literary interpretation. The reading includes selections from at least two forms of literature. Conferences provide individualized instruction. Sections of individualized instruction are offered. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1102 and ENC 1122. 47 contact hours.

ENC 1121   HONORS COMPOSITION I .... 3 credits
"G"
Prerequisite: Appropriate score on the SPC placement test and/or permission of the instructor. This is a course designed to develop the expository writing skills of academically talented students so they can write effectively. It emphasizes prewriting techniques, organizational techniques, and essay writing

techniques. Conferences are provided for individualized instruction. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1121 and ENC 1101. 47 contact hours.

ENC 1122   HONORS COMPOSITION II .... 3 credits
"G"
Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or EAP 1695) or a satisfactory score on the SPC placement test. This course builds upon the skills developed in ENC 1121. It provides the academically talented student further opportunity to learn to write effectively. It emphasizes writing papers of literary interpretation, using the library, finding and evaluating primary and secondary source material, and employing that material in formally documented research papers. Conferences for individualized instruction are provided. Enrollment by permission only. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1122 and ENC 1102. Three hours weekly.

ENC 2210   TECHNICAL WRITING .... 3 credits
Prerequisite: ENC 1101 or ENC 1121. This course is offered for students desiring experience in various types of technical writing, such as process reports, investigative reports, feasibility studies, instructions, memoranda, and letters. Concentration is on practice in analyzing and developing reports, in collecting and organizing data, and in preparing the formal and informal report. This course has value in the fields of business administration, military, engineering, health, hospitality, law enforcement, architecture, building construction, and science. Assignments are related to the individual interest of the student. This course has a substantial writing requirement. 47 contact hours.

ENC 2301   ADVANCED COMPOSITION .... 3 credits
Prerequisite: ENC 1102 or ENC 1122 or permission of the Communications program director. This course is an advanced study of nonfiction prose, designed for students wishing to increase proficiency in written English and to adapt writing to various purposes. Experience beyond the freshman level in writing essays, reports, and articles is provided. Included is the discussion of various purposes and types of nonfiction prose, with emphasis on contemporary writing. This course has a substantial writing requirement. Three hours weekly.

ENG 2103   WORLD CINEMA .... 3 credits
Prerequisite: ENG 2112. This is a survey course designed to introduce students to the cinematic arts of countries from around the world. Emphasis will be given to the works of some of the acknowledged masters of foreign cinema—Renoir (France), Rossellini and Antonioni (Italy), Bergman (Sweden), Kurosawa (Japan)—as well as more recent directors—Jane Campion (Australia), Zhang Yimou (China)—stressing the spiritual, intellectual and moral issues that unite humankind despite differences in time, place and language and culture. This course has a substantial writing requirement. 47 contact hours.

ENG 2112   INTRODUCTION TO MOTION PICTURES .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the SPC placement test. This course is a general survey of motion pictures emphasizing the synthesis of the dramatic, narrative, artistic, and technical components of the medium. This course has a substantial writing requirement. 47 contact hours.

ENL 2012   BRITISH LITERATURE I (To 1800) .... 3 credits
"G"
Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or EAP 1695) or appropriate score on the SPC placement test. A humanistic study of British literature from Anglo-Saxon times through the 18th Century. Representative selections from each period are studied for interpretation, background, artistic qualities, and ethical meaning, with emphasis on human values and application to life. This course also stresses methods of library research and emphasizes writing of the research paper and the paper of literary interpretation. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ENL 2022   BRITISH LITERATURE II (Since 1800) .... 3 credits
"G"
Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or EAP 1695) or appropriate score on the SPC placement test. A study of British literature of the 19th and 20th centuries from the same approach as that of ENL 2012. This course also stresses

methods of library research and emphasizes writing of the research paper and the paper of literary interpretation. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. ENL 2012 is not necessarily a prerequisite to this course. 47 contact hours.

EST 2632   COMPUTER-INTEGRATED-MANUFACTURING (CIM) .... 3 credits
The fundamentals and principles of the use of computers to integrate a broad range of engineering and manufacturing functions are covered. Topics include: manufacturing and process planning, flexible manufacturing systems, cell technology, material handling, resource planning (MRP), and Just-In-Time (JIT) production. Three hours weekly.

ETD 1320   AUTOCAD I .... 3 credits
The student will learn to use the major features of AutoCAD to make graphic displays including basic geometric figures, orthographic views of three-dimensional objects and pictorial drawings of three-dimensional objects. The major topics include the AutoCAD drawing, utility, file handling, text, editing, dimensioning and plotting features. Five hours weekly.

ETD 1325   AUTOCAD APPLICATIONS I .... 1 credit
A beginning level course introducing CAD terminology, microcomputer based CAD hardware and software, data storage, and the use of AutoCAD. The student will learn to use the AutoCAD software package and the basics of creating, editing, printing and saving drawing files. 16 contact hours.

ETD 1326   AUTOCAD APPLICATIONS II .... 1 credit
A continuation of ETD 1325 (AutoCAD Applications I), this course is designed to introduce the student to the more advanced abilities of AutoCAD. Included in this class is a study of BLOCKS, Layers, dimensioning, crosshatching and patterns, plus an introduction to manipulating AutoCAD entities. 16 contact hours.

ETD 1350   AUTOCAD II .... 3 credits
Prerequisite: ETD 1320 or equivalent. A continuation of AutoCAD I, ETD 1320. The student will learn the basic features of AutoCAD not covered in AutoCAD I, plus advanced topics in AutoCAD. The major topics include plotting by various methods, use of the rotation option to draw auxiliary views, extended work with hatching, extended work with blocks and wblocks, dimensioning, use of attributes, library files, polylines, solids, three dimensional drawings, system variables, and customizing of AutoCAD. Five hours weekly.

ETD 1355C   AUTOCAD III .... 3 credits
AutoCAD III is a continuation of AutoCAD I and AutoCAD II. The primary goals of the course are the construction, viewing and plotting of three-dimensional drawings of objects. The major topics involve the construction of three-dimensional drawings by the use of various AutoCAD three-dimensional drawing facilities including (1) prismatic-object construction, (2) preconfigured primitive objects, (3) three-dimensional coordinates, and (4) three-dimensional surface entities. Five hours weekly.

ETD 1360C   AUTOCAD IV: ADVANCED SOLID MODELING .... 3 credits
Prerequisite: ETD 1355C or permission of instructor. This is a continuation of ETD 1355C, using advanced techniques of AutoCAD software. Topics include the use of AutoCAD 2000 and advanced solid modeling drawing tools and an introduction to internet information brought into AutoCAD to construct 3-D drawings. 77 contact hours.

ETD 2365C   INTRODUCTION TO MECHANICAL DESKTOP .... 3 credits
Prerequisite: ETD1355C or permission of instructor. This is a continuation of solid modeling using new designing techniques of Mechanical Desktop software. Topics include the integration of AutoCAD and its advanced solid modeling drawing tools into Mechanical Desktop. This course is an introduction to new designing technique using Mechanical Desktop and covers unique capabilities of the software. 77 contact hours.

ETI 1110   QUALITY CONTROL .... 3 credits
Prerequisite: STA 2023. This course is a study of the principles and techniques of quality control, tolerance design, on-line quality control methods, and preventive maintenance. 47 contact hours.

ETI 1131   STATISTICAL PROCESS CONTROL .... 3 credits
Prerequisite: STA 2023. This course studies basic use of statistical concepts with emphasis for cost and quality control using control charts with statistical process control techniques. 47 contact hours.

ETI 1150C   METHODS OF INSPECTION AND MANAGEMENT .... 3 credits
This course covers general inspection, including the application of standard measurement tools and equipment, methods used in testing, and industry guidelines. Topics include inspection and variation, standards for measurement, measurement basics, measurement assurance, and calibration. 62 contact hours.

ETI 1421   MANUFACTURING PROCESSES AND MATERIALS I .... 3 credits
Characteristics and fundamentals of the manufacturing properties of materials are covered along with the manufacturing processes and machines for manufacturing. Three hours weekly.

ETI 1422   MANUFACTURING PROCESSES AND MATERIALS II .... 3 credits
Prerequisite: ETI 1421. Characteristics of the joining processes, surface technology, microelectronic device fabrication, quality assurance, human factors engineering, safety and product liability, automation, and integrated manufacturing systems are presented. Three hours weekly.

ETI 1466   BASIC PLASTICS AND PROCESSING .... 3 credits
An introduction of polymer processing techniques, injection molding, and polymeric materials. Flow characteristics and the physical state properties of polymers will be covered as they relate to the injection molding of plastics. Three hours weekly.

ETI 1466L   BASIC PLASTICS AND PROCESSING LABORATORY .... 1 credit
This course covers injection molding through the running of machines and the experimentation of the physical properties and melt processing. The emphasis of this course will be hands-on with practical problem solving techniques in an industrial laboratory setting. Two hours weekly.

ETI 1482C   INTRODUCTION TO INTEGRATED MANUFACTURING .... 3 credits
A study of the manufacturing environment, the integrated manufacturing strategies, the manufacturing-related functions, the economics of integrated manufacturing, and the implementation of computer-integrated manufacturing (CIM). Three hours weekly.

ETI 1644   PRODUCTION AND INVENTORY CONTROL ... 3 credits
This course covers the fundamentals of production and inventory systems including: production planning, forecasting, scheduling, inventory control, MRP systems, and JIT system. Three hours weekly.

ETI 1700   INDUSTRIAL SAFETY .... 1 credit
This course is a study of job related safety. Topics include OSHA compliance, safety standards, and code enforcement. 16 contact hours.

ETI 2100   INTRODUCTION TO QUALITY ASSURANCE ... 3 credits
This course defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the International Organization for Standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing, and marketing of a product is also covered. 47 contact hours.

ETI 2121C   NON-DESTRUCTIVE AND DESTRUCTIVE TESTING .... 3 credits
This course covers the history, the advantages and disadvantages of non-destructive testing (NDT), the applications of NDT, and the new developments in nondestructive evaluation (NDE). Topics include detecting discontinuities in components during material processing, introduction to destructive testing, and the use of equipment, such as hardness testers and other testing equipment to perform the methods used in NDT. 62 contact hours.

ETI 2151C PROCESS METROLOGY .... 3 credits
This course covers the principles, techniques, and devices of metrology as applied to the procedures and concepts of the quality process. The uses and applications of measurement with various types of instruments and measuring machines are also covered in the laboratory. 62 contact hours.

ETI 2153 QUALITY AUDITING .... 3 credits
Prerequisite: ETI 2100 or MAN 1043 or program director approval. The principles and techniques for assessing the adequacy of a quality system are presented in this course. Coverage includes evaluating the quality system as it conforms to standards, review of standard audit terms and audit types, and methods for conducting and reporting audits. 47 contact hours.

ETI 2185 RELIABILITY AND FAILURE ANALYSIS .... 3 credits
Prerequisite: STA 2023 or program director approval. This course introduces the basic concepts of modern reliability requirements applicable to the manufacturing processes and products including the statistical techniques for predicting and verifying product reliability. The coverage also includes failure modes, effect analysis, and criticality analysis. 47 contact hours.

ETI 2400 TOPICS IN MODERN MANUFACTURING I .... 3 credits
This course provides the coverage of the modern and advanced manufacturing techniques related to lean manufacturing, just-in-time (JIT) manufacturing, 6-sigma, 5S manufacturing and the topics involved with total productive maintenance (TPM), teaming, work in process (WIP), total process yield, and manufacturing value. The student will also learn the general aspects of a factory floor, basic inspection techniques, lead-time activity, and optimum lot size. 47 contact hours.

ETI 2410 TOPICS IN MODERN MANUFACTURING II ...... 3 credits
This is the second course that covers modern and advanced manufacturing. The coverage includes topics related to manufacturing improvement, value stream mapping, statistical process control (SPC), International Organization for Standardization (ISO) 9000 techniques, continual improvement, and process capability. 47 contact hours.

ETI 2460 POLYMER FUNDAMENTALS .... 3 credits
Prerequisites: ETI 1466, ETI 1466L, and PSC 1001C. An introduction to the structure of polymers to include composition and applications of thermoplastics and thermosets. 47 contact hours.

ETI 2461 MATERIALS HANDLING SYSTEMS .... 3 credits
Prerequisites: ETI 1466, ETI 1466L, ETI 1482C. This course covers manufacturing systems and procedures that include the flow of materials beginning with receiving, through handling, processing, and shipping of the product. 47 contact hours.

ETI 2462C MOLD DESIGN WITH LAB .... 4 credits
Prerequisite: ETD 1320. This course introduces plastic injection mold design. Also included is molding process, types of molds and tool manufacturing. The laboratory course material emphasizes the study of applications of the principles of mold design. 62 contact hours.

ETI 2463 PLASTICS PRACTICUM .... 3 credits
Prerequisite: Permission of the program director. This course gives students practical experience in the plastics industry to apply the knowledge and skills obtained in the program. Students will participate in professional associations, seminars and related services. 47 contact hours.

ETI 2465 PROCESS EQUIPMENT SYSTEMS .... 3 credits
Prerequisites: MAT 1033, ETI 1466, ETI 1466L, PSC 1001C. In this course the student will use the basic understanding of hydraulics, pneumatics, and electronics and apply the principles to process equipment in the plastics industry. 47 contact hours.

ETI 2468 ADVANCED PLASTICS PROCESSING .... 3 credits
Prerequisite: ETI 1466 or consent of instructor. Corequisite: ETI 2468L. This course will cover the in-depth mechanics of the injection molding machine, including the injection unit, clamping unit, hydraulic systems, drive assembly, and both open and closed loop control systems. Three hours weekly.

ETI 2468L ADVANCED PLASTICS PROCESSING LABORATORY .... 1 credit
Corequisite: ETI 2468. This course will emphasize the hands-on applications, involving the cause and effect problem solving techniques using the injection molding machines. This lab will use the materials and molds to provide the statistical data on various resins for laboratory assignments. Two hours weekly.

ETI 2718C INTRODUCTION TO CLEANROOM TECHNOLOGY .... 2 credits
This course provides an introduction to the cleanroom technology and includes the basic procedures, management, and methods required for working in a cleanroom environment. 47 contact hours.

EUH 1000 DEVELOPMENT OF
"G" WESTERN CIVILIZATION I .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course covers the origins and development of western civilization beginning with the ancient world and classical civilizations, the Middle Ages, the transition to modern states and politics of power, the Protestant and Catholic Reformations, and the Commercial Revolution of the 16th Century. Emphases are on the relevance of the political, social, economic and cultural trends of each period upon our present world society. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Three hours weekly.

EUH 1001 DEVELOPMENT OF
"G" WESTERN CIVILIZATION II .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course covers the evolution and continuation of western civilization since the 16th Century. A study of governments from absolutism to democracy, European power politics; duels for world empire; scientific, cultural, political, social and industrial revolutions; nationalism, imperialism, and global conflicts. Emphasis placed on relevance of past history upon our present world society. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Three hours weekly.

EVS 1001 INTRODUCTION TO ENVIRONMENTAL SCIENCE .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, MAT 0024. This course, intended for non-science majors only, applies the basic principles of Ecology to relevant problems and topics related to man's environmental interaction with the earth. The course is designed to highlight current problems in modern society and to explore potential solutions exemplified by the presentation of specific case histories. 47 contact hours.

EVS 1635 INTRODUCTION TO ENVIRONMENTAL MANAGEMENT .... 3 credits
This course is designed to introduce the major topics encountered in the field of environmental management and to provide the student with the tools and resources to explore subjects of interest in greater detail. The course introduces material from many areas of study (ecology, laws and environmental regulations, natural science, chemistry, hazardous material disposal, industrial hygiene, environmental health, radiation, etc.) so that the student will better appreciate the framework within which environmental management decisions are made. Three lecture hours weekly.

FFP 1000 FUNDAMENTALS OF FIRE PROTECTION .... 3 credits
This course is a study of the phenomena and incidents of fire; the principles of fire prevention, suppression, and protection, and review of municipal fire protection ratings and components; survey of professional fire protection career opportunities; survey fire detection and suppression systems. 47 contact hours.

FFP 1109 FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH .... 3 credits
This course is a study of the guidelines for establishing an occupational safety and health program for a fire department, plus safety procedures for members involved in rescue, fire suppression, and related activities. Emphasis is placed on performance objectives, and not a single correct way to achieve compliance. The guidelines discussed in the course are flexible, so students can customize an occupational safety and health program that will meet their specific needs. 47 contact hours.

FFP 1111 FIRE CHEMISTRY .... 3 credits
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. 47 contact hours.

FFP 1140   FIRST RESPONDER FOR FIRE SERVICE .... 3 credits
This course is a study of emergency medical care for firefighters in the skills necessary in order to begin assessing and caring for patients at the scene of injury or illness as a result of fires, accidents, or other emergencies. Topics include but are not limited to: CPR, major body components, legal aspects, vital signs, childbirth, shock, head injuries, poisoning, HIV/AIDS and other communicable diseases. 47 contact hours.

FFP 1505   FIRE PREVENTION .... 3 credits
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. 47 contact hours.

FFP 1531   DEVELOPING FIRE AND
LIFE SAFETY STRATEGIES .... 3 credits
This course examines the latest strategies for developing and promoting fire and life safety education programs in local communities. The course themes include fire prevention as an injury control issue; prevention education as a way to form strong community-based conditions which will stabilize prevention programs; and the requirements for dynamic fire department leadership to integrate these themes successfully. 47 contact hours.

FFP 1540   PRIVATE FIRE PROTECTION SYSTEMS I .... 3 credits
This course is a survey of fire protection systems and domestic water supply. The operational feature and functional characteristics of fire detection and suppression systems and devices will be studied. 47 contact hours.

FFP 1780   COMPANY OFFICER .... 3 credits
This course is a study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer. Emphasis will be placed on the role of the officer in the setting of the fire company. 47 contact hours.

FFP 1823   TECHNICAL APPLICATIONS
IN EMERGENCY MANAGEMENT .... 3 credits
Prerequisite: The student must have met the computer competency requirement. This course provides optional methods of managing both internal and external information. It explores information gathering, organization, and data systems. Topics include warning and communications systems, and crisis communications. It also provides a study of advanced applications of personal computers in emergency management including detailed analysis and application of current emergency management software. 47 contact hours.

FFP 1824   BASIC INCIDENT MANAGEMENT SYSTEM ...... 1 credit
This is a course of study of the principles and features of an Incident Command System (ICS), how an incident command system is organized, incident facilities and their purposes (such as but not limited to command post, staging area, bases, camps, and heliports-helispots), incident resources such as strike teams, task forces and single resources; and common responsibilities such as communications and forms in incident management. 16 contact hours.

FFP 1825   INTERMEDIATE INCIDENT
MANAGEMENT SYSTEM .... 1 credit
Prerequisite: FFP 1824. This is a continuation of the study of the Incident Command System (ICS), constructing an incident management organization for a given incident or event, including appropriate procedures for establishing command, transferring command, and terminating an incident, demonstrating knowledge of efficient incident resource management including logistics, finance, administration, and record-keeping, demonstrating a familiarity with air operations, and demonstrating knowledge of incident planning processes. 16 contact hours.

FFP 1830   INTRODUCTION TO HAZARDS .... 3 credits
This course provides an in-depth study of the details and dynamics of natural and man-made hazards. This course includes

methods and means to measure, monitor and predict the physical impact of hazards on society. 47 contact hours.

FFP 1832   EMERGENCY RESPONSE TO TERRORISM:
BASIC CONCEPTS .... 1 credit
This course of study is designed primarily for fire-rescue and EMS personnel, although other emergency responders can benefit from the course. A background in hazardous materials is helpful but not required. The course covers the history and categories of terrorism and terrorist organizations in the United States and abroad, self-protection measures to be taken at explosive and nuclear-biological-chemical (NBC) incidents, crime scene and perimeter control procedures, defensive tactical operations, and building an Incident Command organization for terrorism responses. 16 contact hours.

FFP 2120   BUILDING CONSTRUCTION
FOR THE FIRE SERVICE .... 3 credits
This course examines the various types and methods of building construction and their influence on fire travel and life safety. Fire resistance of building materials and problems inherent in new construction as well as existing buildings are examined closely. 47 contact hours.

FFP 2401   HAZARDOUS MATERIALS I .... 3 credits
This course is a study of the chemical characteristics and re-action of materials in emergency situations, especially thermal destruction. These materials may be in the storage, handling or transportation stage of industrial process. Materials to be studied will be flammable liquids, combustible solids, radioactive compounds, oxidizing and corrosive materials. This course is required to become eligible to sit for the Florida State Fire Officer certification exam. 47 contact hours.

FFP 2402   HAZARDOUS MATERIALS II .... 3 credits
Prerequisite: FFP 2401. This course is a study of hazardous materials toward making sound decisions in emergency situations, including a study of carbon molecules in explosive, combustible and toxic materials, and identification of hazardous materials through their physical/chemical properties according to their class, groups, and reactions. 47 contact hours.

FFP 2510   FIRE CODES AND STANDARDS .... 3 credits
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. 47 contact hours.

FFP 2521   BLUEPRINT READING AND PLANS REVIEW .. 3 credits
This course is a comprehensive study of building construction blueprints and plans. The course will teach the student how to assimilate information contained in construction working drawings, specifications, interpreting conventional graphic communications, and accepted standards and conventions related to fire protection and prevention inspections. 47 contact hours.

FFP 2541   PRIVATE FIRE PROTECTION
SYSTEMS II .... 3 credits
Prerequisite: FFP 1540. This is a survey of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems. 47 contact hours.

FFP 2604   ARSON INVESTIGATION .... 3 credits
Prerequisite: FFP 2630. The Bureau of Fire Standards and Training requires students in this course to be a certified Firefighter, Fire Inspector, or Law Enforcement Officer. This is a course of study in effective fire crime scene investigations including evidence preservation and collection of scene documentation. 47 contact hours.

FFP 2606   POST BLAST INVESTIGATIONS .... 3 credits
Prerequisite: The Bureau of Fire Standards and Training requires that students in this course be certified as a Fire Investigator I. This is a course of study of arson crime scenes that involve explosions including laboratory procedures, chemical and physical components of explosive materials, and legal issues relative to bombings. 47 contact hours.

FFP 2610   FIRE CAUSE AND ORIGIN DETERMINATION .. 3 credits
A study of an arson investigator's responsibility in determining the point of origin, cause and development of a fire; motives of

fire setters; methods used to determine the accidental or intentional nature of a fire; correct procedures of investigation, evaluation of evidence and prosecution. 47 contact hours.

FFP 2630 LATENT INVESTIGATIONS .... 3 credits
Prerequisite: The Bureau of Fire Standards and Training requires that students in this course be Certified Firefighters, Fire Inspectors, Fire Investigators, or Law Enforcement Officers. This is a course of study in fire death and injury investigations, review of chemistry of hazardous materials, sources of information, motive for arson, and various arson sets and devices. 47 contact hours.

FFP 2670 LEGAL ISSUES FOR INVESTIGATORS .... 3 credits
Prerequisite: The Bureau of Fire Standards and Training requires students in this course to be certified as Fire Investigator I, Firefighter, or Fire Inspector or Law Enforcement Officer. This is a course of study of the state statues relating to arson, search and seizure guidelines, including case studies of Supreme Court rulings, Civil Court rulings and preparing an investigation case for trial, techniques for interviewing witnesses and suspects. 47 contact hours.

FFP 2706 FIRE SERVICE PUBLIC INFORMATION
OFFICER .... 3 credits
Prerequisite: Permission of program director. 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 Management System (IMS). 47 contact hours.

FFP 2740 FIRE SERVICE COURSE DELIVERY .... 3 credits
This course is a study of the instructor's responsibility in idea communication, learning and teaching concepts, job analysis, teaching objectives and instructional aids use. This course is required to become eligible to sit for the Florida State Fire Officer certification exam. 47 contact hours.

FFP 2741 FIRE SERVICE COURSE DESIGN .... 3 credits
This is a course of study of how to develop courses based on nationally applicable performance standards for uniformed fire service personnel and to provide the knowledge, skill, and ability to develop a training curriculum. 47 contact hours.

FFP 2781 FIRE ADMINISTRATION II .... 3 credits
Prerequisite: FFP 1000. This course covers the principles of organization and administration in fire protection service; the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the fire officer; a study of fire personnel management, training, budgeting, records, reports, and other relations. 47 contact hours.

FFP 2800 EMERGENCY MANAGEMENT
PUBLIC EDUCATION PROGRAMS .... 3 credits
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 to affect reduction; methods of designing and implementing information and education programs; methods of evaluating a program's impact. Studies include theoretical and practical skills training in individual, group and mass media communications, instructional skills, planning priorities, and evaluation techniques. 47 contact hours.

FFP 2801 FUNDAMENTALS
OF EMERGENCY MANAGEMENT .... 3 credits
This course provides a study of emergency management systems including the following: career opportunities; tasks and responsibilities of the emergency management program manager; emergency management function; role of the emergency manager in mitigation, preparedness, response, and recovery (short and long term). A study of past civil defense and current emergency management systems since its evolution from World War II. 47 contact hours.

FFP 2810 FIRE FIGHTING TACTICS AND STRATEGY I ... 3 credits
This course is a study of the basic concepts involved in fire fighting, including the behavior, fire fighting fundamentals and principles of extinguishment; the proper role for a utilization of

various fire companies and pre-planning fire problems. This course is required to become eligible to sit for the Florida State Fire Officer certification exam. 47 contact hours.

FFP 2811 FIRE FIGHTING TACTICS AND
STRATEGY II .... 3 credits
Prerequisite: FFP 2810. 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. 47 contact hours.

FFP 2820 EMERGENCY PREPAREDNESS .... 3 credits
This course provides a comprehensive study of all aspects of emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process will be discussed; awareness and education programs and strategies will be reviewed; other essential preparedness action will be emphasized, e.g. training and exercises. 47 contact hours.

FFP 2821 INTEGRATED EMERGENCY MANAGEMENT
PLANNING SYSTEMS II (IEMS II) .... 3 credits
This course covers a broad range of planning topics, problems, and activities involved in developing a comprehensive yet flexible plan of response to major life, property, and environmental threatening emergencies and disasters at the state and local level. It also provides an overview of the managerial responsibilities and multi-dimensional skills necessary to properly coordinate and control a disaster situation. 47 contact hours.

FFP 2822 INTEGRATED EMERGENCY MANAGEMENT
SYSTEMS I (IEMS I) .... 3 credits
This course provides an overview of the history and philosophy of current emergency management systems; defines terms and employment concepts for the development of an emergency management program; it provides an introduction of emergency planning concepts necessary to develop an integrated, generic, and comprehensive emergency operation plan. 47 contact hours.

FFP 2831 HAZARD MITIGATION .... 3 credits
This course provides the student specialized knowledge and skills necessary to develop programs that will reduce losses from future disasters, emergencies, and other extreme events caused by natural and man-made hazards. 47 contact hours.

FFP 2840 DISASTER RECOVERY OPERATIONS .... 3 credits
This course provides the student specialized knowledge and skills necessary to develop programs and activities associated with providing disaster recovery assistance and mitigation actions that will reduce losses from future disasters. 47 contact hours.

FFP 2841 CONTINGENCY PLANNING
FOR BUSINESS AND INDUSTRY .... 3 credits
This course focuses on the contingency planning process for disaster preparedness in the corporate world. The student will develop a step-by-step approach to emergency planning, response and recovery for companies of all sizes. 47 contact hours.

FFP 2880 PUBLIC POLICY IN
EMERGENCY MANAGEMENT .... 3 credits
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. 47 contact hours.

FFP 2881 EMERGENCY MANAGEMENT
LEADERSHIP AND ADMINISTRATION .... 3 credits
This course provides the student 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. The course also addresses the budget process and other related administrative duties of an emergency management program manager. 47 contact hours.

FIL 2100 MOTION PICTURE WRITING I .... 3 credits
Prerequisite: ENC 1101. This course is designed to teach the techniques of motion picture writing, proceeding from concept to film treatment to script (short or feature length), utilizing the five-part story structure. It is intended for students interested in understanding and writing film scripts. Emphasis on classic

film genres: psychological thriller, action adventure, detective, science fiction, romance, and film noire. 47 contact hours.

FIL 2110   MOTION PICTURE WRITING II .... 3 credits
Prerequisite: FIL 2100. This is a course designed to help students gain an in-depth knowledge of the techniques of motion picture writing and implement these techniques in original work of their own. Students will work on already existing story concepts, polish and/or revise story structure, dialogue, and action sequences, and complete a film screenplay. The course also offers students the opportunity to learn how to market their ideas and screenplays. This course has a substantial writing requirement. 47 contact hours.

FIN 1030   PRINCIPLES OF FINANCE .... 3 credits
This course is a survey of public and private finance. Emphasis is placed on current problems of finance and the development of basic principles. The major topics of study include the monetary and credit systems of the United States, funds for capital markets, the supply of funds, and credit policies and problems. 47 contact hours.

FIN 1100   PERSONAL FINANCE .... 3 credits
This course is a study of consumer buying practices; management of personal and family finances; spending income wisely; consideration of buying guides and consumer protection agencies. 47 contact hours.

FOS 2201   SANITATION .... 1 credit
This course covers sanitation risk management and the Hazard Analysis Critical Control Point (HACCP) system. Topics include: food contamination; food spoilage and preservation; control points; purchasing and receiving; storage; issuing; pathogenic microorganisms; regulatory and professional organizations. 17 contact hours.

FRE 1120   ELEMENTARY FRENCH I .... 4 credits
The purposes of this course are to introduce students to the four skills (listening, speaking, reading and writing) of the French language and to teach students to appreciate the cultures of Francophone countries. 62 contact hours.

FRE 1120   HONORS ELEMENTARY FRENCH I .... 4 credits
Prerequisite: Permission of the Instructor. This course is designed to introduce students to the language, literature, and culture of French-speaking peoples. While emphasis will be placed upon oral communication in the French language, students will also learn about French literature, civilization, and contemporary society. 62 contact hours.

FRE 1121   ELEMENTARY FRENCH II .... 4 credits
Prerequisite: FRE 1120 or equivalent. The purpose of this course is to reinforce and expand the basic French language skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the cultures of French-speaking peoples. 62 contact hours.

FRE 1121   HONORS ELEMENTARY FRENCH II .... 4 credits
Prerequisite: Honors FRE 1120 or permission of instructor. This course is the continuation of Honors FRE 1120. Honors FRE 1121 further teaches French language, literature and culture. Like Honors FRE 1120, the second-semester course stresses the development of oral proficiency in French. In addition, students will read and analyze literary texts written in French and examine the cultural practices of French-speaking peoples. 62 contact hours.

FRE 2200   INTERMEDIATE FRENCH I .... 3 credits
Prerequisite: FRE 1121 or equivalent. The purpose of this course is to expand and review the French language skills previously acquired. The course content includes more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There will be additional growth in vocabulary for practical purposes, including writing. A variety of reading selections will be introduced. 47 contact hours.

FRE 2201   INTERMEDIATE FRENCH II .... 3 credits
Prerequisite: FRE 2200 or equivalent. The purpose of this course is to expand and review the French language skills previously acquired. The content will include, but not be limited to, more advanced linguistic structures and idiomatic expressions, with an emphasis on conversational skills. There will be additional growth in vocabulary for practical purposes. A variety of

writing exercises and reading selections will be included. 47 contact hours.

FSE 1000   INTRODUCTION TO FUNERAL SERVICES ...... 3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course provides an orientation to the profession of funeral services. Topics include the historical role of funeral service from pre-christian to modern times, functional role of the funeral service practitioner, sociology of funeral service, current and future trends, and funeral service organizations. Emphasis will be on the development of funeral service practices in the United States. 47 contact hours.

FSE 1105   THANATOCHEMISTRY .... 2 credits
Prerequisite: Admission to program or program director approval. This course is a survey of the basic principles of disinfection and preservation as they relate to embalming. Especially emphasized are the chemical principles involved in sanitation, disinfection, and embalming practice. The development and use of personal, professional, and community sanitation practices is addressed as well as use and precautions related to potentially harmful chemicals that are currently used in the field of funeral services. 32 contact hours.

**FSE 1204   FUNERAL SERVICE COMPUTER
APPLICATIONS** .... 1 credit
Prerequisite: CGS 1060 or by permission of the instructor. This course introduces students, through a hands-on approach, to the basic computer applications, which are part of the day to day operations of the funeral home. 32 contact hours.

FSE 2060   FUNERAL DIRECTING .... 3 credits
Prerequisites: PHI 1600 or humanities elective. Pre- or corequisite: FSE 1000. Corequisites: FSE 2201, FSE 2100. The student will examine the responsibilities of the funeral director from the first call until the last service rendered to the family. The student will study various religions, fraternal, military, secular, and traditional funeral customs. The funeral director's role as a counselor is emphasized. Three hours weekly.

FSE 2061   THANATOLOGY .... 3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695, or appropriate score on the SPC placement test. This course emphasizes the psychological and sociological dynamics of death, dying, and bereavement and the funeral director's role in counseling families through the process. Students will study the symbolic and ritualistic aspects of memorialization and their impacts upon the emotional experience of the bereaved. A clear understanding of the grief process and its variations among individuals as influenced by psychological factors is addressed. The course also addresses the funeral director as a facilitating agent for effective mourning through personal interaction and the design and implementation of the funeral. 47 contact hours.

FSE 2080   FUNERAL LAW .... 3 credits
Prerequisite: Program director approval. The course of study will include legal methods of disposition, legal responsibilities of the funeral practitioner, common and statutory laws, Florida laws regulating funeral practices and establishments, crematory and cemetery laws, and probate laws for estates. 47 contact hours.

FSE 2100   EMBALMING I .... 3 credits
Prerequisite: BSC 1083. Corequisite: FSE 2101L. This course introduces the student to embalming through a study of the history, fundamentals, legal aspects, methods, terminology, sanitation, and preservation of human remains. 47 contact hours.

FSE 2101L   EMBALMING CLINICAL I .... 1 credit
Corequisite: FSE 2100. This course provides the student with learning activities, which will include selected experiences in the funeral home preparation room. Forty (40) hours of participation in the clinical setting are required to complete this course.

FSE 2120   RESTORATIVE ART .... 3 credits
Prerequisites: FSE 2100 and FSE 2101L. Corequisite: FSE 2120L. This course is designed to provide the student with the theories applied in restorative art procedures. The student will study the anatomical structure of the cranial and facial areas of the human skull, facial proportions and markings, methods and techniques used to restore facial features destroyed by

traumatic or pathological conditions, and color and cosmetology theory. 47 contact hours.

FSE 2120L   RESTORATIVE ART LAB .... 1 credit
Corequisite: FSE 2120. This course is a laboratory study of the anatomy of the human face with emphasis on developing the skills and procedures used in restorative art. 32 contact hours.

FSE 2140   EMBALMING II .... 3 credits
Prerequisites: FSE 2100 and FSE 2101L. Corequisite FSE 2141L. This course is a continuation of FSE 2100. Theories and principles of embalming, embalming chemicals, cavity treatments, and disaster management will be studied with an emphasis on application to specific cases. 47 contact hours.

FSE 2141L   EMBALMING CLINICAL II .... 1 credit
Prerequisites: FSE 2100, FSE 2101L. Corequisite: FSE 2140. This course provides the student with learning activities which will include selected experiences in the funeral home preparation room. Application of embalming principles to specific cases is emphasized. Forty (40) hours of participation in the clinical setting are required to complete this course.

FSE 2160   FUNERAL PATHOLOGY .... 3 credits
Prerequisites: HSC 1524, FSE 2100. This course is designed to introduce the student to the study of the cause and effect of disease on the human body. Topics of study will include: coroner and medical examiner, terminology, and general and special pathology. Emphasis will be on tissue changes which affect the embalming process. 47 contact hours.

FSE 2201   FUNERAL HOME
MANAGEMENT OPERATIONS .... 3 credits
Prerequisite: FSE 2202. This course is designed to give the student an understanding of the principles of the operations of a funeral home. Topics of study will include merchandising, casket and vault construction, pre-need and at-need funeral arrangements, funeral services forms, death benefits, and vital statistics. Lecture and laboratory experience in funeral arrangements. 47 contact hours.

FSE 2202   FUNERAL HOME MANAGEMENT .... 3 credits
Prerequisites: BUL 2241, APA 1111. Corequisite or prerequisite: FSE 1000. This course is the study of the role and function of the funeral director as an effective manager. Emphasis is placed on small business management functions of planning, organizing, motivation, direction, and controlling in the funeral home setting. 47 contact hours.

FSE 2930   FUNERAL SERVICES PROFESSIONAL
REVIEW .... 1 credit
Pre- or corequisites: FSE 2060, FSE 2201, FSE 2140, FSE 2120, FSE 2080, FSE 2160 or program director's approval. This seminar type course will review all necessary procedures and requirements for state and national licensure as a Funeral Director and Embalmer. 17 contact hours.

FSE 2946   PROFESSIONAL PRACTICUM .... 6 credits
Prerequisite: Program Director approval. Provides experience in the funeral home, under direct supervision of a licensed funeral director/embalmer, applying knowledge of theories and practices of funeral service. The student will perform duties and services as assigned by the preceptor and instructor to include surveillance of, and participation in, execution of total services rendered to the family. Service reports are required to be completed by the student. Requires a minimum of 200 hours of funeral home supervised experience and 24 hours of on-campus review seminars.

FSS 1004   DIETARY REGULATIONS FOR FOOD
SERVICE AND HEALTH MANAGERS .... 1-2 credits
This course is designed to provide the student with an overview of certification requirements for food service and production. Emphasis will be on sanitation and dietary guidelines essential to statutory compliance. The focus for supervisory/administrative personnel will be more in-depth. Partial credit may be received for experience. This course may be repeated for credit with permission of program director. 16-32 contact hours.

GEA 2172   GEOGRAPHY OF THE DEVELOPING WORLD ...... 3 credits
"G"   Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the SPC placement test. This course is a regional survey of the developing world, to include China, South Asia, the Indian Perimeter, the Middle East, Africa and Latin America. These

emerging, poor, developing regions are studied in order to understand the forces shaping the world of tomorrow. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

GEA 2174   GEOGRAPHY OF THE DEVELOPED WORLD .. 3 credits
"G"   Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the SPC placement test. This course is a regional study of the former Soviet Union, including the Russian Federation, Japan, Europe, North America, Australia and New Zealand. These stable, wealthy, developed regions are studied in order to understand the counterforce to those who would shape the world of tomorrow. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

GEB 1011   INTRODUCTION TO BUSINESS .... 3 credits
This is a survey course which acquaints the student with the management, terminology, organization and control of large and small business, and to enable the student to more intelligently pursue advanced business courses and to choose a business career. 47 contact hours.

GEB 2350   SURVEY OF INTERNATIONAL BUSINESS .... 3 credits
This is a basic course in international business designed to provide a global perspective on international trade including foreign investments, impact of financial markets, international marketing, and the operation of multinational corporations. Three hours weekly.

GEB 2935   SURVEY OF ELECTRONIC BUSINESS .... 3 credits
Prerequisites: GEB 1011 and CGS 1100. This course introduces the student to a range of issues facing the business person engaging in electronic commerce. Topics include business opportunities in cyberspace; a discussion of the tools of electronic commerce; security issues; and legal and multicultural considerations. 47 contact hours.

GEY 2000   GERONTOLOGY .... 3 credits
A study of the aging process and its impact on the individual. The clinical, biological, historical, and sociological aspects of aging are considered. The effect of legislation, economics, recreation, and special current problems are explored. Field trips are included. Planned primarily for persons interested in and responsible for the care of aged individuals in our society. Three hours weekly.

GLY 1000   EARTH REVEALED .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024, or satisfactory scores on the SPC placement tests. This is a television course designed to introduce students to the field of physical geology. It is a survey of the geological wonders of the planet on which we live. This course is offered via television only.

GLY 2010   PHYSICAL GEOLOGY .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. Corequisite: GLY 2010L. The lecture course material emphasizes a study of minerals and rocks and their formation, geological processes, land forms and their interpretation, and the application of geological knowledge to human affairs. Three hours lecture weekly. This course has a substantial writing requirement.

GLY 2010L   PHYSICAL GEOLOGY LABORATORY .... 1 credit
Corequisite: GLY 2010. This is a laboratory experience to accompany GLY 2010. The laboratory exercises emphasize a study of applications to the principles of physical geology. One three-hour laboratory weekly. Laboratory fee.

GLY 2100C   HISTORICAL GEOLOGY WITH LAB .... 4 credits
Prerequisite: GLY 2010/2010L. The lecture course material emphasizes a study of the geologic history of the earth, including concepts of the origin of the continents and the ocean basins, plate tectonics, the major physical events as recorded in the rocks of the continents and the evolutionary changes in animals and plants through time. The laboratory course material provides application to the principles of historical geology. This course has a substantial writing requirement. Three hours lecture and three hours laboratory weekly.

GLY 2160   GEOLOGY OF OUR NATION'S PARKS .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024, or appropriate scores on the SPC placement tests.

Using fundamental geologic processes as a framework, this course will introduce the student to representative U.S. Parks. Topics covered will include rocks and minerals, erosional processes, geologic time, plate tectonics and the relationship between these geologic processes and the establishment of parks and monuments. An ancillary course objective is to make travel and scenery more interesting and enjoyable through an understanding of how earth features have been developed through time. 47 contact hours.

GRA 1104C TYPOGRAPHY .... 3 credits
Prerequisites: GRA 2100C or permission of instructor. This course provides the student with information and hands-on experience using type as a design element. The course addresses techniques, applications and problem-solving strategies specific to typographic layout and design. An introduction to electronic typesetting and page layout will utilize software specific to the graphic design industry. 92 contact hours.

GRA 1330 HISTORY OF GRAPHIC DESIGN .... 3 credits
This course is a chronological overview of the techniques of critical thinking and problem-solving as applied to graphic design communications beginning with the advent of the Industrial Revolution and continuing through to the 21st century. Specifically targeted for the graphic design student, this course contains a chronology of advertising, marketing, and mass media approaches in order to outline the process of visual strategies and campaigns. 47 contact hours.

GRA 2100C INTRODUCTION TO COMPUTER GRAPHICS ... 1 credit
Prerequisite: CGS 1060 or by permission of the instructor. This course is a hands-on introduction to computer graphics software and hardware, technology concepts, and terminology applicable to artwork in the graphic design industry. 47 contact hours.

GRA 2111C GRAPHIC DESIGN SEMINAR .... 3 credits
Prerequisites: ART 2253C, GRA 1104C, and GRA 2151C. An extension and synthesis of the basic concepts introduced in Design I and Drawing I as they apply to specific problems of Graphic Design. The process of problem solving by design; the visualization of solutions; and the correlation of form and content. The course also provides for the experience of designing with type as visual shape and iconography. Students will build on skills learned in prerequisite courses and will select appropriate traditional and/or technical media for visual problem solving. 92 contact hours.

GRA 2121 DIGITAL INTERFACE .... 2 credits
Prerequisite: GRA 2158 or permission of instructor. This course explores screen and presentation construction for new media and the Internet. This course highlights the criteria considered when building for digital media presentations, including composition, type, legibility, color, and image usage. 32 contact hours.

GRA 2130 TECHNIQUES/APPLICATIONS
FOR MULTIMEDIA DESIGN .... 3 credits
Prerequisites: CGS 2525, GRA 2202, GRA 2146 and CGS 1060 or permission of instructor. This course introduces the student to the essential software, tools, techniques and layout commonly used by multimedia designers. Students will integrate components of text, graphics, audio, video and animations into interactive presentations. Students will take a presentation idea from initial inception to finished product by using an instructional system design process. 47 contact hours.

GRA 2132 ADVANCED MULTIMEDIA/DIGITAL
MEDIA USING DIRECTOR .... 3 credits
Prerequisite: CGS 2525. This course builds upon the skills learned in CGS 2525 Introduction to Multimedia. Through the use of Lingo programming, students will learn to make Director movies more interactive. Students will learn different types of scripts, and will use these to provide for user input, control and analysis of data, and to create animation. Students will use Macromedia Director as a tool for creating multimedia presentations. Students will create and combine various components into presentations for a Web page on the Internet in Shockwave format, and an interactive presentation for distribution on a CD-ROM or DVD. Through various hands-on tasks, students will be introduced to the features and capabilities of the 3D World. 47 contact hours.

GRA 2146 MULTIMEDIA INTERFACE
AND SCREEN DESIGN .... 2 credits
Prerequisites: CGS 1060 and ART 1201C, or permission of instructor. This course is a screen and presentation design class. This course highlights the criteria considered when designing screens for multimedia presentations, including composition, type, legibility, color and image usage. 32 contact hours.

GRA 2151C COMPUTER ILLUSTRATION .... 3 credits
Prerequisite: GRA 2100C or permission of instructor. This is a computer-based course designed to develop the students' skills in computer illustration. Students will learn through the use of the computer how to create, select, manipulate and arrange graphic objects used in computer illustrations. Students will utilize layout techniques, modify and reshape text, manage files and prepare their work for print out-put and electronic presentation. 92 contact hours.

GRA 2152 ELECTRONIC ILLUSTRATION .... 3 credits
Prerequisites: ART 1300C, ART 1201C, and CGS 1060 or permission of instructor. This course is a foundation course in computer aided illustration. This course addresses techniques, applications, formats and concepts necessary to create illustrations to be used in print and multimedia presentations. Software uses by professional designers to create images for print and multimedia applications will be used in this class. 47 contact hours.

GRA 2158 DIGITAL GRAPHICS .... 3 credits
Prerequisite: CGS 1060 or permission of instructor. This course is a foundation course in computer-aided graphics. This course addresses techniques, applications, formats and concepts necessary to build graphics to be used in digital media presentations. Software used by professional media developers to create images for digital media applications will be used in this class. 47 contact hours.

GRA 2160 BASIC ANIMATION .... 2 credits
Prerequisite: CGS 1060 or permission of instructor. This course introduces students to the basic tools, techniques, and applications of animation. Students will learn to manipulate objects, build models, employ lighting, and design movement. Students will learn to use a basic computer animation program to produce animations. 32 contact hours.

GRA 2165 ADVANCED ANIMATION WITH
MACROMEDIA FLASH .... 3 credits
Prerequisite: GRA 2160. This course is designed to extend the knowledge gained in Basic Animation. Topics to be covered include advanced graphic design, advanced navigation, complex interactivity, scripting for animation, utilizing variables, processing data and an introduction to integrating projects with other applications. Students will be exposed to advanced topics in animation. Student knowledge in the application of the industry standard animation tool, Macromedia Flash, will be extended. 47 contact hours.

GRA 2201C DIGITAL PUBLISHING .... 3 credits
Prerequisite: GRA 2100C and GRA 1104C or permission of instructor. This is a computer-based course designed to develop the students' skills in publication design. Students will learn through the use of the computer how to develop multiple page layouts, import text and digital images, file management, and output for production. 92 contact hours.

GRA 2202 DIGITAL TYPOGRAPHY .... 1 credit
Prerequisite: CGS 1060 or permission of instructor. This course provides the student with information and practical experience using type as an integral component of multimedia and Web page design. The course offers an overview of typographical terms and topics, with special emphasis on the unique technical and design requirements of computer-displayed text. Students will have hands-on experience selecting text for specific design challenges, incorporating text into multimedia and Web presentations, and creating image-based text elements optimized for screen display. 16 contact hours.

GRA 2203C PRE-PRESS PRODUCTION .... 3 credits
Prerequisites: GRA 2111C and PGY 2801C or permission of instructor. This course is an introduction to art and copy preparation for printing reproduction. Course activities provide a hands-on experience with materials, techniques and application of both electronic and pre-press printing procedures. 92 contact hours.

GRA 2333C GRAPHICS TECHNIQUES
AND APPLICATIONS ....3 credits
Prerequisite: ART 1300C and ART 2253C. Corequisite: GRA 1104C or permission of instructor. This course introduces the student to essential materials, tools, techniques, and applications commonly used by graphic designers and design professionals. This course will also introduce students to the technical application of layout marker techniques for graphic problem solving and visual presentations. 92 contact hours.

GRA 2710 SURVEY OF DIGITAL VIDEO ....3 credits
Prerequisite: CGS 1060 or permission of instructor. This course introduces the student to the foundational concepts of digital video. Topics to be covered include video basics, digital video (DV) technology, system configuration, the development process, editing, production, effects and presentation. A variety of digital video development tools will be explored. The course also delves into alternative applications of the technology behind the medium, and looks at the past and the future in the hopes of gleaning more insights into what is fast-becoming a major growth area of the worldwide entertainment industry. 47 contact hours.

GRA 2711 BASIC VIDEO CAMERA ....3 credits
Prerequisite: GRA 2710 or permission of instructor. This is a video production course designed to introduce the concepts of basic videography. Students will be exposed to different types of pro-sumer video cameras, composition styles, lighting techniques and safety concerns. Students will have the opportunity to learn hands-on, how to operate digital and analog television cameras. They will learn to combine all of these aspects of production into shooting professional videotape for edited video presentations. 47 contact hours.

GRA 2727 STREAMING MEDIA ....3 credits
Prerequisite: GRA 2710, CGS 2871, COP 2823. This course will explore one of the newest Internet-based technologies, streaming media. Students will explore the basic concepts of streaming media development through the use of industry standard streaming software and hardware. Topics to be covered include streaming basics, capturing, encoding and presentation. 47 contact hours.

GRA 2731 DIGITAL MEDIA IN EDUCATION ....3 credits
Prerequisite: CGS 2525 and EDF 1005 or permission of instructor. This course will show how to use digital media in educational settings by combining learning theory and instructional strategies to teach software design for learning and instruction. Students will approach the study of digital media in education by exploring established methods such as tutorials, drills, simulations, games and computer-based tests. Behaviorist, cognitivist, and constructivist approaches will be analyzed and presented. 47 contact hours.

GRA 2732 MEDIA PLANNING ....2 credits
Prerequisite: CGS 2525. This course introduces the student to various components of pre-production planning as it relates to producing Digital Media projects. The student will explore and develop assorted components and apply skills to determine knowledge by writing and creating rudimentary pre-production plans. 32 contact hours.

GRA 2733 PLANNING AND MANAGEMENT OF
DIGITAL MEDIA AUTHORING ....3 credits
Prerequisite: GRA 2732, GRA 2165, GRA 2132. This course identifies the production pipeline of a digital project's workflow. It identifies and synthesizes the skills learned in the prerequisite courses to step through the developmental process. Students will research and analyze clients' needs and goals, and apply the pre-production and production process to develop effective solutions. Students will build a production book, budget, and a production schedule after completing the production process of a digital media and/or web presentations that utilize layout, design, graphic, digital media, and typography techniques to solve specific project challenges. The course will emphasize the complete phase of the production pipeline by following an actual project from conception through production. 47 contact hours.

GRA 2951C PROFESSIONAL PRACTICES/INTERNSHIP ....3 credits
Prerequisite: Permission of instructor. This course is designed to develop knowledge and skills essential to graphic artists and design professionals in the visual communications industry. The course will highlight industry professionalism, legal and business practices, standards and ethics, copyright laws as well as artists' rights. Students will examine the concept of entrepreneurship and skills needed to operate a small business effectively. Part of the course will involve student internship at a pre-approved location. 102 contact hours.

GRA 2952C GRAPHIC DESIGN PORTFOLIO ....3 credits
Prerequisite: Permission of instructor. This course is designed to develop students' strategies for portfolio presentations to employers and clients, using critical analysis, selection and visual expertise. Students will assemble and evaluate their work in order to develop professional graphic design, and/or photographic portfolios. Students will also learn to develop alternate visual strategies as they apply to portfolio requirements set by industry standards. 92 contact hours.

GRA 2998 DESIGN SEMINAR:
MULTIMEDIA AUTHORING ....3 credits
Prerequisites: CGS 2525, GRA 2536, GRA 2146 or permission of instructor. Multimedia Authoring extends and synthesizes the skills learned in prerequisite courses. Students will research and analyze clients' needs and goals, and apply the design process to develop effective solutions. Students will design and develop multimedia and web presentations that utilize layout, design, graphic, multimedia, and typography techniques to solve specific communication challenges. The course will emphasize the effective use of audio, video, and graphic elements to enhance web and computer-based presentations. 47 contact hours.

GRK 1120 ELEMENTARY MODERN GREEK I ....4 credits
The purpose of this course is to introduce students to the four skills (listening, speaking, reading and writing) of the target language and to teach students to appreciate the culture of Greece. Four hours weekly.

GRK 1121 ELEMENTARY MODERN GREEK II ....4 credits
Prerequisite: GRK 1120 or permission of the instructor. The purpose of this course is to reinforce the basic skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the culture of Greece. Four hours weekly.

HFT 1000 INTRODUCTION TO THE HOSPITALITY
AND TOURISM INDUSTRY ....3 credits
This course is an introduction to the many facets of the hotel-motel and food service industries. The course includes a study of the history, scope and innovations in the industry. The course includes guest lectures from the industry and visits to local hospitality establishments. Students will see the advantages of the hospitality and tourism industry as a career path. 47 contact hours.

HFT 1210 SUPERVISION IN THE HOSPITALITY
INDUSTRY ....3 credits
This course provides training on the skills necessary for supervising employees and the interpersonal skills required between employers and employees. It discusses motivation, communication skills for effective leadership and managing conflict in the hospitality industry. 47 contact hours.

HFT 1300 HOUSEKEEPING OPERATIONS ....3 credits
This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Emphasis is placed on the role of the housekeeping department and understanding the managerial skills necessary to efficiently operate this department. 47 contact hours.

HFT 1410 FRONT OFFICE PROCEDURES ....3 credits
This course is designed to acquaint the student with front office procedures. Topics include: hotel organizations; front office responsibilities; front office accounting; check-out settlement; night audit; planning and evaluating operations; and revenue management. 47 contact hours.

HFT 1500 MARKETING IN THE HOSPITALITY
INDUSTRY ....3 credits
Prerequisite: HFT 1000. This course is designed to develop marketing understanding in the hospitality industry. Topics include: segmentation and the hospitality industry; positioning in line with consumer preferences; the channels of distribution; marketing in perspective; marketing research; sales; advertising; public relations; promotions; data base marketing; packaging; strategic hospitality marketing; individual guest behavior;

guests of tomorrow; marketing data and information systems. 47 contact hours.

HFT 1941 OPERATIONS AND SERVICE PRACTICUM .... 2-3 credits
This course enables students to enhance workplace skills through supervised practical experience. In addition the student must complete assignments including a session project. This course requires practical work experience or participation in a formalized internship program in an approved segment of the hospitality/restaurant industries. Faculty makes regular appraisals of the learning progress through on-site visitations and consultations with supervisors. Sixty industry work hours equals one credit hour. 120-180 contact hours.

HFT 2265 FOOD SERVICE OPERATIONS .... 3 credits
Pre- or corequisites: FOS 2201 and HFT 2450. This course covers the basic principles of food service operations with topics including: menu development; dining service styles and procedures; beverage service styles and procedures; service equipment and supplies; facility layout, décor, cleaning and maintenance; casual/theme restaurants; banquets and catered events; room service; food service in related hospitality facilities such as academic, military and quick food. 47 contact hours.

HFT 2277 CLUB AND RESORT OPERATIONS .... 2 credits
Prerequisites: HFT 1000, HFT 1941. This course provides an overview of club and resort operations. Club topics include: the club board and its general manager; service excellence in clubs; leadership in club operations; quality management systems; strategic management in clubs; marketing clubs; club financial management; club computer systems; golf operation in clubs; club fitness, aquatics and tennis operations. Resort topics include: major recreational activities; personnel organization and human relations; front-of-the-house management; plant and grounds maintenance; security and safety; risk management; the expectations of the resort guest and how the guest differs from a typical hotel guest. 32 contact hours.

HFT 2450 HOSPITALITY COST CONTROLS .... 3 credits
Prerequisites: HFT 1000, HFT 1500, HFT 1941 or approval of instructor. This course is the study of cost controls for food and beverage operations, purchasing, receiving, storage, preparation and service. Emphasis is on controlling, analyzing costs, and using financial management techniques. 47 contact hours.

HFT 2600 HOSPITALITY LAW .... 3 credits
This course is designed to acquaint students with the legal aspects of hotel, food and travel acquisition. The student will learn: historical legal definitions and the court system; the legal relationships of the innkeeper-guest; the legal obligations of a hotel to a guest; the "duty" owed guests by the owner; the liabilities and right of restaurateurs and beverage operators and emerging areas of concern. 47 contact hours.

HFT 2750 CONVENTION AND GROUP MANAGEMENT AND MARKETING .... 3 credits
Prerequisites: HFT 1000, HFT 1941 or permission of instructor, and HFT 1500. This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs and explains the operational techniques to meet these needs as part of the meeting and convention business. 47 contact hours.

HFT 2942 HOSPITALITY INTERNSHIP .... 2-3 credits
Prerequisite: HFT 1941. This course enables students to enhance workplace skills through supervised practical experience. Sixty (60) industry work hours equals one credit hour. In addition, the students must complete assignments as well as a term project. Faculty makes regular appraisals of the learning progress through on-site visits and consultations with supervisors. 120-180 contact hours.

HIM 1000 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT .... 3 credits
Prerequisites: HSC 1531 and either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L). This course is an introduction to the health information (medical record) department, the role of the health information technician as a member of the health care team and the health information professional organization. Content to be addressed includes the fundamentals of health information practice, content and form of various types

of medical records, numbering and filing systems, and health care data sets. 47 contact hours.

HIM 1031 MEDICAL TRANSCRIPTION I .... 3 credits
Prerequisites: HSC 1531, CGS 1060 and either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L). Satisfactory completion of keyboarding or 2 years of high school typewriting is recommended. This course covers the basic fundamentals of medical transcription. The curriculum includes the role, ethics, and legal responsibilities of the medical transcriptionist. Equipment, types of medical reports, quality control and reference materials will also be addressed. Lab exercises will consist of perfecting keyboarding skills and the correct use of basic transcription equipment. Basic principles of word processing are also practiced. 47 contact hours.

HIM 1110 CLASSIFICATION SYSTEMS, INDEXES, AND REGISTRIES .... 3 credits
Prerequisite: HIM 1000 or program director approval. This course serves as an introduction to nomenclature and classification systems, reimbursement issues, and indexes and registries in a health information (medical record) department. Related health information management practices in ambulatory care, long term care, rehabilitation, and mental health facilities are addressed. 47 contact hours.

HIM 1211 HEALTH INFORMATION TECHNOLOGIES .... 2 credits
Prerequisite: CGS 1060. This course is an introduction to theory and practical methodology utilized in a health information (medical record) department. Computer and information systems in health care are discussed with emphasis on systems encountered by health information managers. Included is a review of new technologies in relation to the evolving paperless electronic medical record. 32 contact hours.

HIM 1282 MEDICAL BILLING .... 3 credits
Prerequisites: HIM 2222 or HIM 2253. This course will look at coding from an outpatient coding perspective. It will utilize both International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding classifications. The course will prepare the student to work with reimbursement issues, such as Diagnosis Related Groups (DRG's), Ambulatory Payment Classifications (APC's), Resource-Based Value Scale (RBRVS), Health Maintenance Organizations (HMOs), Preferred Provider Organizations (PPOs), and other major insurance carriers. Reimbursement methodologies will be studied and practiced. 47 contact hours.

HIM 1430 PRINCIPLES OF DISEASE .... 3 credits
Prerequisites: HSC 1531 and either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L). This course focuses on general principles, etiology and pathophysiology of human diseases on homeostatic mechanisms. A living body systems approach is utilized which includes basic anatomy, physiology, manifestations of disease states, and medical complications. Diagnostic procedures and treatment of each disease are investigated. Selected areas addressed include: cellular structure, immune system, infectious disease, neoplasms, inherited disease, urinary, reproductive, digestive, respiratory, circulatory, nervous, endocrine, musculoskeletal, integumentary and sense organ systems. 47 contact hours.

HIM 1800 PROFESSIONAL PRACTICE EXPERIENCE I .... 2 credits
Prerequisites: HIM 1000, HIM 1110. This clinical practice allows the student to experience and practice health information (medical record) department functions in the lecture/laboratory environment at the Health Education Center. Topics addressed include health information systems, health records, and information retention and retrieval. The student will become familiar with and utilize various types of equipment used in health information departments. 60 contact hours.

HIM 2012 HEALTH LAW CONCEPTS AND PRACTICES .... 3 credits
This course is an in-depth study of the federal, state and local laws which govern the preparation and use of medical records in the health care delivery system. Topics include the medical record as a legal document and release of information. 47 contact hours.

HIM 2032 MEDICAL TRANSCRIPTION II .... 3 credits
Prerequisites: HSC 1531, CGS 1060, and either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L). This course covers

the in depth study of types of medical reports and their components, qualitative and quantitative control standards, and phraseology and language of various medical specialties. Transcription of reports from selected medical specialties will be included in the lab hours. Students will be expected to produce accurate and timely reports. Emphasis will be on accuracy and production of lines. 47 contact hours.

HIM 2033   MEDICAL TRANSCRIPTION III .... 3 credits
Prerequisites: HSC 1531, CGS 1060, and either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L). This course focuses on the reports and terminology used primarily in emergency medicine and medical office clinics. Transcription of reports and paraphrasing according to the content of dictation and terminology will be used in this general medical setting. Students will continue to produce reports with strong emphasis on increasing line production while maintaining accuracy standards. A level of speed and accuracy consistent with employment standards is required. Employability skills will also be addressed. 47 contact hours.

HIM 2200   ORGANIZATION AND SUPERVISION .... 3 credits
Prerequisite: HIM 1110 or program director approval. This course is an introduction to supervisory management, human resources, personnel and financial management. Included are employment skills, budgeting, human relations, and methods for analyzing and improving systems. 47 contact hours.

HIM 2214   HEALTHCARE STATISTICS .... 1 credit
Prerequisites: Any college level MAC, MGF or STA course, and CGS 1060 or program director approval. This course addresses computation of rates and percentages for basic healthcare statistics with introduction to vital statistics, data display, report generation, and research methodologies. 17 contact hours.

HIM 2222   BASIC ICD CODING .... 3 credits
Prerequisites: HSC 1531 and either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L). This course is an introduction to the basic coding principles of the International Classification of Diseases (ICD) coding system. 47 contact hours.

HIM 2234   ADVANCED CODING AND
REIMBURSEMENT .... 3 credits
Prerequisites: HIM 2222 and HIM 2253 or program director approval. This is an advanced course in the integrated use of the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding systems. The course is designed to increase the quality and accuracy of code selection by applying the decision-making process using well defined medical record review methodologies and official coding guidelines. The course will also provide methodologies to conduct validation studies of coded data, evaluate the content of medical record documentation, and verify the accuracy of Diagnosis Related Group (DRG) and/or Ambulatory Payment Classification (APC) assignments. 47 contact hours.

HIM 2253   CPT CODING .... 3 credits
Prerequisite: HSC 1531 and either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L). This course is an introduction to the basic coding principles, characteristics and conventions of coding using the Physicians' Current Procedure Terminology (CPT) coding nomenclature. Students should have an understanding of medical terminology. 47 contact hours.

HIM 2451   INTEGRATED ANATOMY, TERMINOLOGY
AND PATHOPHYSIOLOGY .... 2 credits
Pre- or corequisite: HSC 1531 or program director approval. This course will integrate knowledge of applied human anatomy, medical terminology, and pathophysiology using a body system format. Key medical terms will be reviewed in association with major anatomical structures. Major diseases and related pathophysiology are covered for each body system. 47 contact hours.

HIM 2460   INTRODUCTION TO THE
CANCER REGISTRY .... 2 credits
Prerequisite: A.S. Degree in Health Related field. This course provides an introduction and overview of the role and activities of a cancer registrar and cancer registry. This includes confidentiality, data collection, data utilization, patient follow-up, education, and research. 32 contact hours.

HIM 2461   CANCER APPROVAL PROGRAM .... 1 credit
Prerequisite: HIM 2460. This course provides an overview of the American College of Surgeons' Cancer Program standards and approval process. This includes institutional resources, program management, clinical care, supportive services, research, quality improvement, cancer data management, education, and prevention. 17 contact hours.

HIM 2461L CANCER REGISTRY LAB I .... 2 credits
Prerequisite: HIM 2465. As part of this course students will operate a cancer registry within the computer laboratory. This will include casefinding, abstracting, staging, follow-up, and data submission to state and national registries. 62 contact hours.

HIM 2465   CANCER DATA ABSTRACTING .... 2 credits
Prerequisite: HIM 2466. This course includes general principles of abstracting the cancer registry case by careful study of the patient's medical record. Uniform, consistent techniques will be learned that are applicable to the regulatory agency and hospital requirements. 32 contact hours.

HIM 2466   EXTENT OF DISEASE AND STAGING .... 3 credits
Prerequisites: HIM 2460, HIM 2451 and HIM 2222. This course will provide information on the American Joint Committee on Cancer (AJCC) principles of Tumor, Node, Metastasis (TNM) staging. This curriculum includes identifying staging sources, general guidelines, and application of staging classifications. 47 contact hours.

HIM 2467   CANCER DATA STATISTICS
AND EPIDEMIOLOGY .... 3 credits
Prerequisite: MGF 1106. This course includes the general principles of statistics and epidemiology as they apply to the cancer registry data. This course includes concepts, methodology, and formulas necessary in the preparation, presentation, and analysis of cancer data. 47 contact hours.

HIM 2468   CANCER DATA UTILIZATION,
REPORTS, AND MARKETING .... 2 credits
Prerequisite: HIM 2465. This course includes general principals for data utilization. This includes cancer program annual reports, hospital financial evaluation, public/patient education, and marketing. This course also includes instruction on creating cancer data reports. 32 contact hours.

HIM 2469   CANCER DATA QUALITY MANAGEMENT .... 1 credit
Prerequisite: HIM 2465. This course will include quality management principles, methods, and application. The student will utilize this knowledge to help analyze cancer data and create reports and studies. This course is designed to enhance the cancer registrar's ability to evaluate and improve the quality of the cancer registry data. 17 contact hours.

HIM 2470   CANCER REGISTRY INTERNSHIP .... 4 credits
Prerequisite: Successful completion of all Cancer Data Management classes or in conjunction with the last semester of course work. This clinical internship allows the student to experience and practice cancer registry functions in the hospital setting. This clinical includes approved cancer program standards, case-finding, ICD-O-2 coding, staging, abstracting, follow-up, data utilization, reports, and quality management. Students will also experience and practice various management functions such as planning, budgeting, personnel management, and evaluation. 160 contact hours.

HIM 2510   QUALITY AND PERFORMANCE
IMPROVEMENT .... 3 credits
Prerequisite: HIM 2200 or program director approval. This course is an introduction to health care Quality and Performance Improvement, Utilization Management, Risk Management, and Credentialing. An introduction is also provided in basic health care research methodology, epidemiology, as well as statistical analysis, reporting, and interpretation. 47 contact hours.

HIM 2801   PROFESSIONAL PRACTICE EXPERIENCE-
TRANSCRIPTION .... 2 credits
Prerequisite: HIM 2032 or program director approval. Corequisite: HIM 2033. This clinical practicum allows the student to experience and practice transcription in an acute care or alternative care setting. Topics addressed will be legal and ethical issues, confidentiality, and proper transcription techniques and procedures. The student will become familiar with and utilize various types of equipment used in transcription. 60 contact hours.

HIM 2810   PROFESSIONAL PRACTICE EXPERIENCE II ..2 credits
Prerequisite: HIM 1800. Corequisite: HIM 2200. This professional practice allows the student to experience and practice health information (medical record) department functions in acute care and/or ambulatory care settings. Topics addressed include legal aspects, information retention and retrieval, and general orientation to daily department operations. The student will become familiar with and utilize various types of equipment, systems and processes used in health information departments. 90 contact hours.

HIM 2820   PROFESSIONAL PRACTICE
EXPERIENCE III ....2 credits
Prerequisite: HIM 2810 or program director approval for Medical Coder students. Pre- or corequisite: HIM 2234. This clinical practice allows the student to experience and practice health information (medical record) department functions in acute care and/or ambulatory care settings. Topics addressed include various management functions and/or classification/indexing systems (coding). The student will become familiar with and utilize various types of equipment, systems and processes used in health information departments. 90 contact hours.

HIM 2853   CASE FINDING AND ICD O-2 CODING ....3 credits
Prerequisites: HIM 2460 and HIM 2451. This course provides extensive knowledge of the International Classification of Diseases for Oncology (ICD-O-2) coding system. This includes the history, purpose, and structure of the ICD-O-2 coding system. The student will also apply principles, rules, and convention to identify and code primary site, histology, behavior, and grade of neoplasm. 47 contact hours.

HIS 2950   STUDY ABROAD IN HISTORY ....3 credits
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on the SPC placement test or permission of instructor. This course, exclusively for students in the Cambridge International Summer Schools Programs, is designed to offer historical topics of special interest to students combined with actual travel and study on-site at one of Europe's oldest and most prestigious universities. Such course offerings include the study of history (British and European)—historical periods, movements and figures—as detailed in the Cambridge catalogue. Variable content depending on the Cambridge course listings for the respective summer term is designated. As a member of the Florida Consortium for Cambridge study, SPC provides students opportunities to receive academic credit while studying at Cambridge University. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while at Cambridge.

HLP 1081   PERSONAL WELLNESS .... 1 credit
This course includes laboratory analysis of selected current health indicators using appropriate evaluation techniques. Students will determine their current health status and develop a functional program to foster optimal wellness. Within these parameters, students will develop a knowledge and understanding of nutrition and physical fitness as it relates to good health. Individualized nutritional programs will be designed with the use of a current computer software program. 32 contact hours.

HOS 1010   FUNDAMENTALS OF HORTICULTURE ....3 credits
This course introduces the science and practices underlying occupation in "the green industry" including horticulture, landscaping, pest control and irrigation. Factors affecting plant growth, basic cultural practices, and their interrelationship with the environment are emphasized. A broad perspective of the horticultural industry is also provided. 47 contact hours.

HSA 1102   CURRENT ISSUES IN HEALTH ....3 credits
This course is designed for the organized presentation of current issues within the health care system. Emphasis focuses on diverse areas of health. Appropriate for persons directly or indirectly involved in provision of health care or health education. Group discussions will be used to define problems and explore solutions. Awareness levels of participants will be enhanced through classroom participation, presentations and projects. These are to include (but not be limited to) new technology, consumer education, health policies, economics and innovations for change. 47 contact hours.

HSA 1111   HEALTHCARE DELIVERY SYSTEMS .... 3 credits
Prerequisites: HSC 1531 or program director approval. This course is an introduction to health care facilities and health delivery systems including their purpose, organization, general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics and health care centers are analyzed and discussed. Additional topics include an overview of accreditation standards; licensure agencies; reimbursement systems; legal/ethical issues; healthcare computerization; documentation, quality, compliance, and regulatory requirements. 47 contact hours.

HSA 2406   CASE MANAGEMENT: ROLES
AND FUNCTIONS ....3 credits
This course is designed to provide a basic introduction to case management and the diverse categories and levels of case managers. Emphasis will be on the case managers roles and functions within various Health Services areas which include clinics, hospitals, insurance agencies, medical office complex, home health and social agencies. Content will focus on the range of responsibilities of both licensed health professionals and unlicensed health assistive personnel. 47 contact hours.

HSA 2900   INFECTION CONTROL FOR HEALTH CARE ....3 credits
This course is designed to provide essential information basic to the prevention and control of infection in hospitals and other health care agencies. It is offered for persons employed in health care and interested public. The focus will be on nosocomial infection, universal precautions, policies and procedures, and monitoring and evaluation of infection control processes. Three hours weekly.

HSC 1000C HEALTH CAREERS CORE .... 1 credit
This course provides a comprehensive core of basic knowledge that is essential for any health occupations career. It will enable students to explore health careers. It is based on the principles of the National Health Care Skills Standards and the changing structure of health care education. Two hours weekly.

HSC 1003   BASIC CONCEPTS OF HEALTH CARE ....3 credits
This course is designed to provide students with a foundation and skills common to a variety of health technologies. It stresses an interdisciplinary approach to health care and introduces students to the holistic concept of health including the physical, psychosocial, cultural and spiritual perspectives. Health care is explored from both a consumer and a provider perspective. This course is open to college students enrolled in health programs and/or to general college students wishing to increase their knowledge of contemporary health care. Three hours weekly.

HSC 1149C GENERAL PHARMACOLOGY FOR
HEALTH PROFESSIONALS .... 1 credit
Prerequisites: Either BSC 1083 or (BSC 1085/1085L and BSC 1086/1086L) or program director approval. This course will provide the student with general pharmacology concepts and principles in the management of client care. The knowledge and skills required for safe, effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are an integral part of this course. 32 contact hours.

HSC 1501   CONCEPTS OF EPIDEMIOLOGY
IN HEALTH ....2 credits
This course provides the student with knowledge about the basic role and concepts of epidemiology in the health care system and its impact on health policy. Types and methods of epidemiology, prevention and public health policy will be discussed. Major health problems and strategies for prevention and health promotion emphasized. Two hours weekly.

HSC 1524   INTRODUCTION TO INFECTIOUS DISEASE ....2 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024 or appropriate score on the SPC placement test. This course provides a survey of the agents of infectious diseases and the principles of infection control and epidemiology. Safe handling of infectious materials and the use of personal protective equipment are emphasized. 32 contact hours.

HSC 1531   MEDICAL TERMINOLOGY ....2 credits
This course is an introduction to medical terms and abbreviations utilized by health care professionals in patient care settings. It orients students to the elements of medical terms, their abbreviations, meanings and appropriate spellings. 32 contact hours.

HSC 2100 PERSONAL AND COMMUNITY HEALTH .... 3 credits
A course designed to acquaint the student with current issues that affect personal and community health. Health education is presented so the student is able to develop attitudes, principles, and habits, through a discovery of knowledge that will help maintain and improve his/her own health and that of the community. Three hours weekly.

HSC 2400 FIRST AID .... 2 credits
Essential information in first aid knowledge, skills, and judgment with regard to emergency treatment of injuries and sudden illness. Successful completion of the course with a grade of "C" or better qualifies the student for the American Red Cross Standard First Aid Certificate and C.P.R. certification. Two hours weekly.

HUM 2210 WESTERN HUMANITIES I
"G"
(Ancient through Renaissance) .... 3 credits
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on the SPC placement test. Examines cultural and aesthetic perspectives in the Western continuum of arts and ideas from the earliest Western foundations to the Renaissance. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2210 and Honors HUM 2210. Three hours weekly. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2210 HONORS WESTERN HUMANITIES I
"G"
(Ancient through Renaissance) .... 3 credits
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on the SPC placement test. This course for selected honors students is a study of various epochs of Western culture from the ancient to Renaissance periods with emphasis on analysis and synthesis of ideas and structure in the visual arts, literature, philosophy, and music. It stresses development of personal aesthetic sensibilities and commitment to intellectual curiosity. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Enrollment with permission of instructor. Credit is not given for both HUM 2210 and Honors HUM 2210. Three hours weekly. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2233 WESTERN HUMANITIES II
"G"
(Baroque to the present) .... 3 credits
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on the SPC placement test. Examines cultural and aesthetic perspectives in the Western continuum of arts and ideas from the Baroque to the Modern periods. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. HUM 2210 is not necessarily a prerequisite for this course. Credit is not given for both HUM 2233 and Honors HUM 2233. 47 contact hours. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2233 HONORS WESTERN HUMANITIES II
"G"
(Baroque to the present) .... 3 credits
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on the SPC placement test. This course for selected honors students is a study of various epochs of Western culture from the Baroque to the Modern periods with emphasis on analysis and synthesis of ideas and structure in the visual arts, literature, philosophy, and music. It stresses development of personal aesthetic sensibilities and commitment to intellectual curiosity. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Enrollment with permission of instructor. HUM 2210 is not necessarily a prerequisite for this course. Credit is not given for both HUM 2233 and Honors HUM 2233. 47 contact hours. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2270 HUMANITIES (East-West Synthesis) .... 3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695, or satisfactory score on the SPC placement test. A consideration of non-Western arts and ideas to bring about awareness of a world community. Examines cultures of the Near East, Far East and Africa, relative to the Western tradition. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2270 and Honors HUM 2270. Three hours weekly.

HUM 2270 HONORS HUMANITIES (East-West Synthesis) ... 3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695, or satisfactory score on the SPC placement test. Limited to selected Honors students, this course is a study of various major non-Western cultures. Emphasis is placed on applying knowledge of non-Western values and ideas relative to Western culture toward constructing a more coherent world-view and reaching a deeper understanding of self. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2270 and Honors HUM 2270. Three hours weekly.

HUM 2950 STUDY ABROAD IN HUMANITIES .... 3 credits
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on SPC placement test or permission of instructor. This course, exclusively for students in the Cambridge International Summer Schools Programs, is designed to offer topics of special interest in the humanities to students combined with actual travel and study on-site at one of Europe's oldest and most prestigious universities. Such course offerings include the examination of the styles and influences of music, art, architecture, theatre, religion, literature and philosophy as detailed in the Cambridge catalogue. Variable content depending on the Cambridge course listings for the respective summer term is designated. As a member of the Florida Consortium for Cambridge study, SPC provides students opportunities to receive academic credit while studying at Cambridge University. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while at Cambridge.

HUN 1201 SCIENCE OF NUTRITION .... 3 credits
Prerequisite: BSC 1086 or BSC 1010. This course covers the basic principles of nutrition, including knowledge of the principal nutrients in foods and their utilization by the body and determining and meeting food needs for optimum health at different stages of the life span. 47 contact hours.

HUN 2010 APPLIED NUTRITION FOR HEALTH PROFESSIONS .... 3 credits
This course covers nutrition and its effects on physical well-being; primarily and secondary nutritional diseases, their diagnosis and therapy; interaction of drugs and nutrients; nutrition and somatic diseases, acquired and hereditary; behavior modifications in overweight and obesity. Three hours weekly.

HUS 1304 INTRODUCTION TO INTRA AND INTER-PERSONAL PROCESSES .... 3 credits
This course is an introductory experience in which specific skills needed for effective human service workers are examined and practiced. The focus is on the dynamics of intra and inter-personal processes. 47 contact hours.

HUS 1316 PRINCIPLES AND STRATEGIES FOR HUMAN SERVICES .... 3 credits
Prerequisite: REA 0002 or EAP 1695 or a satisfactory score on the SPC placement test. This course is an introduction to effective helping strategies in human services. The focus is upon normalization, problem-solving skills, and the various roles and functions of the human services professional. Personal awareness as it relates to the human services field is emphasized. 47 contact hours.

HUS 1403 SURVEY OF DEVELOPMENTAL DISABILITIES .... 3 credits
This course is an examination of concepts basic to understanding developmental disabilities. Emphasis is on terminology, measurement and assessment techniques, historical and contemporary attitudes, causes, education, and the impact of Developmental Disabilities on family and society. This course has a substantial writing requirement. 47 contact hours.

HUS 1920 PROFESSIONAL TECHNIQUES FOR HUMAN SERVICES PERSONNEL .... 1-3 credits
A series of specialized sessions centering around a topic of specific concern to human services personnel designed to enhance specific professional skills. The topics, and/or credit hours, and the level of difficulty may vary. Topics offered are: Introduction to Stress Management, Denial as it Applies to the Substance Abuser, Theories and Foundations of Crisis Intervention, Introduction to Developmental Play, Introduction to Neuro-Linguistic Programming, Introduction to Transactional

Analysis, Foundation of Youth Development and others as developed. May be repeated for credit. One to three hours weekly.

HUS 2100   BASIC COUNSELING SKILLS .... 3 credits
Prerequisite: HUS 1304 or consent of instructor. An introductory experience in active listening skills. The focus is on viewing and processing of each student's video-taped practice counseling sessions with emphasis on basic awareness and communication skills, empathetic listening, positive regard for the client, and recognition of interference in the communication process. Three hours weekly.

HUS 2315   STUDIES IN BEHAVIORAL MODIFICATION ..... 3 credits
Prerequisite: PSY 1012 recommended or consent of instructor. The study of the use of basic behavior modification techniques in the human services. Emphasis is on the application of operant conditioning techniques. Three hours weekly.

**HUS 2540   BUILDING STRONGER FAMILIES
AND COMMUNITIES** .... 3 credits
Prerequisite: PSY 1012. This course provides an understanding of the essential role that human service professionals play in facilitating healthy families and communities. The effects of poverty, inequality, unemployment, child abuse, substance abuse, and domestic violence are included. The course provides strategies for empowering families to move to effective parenting, developing healthy life styles, promoting self-esteem and self-worth, assuming responsibility, problem-solving skills, resolving conflicts, identifying alternates, making healthy choices. 47 contact hours.

**HUS 2550   SOCIAL SERVICES AND
THE DISENFRANCHISED** .... 3 credits
Prerequisites: HUS 1304 and PSY 1012. This course is designed to give students an in-depth understanding of forces that impact minority and other disenfranchised families in America. Emphasis will be given to historical trends, social stratification, and current status. Additionally, the effects of perceptions and misconceptions on minority and other disenfranchised families will be considered. The primary purpose of this course is to prepare professionals to work effectively with individuals who are ethnically, culturally, and racially different. 47 contact hours.

**HUS 2681   ABUSED SUBSTANCES AND
THEIR EFFECTS** .... 3 credits
Prerequisite: SYG 2324. A comprehensive survey of abused substance and their impact on the human body and upon society. The pathophysiological effects of substance abuse are emphasized while historical, legal, medical, social, and ethical issues are reviewed. The classes of drugs examined include major and minor tranquilizers, sedatives and hypnotics, narcotics, stimulants, and hallucinogens. The primary focus will be upon heroin, cocaine, marijuana and alcohol. Three hours weekly.

**HUS 2682   METHODS FOR IDENTIFICATION AND
INTERVENTION IN SUBSTANCE ABUSE** .... 3 credits
Pre- or corequisite: SYG 2324. A comprehensive examination of methods used in the identification, intervention, and prevention of substance abuse. Symptoms and progression of substance abuse, types of abusers and special groups, various intervention techniques, and the interrelationship between the illness of substance abuse and the moral, legal, spiritual, sociological and psychological aspects will be reviewed. Three hours weekly.

**HUS 2683   TREATMENT AND RESOURCES
IN SUBSTANCE ABUSE** .... 3 credits
Pre- or corequisite: SYG 2324. A multi-disciplinary study of various treatment methods for the substance abuser and an examination of the educational materials available to the practitioner. In addition, this course serves as a final preparatory session for those professionals who plan to successfully complete the Board Certification Examination. Three hours weekly.

**HUS 2684   EVALUATION OF TREATMENT
ENVIRONMENTS** .... 3 credits
Pre- or corequisite: SYG 2324. A cross-cultural, multi-disciplinary examination of physical and social aspects of treatment environments and their effect on individual well-being. Professional research, empirical data, and conceptual frameworks will be emphasized. Three hours weekly.

**HUS 2685   DYNAMICS OF GROUPS AND
GROUP COUNSELING** .... 3 credits
Prerequisites: HUS 1304, HUS 2100. An experiential course which reintroduces basic concepts and skills with regard to different types of groups and group dynamics. The focus is upon presentation of group facilitation techniques in substance abuse programs and the reviewing and taping of each student's video-taped practice sessions. Three hours weekly.

**IDS 1101   HONORS INTERDISCIPLINARY
"G"   STUDIES: ANCIENT** .... 9 credits
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on SPC placement test or permission of instructor. IDS 1101 is an integrated survey of the origins and Classical Period of Western Civilization. It surveys the Egypt, Mesopotamia, and the Greco-Roman and Judeo-Christian traditions, emphasizing the enduring contributions of the era. The survey gives special consideration to the disciplines of history, literature, philosophy, art history, religious studies, and communications. (Students who partially complete the IDS Program will receive advanced standing credit toward the completion of the general education program for the following courses if IDS 1101 is completed: ENC 1101, HUM 2210 and EUH 1000.) This course partially satisfies the Gordon Rule writing requirements outlined in the General Education requirements. Each student will be required to write a minimum of 10,000 words. Nine hours weekly.

**IDS 1102   HONORS INTERDISCIPLINARY STUDIES:
"G"   MEDIEVAL/RENAISSANCE** .... 9 credits
Prerequisite: ENC 1101 or ENC 1121 or IDS 1101 or permission of the instructor. This course is an integrated survey of the historical and intellectual development of Western civilization from the close of the Classical Period to the Enlightenment. Attention is given to the distinctive contributions of the Middle Ages, Renaissance, Reformation and Counter-Reformation and the Ages of Discovery. The survey gives specific consideration to the disciplines history, literature, philosophy, art history, religious studies, history of science and communication. (Students who complete IDS 1102 will receive equivalency credit for: ENC 1102, SPC 1600 and HUM 2233.) This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Each student will be required to write a minimum of 12,000 words. 137 contact hours.

**IDS 2103   HONORS INTERDISCIPLINARY STUDIES:
"G"   MODERN** .... 9 credits
Prerequisite: ENC 1102 or ENC 1122 or concurrent enrollment in ENC 1102. This course is an integrated survey of European and American Culture in the Eighteenth, Nineteenth and Twentieth centuries. It emphasizes the principle historical and intellectual developments, perspectives and challenges which shape contemporary Western societies. The survey gives special consideration to the disciplines of psychology, philosophy, literature, history, art history, political science, religious studies and the history of science. (Students who complete IDS 2103 will receive equivalency credit for: POS 2041, LIT 2120 and PHI 1600.) Each student will be required to write a minimum of 8,000 words. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 137 contact hours.

INR 2002   INTERNATIONAL RELATIONS .... 3 credits
"G"   Prerequisite: POS 2041 or equivalent. This course is an introductory study of the factors that affect relations among nations, including the development of nationalism; the elements that determine national power; the formulation of foreign policy; the art of diplomacy; the history and application of international law; international economics; international organizations; militarism and war; case studies involving the above; and contemporary events in international relations. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

**IPM 1111C   FUNDAMENTALS OF INTEGRATED PEST
MANAGEMENT** .... 3 credits
The systematic identification of insects and other animals of pestiferous and biological importance to the horticultural and pest control industries is studied. Two lecture and two laboratory hours a week. 62 contact hours.

IPM 1301 APPLICATION OF PESTICIDES AND FERTILIZERS .... 3 credits
This course teaches the safe handling of pesticides, selection of appropriate application equipment, calibration, and mixing of chemicals. 62 contact hours.

IPM 2253 MANAGEMENT OF INSECTS AND NEMATODES .... 3 credits
Pre- or corequisite: IPM 1111C. This course studies control of insects and nematode pests emphasizing modern pest management techniques, integrated pest management, environmental regulations, and safety. 47 contact hours.

IPM 2302 APPLIED MATERIALS CHEMISTRY AND CALCULATIONS .... 3 credits
This course is a study of the calculations and chemistry used in the landscape industry, including pesticides and fertilizers, as well as determination of volumes, areas, weights, measures, and the calibration of equipment used for application of materials. 47 contact hours.

IPM 2551 REGULATORY ENVIRONMENT OF PEST MANAGEMENT .... 3 credits
Prerequisites: IPM 2253, IPM 2634. This course introduces students to the laws, regulations, record keeping, and insurance issues associated with the pest control industry. 47 contact hours.

IPM 2634 MANAGEMENT OF DISEASES AND WEEDS ... 3 credits
This course includes the study of diseases and weed pests emphasizing modern pest management techniques including integrated pest management, environmental regulations, and safety. 47 contact hours.

ISC 1001L METHODS OF SCIENCE LABORATORY .... 1 credit
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This laboratory course introduces the student to the methods that are the nucleus of scientific discovery. Topics will include scientific method, experimental design and implementation, and interpretation of experimental results. This laboratory course provides students an opportunity for a "hands-on" experience and requires written reports. Some sections may require the use of microcomputers for data analyses. This course is designed for students who do not intend to major in science but is open to all students. 47 contact hours.

ISC 1141 EARTH SCIENCE .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This course is designed to acquaint the student with the integrating principles and theories of the Earth Sciences and with the practice of the scientific method. The student is afforded the opportunity to be exposed to useful knowledge in selected areas of Earth Science. 47 contact hours.

ISC 1141L EARTH SCIENCE LAB .... 1 credit
Pre- or corequisite: ISC 1141. This course is a laboratory experience to accompany ISC 1141 for students who are non-science majors. The laboratory exercises will emphasize the study of applications to the principles of earth science. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any lab course with a GLY prefix.) 45 contact hours.

ISM 1322 SOFTWARE DEVELOPMENT RISK ASSESSMENT AND MANAGEMENT .... 3 credits
Prerequisite: MAN 1551. This course will teach the software professional how to identify, understand and manage risks in the software development process. Many projects are undertaken without a solid basis of understanding of the risks involved. The software professional will learn the fundamentals of risk management strategy. 47 contact hours.

JOU 2100 JOURNALISTIC WRITING AND REPORTING ... 3 credits
Prerequisite: ENC 1101 or ENC 1121. This course is an introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and in writing and copyreading both news and feature stories. Emphasis on grammar and usage according to student needs and demand. This course has a substantial writing requirement. 47 contact hours.

LAE 2000 LANGUAGE ARTS DEVELOPMENT IN YOUNG CHILDREN .... 3 credits
Prerequisites: EEC 1601 and EEC 1603. This course is an introductory study of speech and language from birth to eight years of age. Emphasis is upon the application of language arts activities in early childhood facilities. This course will be accepted as early childhood education credit by the Pinellas County License Board. 47 contact hours.

LAT 1120 BEGINNING LATIN I .... 4 credits
This course introduces students to the three skills (pronouncing, reading, and writing) of Classical Latin and teaches students to appreciate the Western heritage from Rome. 62 contact hours.

LAT 1121 BEGINNING LATIN II .... 4 credits
Prerequisite: LAT 1120. This course reinforces the basic skills previously acquired. The course further develops reading and writing skills as well as an understanding and appreciation of the Western heritage from Rome. 62 contact hours.

LEI 2764C BASIC ACTIVITY CERTIFICATION .... 6 credits
This course is designed to provide the student with the basic core of knowledge essential to meet the professional standards of practice. Presentation of the course will include planning, organizing and coordinating. The primary focus will be on integration of knowledge and skills necessary for an activity professional. Concentration areas will also include human development, methods of service delivery and legal aspects. Ninety hours classroom and ninety hours lab weekly.

LEI 2800 ADVANCED MANAGEMENT FOR ACTIVITY PROFESSIONALS .... 6 credits
This course is designed for Activity Professionals in health care settings who are seeking to meet the requirements of the National Association of Activity Professionals (NAAP) and the National Certification Council for Activity Professionals (NCCAP). The course includes a 90 hour theory component and a 90 hour practicum. The primary focus will be on the scope of the managerial responsibilities including planning and implementation, governmental and regulatory bodies, as well as legal and ethical aspects of the profession. Six hours class and 6 hours supervised practicum weekly.

LIS 1002 INTRODUCTION TO ELECTRONIC RESEARCH .... 1 credit
This course is designed to develop information literacy skills and to help students become full participants in the Information Age. It introduces students to the core concepts of information retrieval and essential techniques for locating, analyzing, organizing and presenting information. Emphasizing both technological skills and critical thinking abilities, the course teaches strategies for using a variety of electronic resources and for coping with the changing nature of information resources. 16 contact hours.

LIS 2004C INTRODUCTION TO INTERNET AS A RESEARCH TOOL .... 1 credit
This course is designed to develop the skills needed to use the Internet as a research tool. The course focuses on methods of accessing relevant information resources through the Internet. Students will learn to create search strategies and retrieve, evaluate, and cite Internet resources. One hour weekly via the Internet.

LIT 1330 LITERATURE FOR EARLY CHILDHOOD .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or a satisfactory score on the SPC placement test. This is a course designed to acquaint the student with books and other literary media suitable for young children. Talks, exhibits, films, and projects will be of special interest to future teachers, parents, and others who work with young children. This course counts for credit towards early childhood education from the Pinellas County License Board. This course has a substantial writing requirement. 47 contact hours.

LIT 2090 CONTEMPORARY LITERATURE .... 3 credits
Prerequisite: ENC 0010 or EAP 1695 or satisfactory score on the SPC placement test. This course is a multicultural study of representative nonfiction and fiction since 1960. Emphasis is on the issues and ideas that have shaped contemporary society. This course has a substantial writing requirement. 47 contact hours.

LIT 2110 WORLD LITERATURE I
"G" (Ancient World Through Renaissance) .... 3 credits
Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or appropriate score on the placement test or EAP 1695). This course

is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasis is on the intellectual and moral issues in literature that unite mankind despite differences in time, place, and language. This course also emphasizes methods of library research and emphasizes writing of the research paper and the paper of literary interpretation. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

LIT 2120 WORLD LITERATURE II
"G"   (Renaissance to the Present) ....3 credits
          Prerequisite: (ENC 1101 or ENC 1121) and (REA 0002 or appropriate score on the placement test or EAP 1695). This is a course designed to study the major poetry, fiction, drama, and essays world literature from the Renaissance to the present. Emphasis is on the intellectual, philosophical, and cultural issues in literature that unite humankind despite differences in time, place, and language. This course also emphasizes methods of library research and the writing of a research paper and a paper of literary interpretation. Each student will write a minimum of 6000 words. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. LIT 2110 is not a prerequisite for this course. 47 contact hours.

LIT 2174 LITERATURE OF THE HOLOCAUST ....3 credits
          This course is a study of literary responses to the Holocaust through works of fiction, autobiography, poetry, and essays by European and American writers. Emphasis is on analysis and interpretation of various prose and poetic forms, as well as students' critical responses to them. Background readings will help determine the political, sociological and historical ideologies that helped breed the atmosphere in which the moral catastrophe of the Holocaust occurred. 47 contact hours.

LIT 2380 INTRODUCTION TO WOMEN WRITERS ....3 credits
          Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is an introductory study of representative works of women authors. Emphasis will be placed on the issues that have shaped, or arisen from, the literary contributions of women in world societies. This course has a substantial writing requirement. 47 contact hours.

LIT 2950 STUDY ABROAD IN LITERATURE ....3 credits
          Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the SPC placement test or permission of instructor. This course, exclusively for students in the Cambridge International Summer Schools Programs, is designed to offer literary topics of special interest to students combined with actual travel and study on-site at one of Europe's oldest and most prestigious universities. Such course offerings include the study of literary history, genres and authors as detailed in the Cambridge catalogue. Variable content depending on the Cambridge course listings for the respective summer term is designated. As a member of the Florida Consortium for Cambridge study, SPC provides students opportunities to receive academic credit while studying at Cambridge University. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while at Cambridge.

MAC 1105 COLLEGE ALGEBRA ....3 credits
          Prerequisite: MAT 1033 or appropriate score on the SPC mathematics placement test. Major topics include: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; applications such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay. 47 contact hours.

MAC 1114 TRIGONOMETRY ....3 credits
          Prerequisite: MAC 1105 or appropriate score on the SPC mathematics placement test. May be taken concurrently with MAC 1140. This course is a study of trigonometry with emphasis on circular functions. Major topics include: trigonometric and circular functions, inverse trigonometric functions, identities, equations, solution of triangles, complex numbers, vectors, parametric equations, polar coordinates and applications.

(Credit is not given for both MAC 1114 and MAC 1147.) 47 contact hours.

MAC 1140 PRE-CALCULUS ALGEBRA ....3 credits
          Prerequisite: MAC 1105 or appropriate score on the SPC mathematics placement test. May be taken concurrently with MAC 1114. Credit is not given for both MAC 1140 and MAC 1147. Major topics include: polynomial, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise-defined functions; conic sections; matrices and determinants; sequences and series; mathematical induction; binomial theorem and applications. Three hours weekly.

MAC 1147 PRE-CALCULUS ALGEBRA/
          TRIGONOMETRY ....5 credits
          Prerequisite: High school trigonometry and MAC 1105 or appropriate score on the SPC mathematics placement test. This is an accelerated course covering the topics of both MAC 1140 and MAC 1114 in a single session and is intended primarily for the student who plans to take MAC 2311-2313. Major topics in algebra include: polynominal, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise-defined functions; conic sections, matrices and determinants; sequences and series; mathematical induction, binomial theorem and applications. The trigonometry has emphasis on circular functions. Major topics in trigonometry include: trigonometric functions, their properties and graphs; inverse trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications. (Credit is not given for both MAC 1147 and either MAC 1140 or MAC 1114.) 77 contact hours.

MAC 2233 APPLIED CALCULUS I ....3 credits
          Prerequisite: MAC 1105 or satisfactory score on the SPC mathematics placement test. This course is a geometric and heuristic approach to calculus: differentiation and integration of algebraic and exponential, and logarithmic functions, applications to graphing, marginal analysis, optimization and areas. This course cannot be used to satisfy requirements of students majoring in mathematics or engineering. (Credit is not given for both MAC 2233 and MAC 2311.) 47 contact hours.

MAC 2234 APPLIED CALCULUS II ....3 credits
          Prerequisite: MAC 2233 or appropriate score on the SPC mathematics placement test. This course is designed to follow MAC 2233 and includes topics from integral calculus, partial differentiation, and double integration, Emphasis is placed on applications in ecology, economics, geometry, physical sciences, and business. (Credit is not given for both MAC 2234 and MAC 2312.) Three hours weekly.

MAC 2253 ENGINEERING ANALYSIS I ....3 credits
          Prerequisite: MAC 1114. This course is a study of the fundamental concepts of differential and integral calculus with applications to the field of engineering. Topics included are analytic geometry, the derivative and its applications, the integral and its applications. (Credit is not given for both MAC 2253 and MAC 2311.) Five hours weekly.

MAC 2311 CALCULUS WITH
          ANALYTIC GEOMETRY I ....5 credits
          Prerequisite: MAC 1140 and MAC 1114 or MAC 1147, or satisfactory score on SPC mathematics placement test. In this first course the topics include limits and continuity, the derivative of algebraic, trigonometric, logarithmic and exponential functions, implicit differentiation, applications of the derivative, differentials, indefinite and definite integrals, and applications of exponential functions. (Credit is not also given for MAC 2233 or MAC 2253.) 77 contact hours.

MAC 2312 CALCULUS WITH
          ANALYTIC GEOMETRY II ....5 credits
          Prerequisite: MAC 2311 or satisfactory score on the SPC mathematics placement test. This course is designed to follow MAC 2311. Topics include inverse trigonometric functions, hyperbolic and inverse hyperbolic functions, areas, volumes, centroids, work, fluid pressure, length of arc, trigonometric integrals, integration techniques, polar coordinates, indeterminate forms, improper integrals, infinite series, plane curves, parametric equations, conic sections, and computer work. (Credit is not also given for MAC 2234 or MAC 2254). 77 contact hours.

MAC 2313 CALCULUS WITH
ANALYTIC GEOMETRY III .... 4 credits
Prerequisite: MAC 2312 or satisfactory score on the SPC mathematics placement test. This course is designed to follow MAC 2312. Topics include vectors in the plane and space, three-dimensional surfaces, various coordinate systems, vector-valued functions, differential calculus of functions of several variables, gradients, directional derivatives, applications of partial derivatives, multiple integration, vector analysis, line integrals, surface integrals and applications. (Credit is not also given for MAC 2254). 62 contact hours.

MAD 2104 DISCRETE MATHEMATICS .... 3 credits
Prerequisite: MAC 2311 or consent of instructor. This course is designed for those students who are majoring in computer science, engineering, mathematics and other highly technological fields. Topics include formal logic, set theory, combinatorics, mathematical induction, relations and functions, recursion, and graph theory. 47 contact hours.

MAN 1043 QUALITY MANAGEMENT CONCEPTS .... 3 credits
This course provides an overview of the history and current practices related to the quality movement. Students will study the contributions of quality experts such as Deming, Juran and Crosby, and will be introduced to the concepts of team management, group process, and problem-solving skills. Various measurement tools for process improvement and control will be examined. Three hours weekly.

MAN 1103 MANAGING STRESS IN BUSINESS .... 1 credit
This course is designed to develop the student's understanding of stress and an awareness of the knowledge, skills, and attitude required to handle stress successfully in business. 17 contact hours.

MAN 1551 INTRODUCTION TO QUALITY ASSURANCE ... 3 credits
This course will teach students Quality Principles and Concepts. The concepts will include studying the theories of quality pioneers, managing toward results, managing by process, quality tools, process engineering standards, measurement, metrics, building and deploying a defect management program as it applies to Information Technology (IT). 47 contact hours.

MAN 1552 QUALITY ASSURANCE WORK
PROCESSES AND STANDARDS .... 3 credits
Prerequisite: MAN 1551. This course will teach the student a customizable approach for process definition, deployment and improvement. The methods can be applied to any quality model or can be used simply as a means to improve overall performance especially as it applies to IT. 47 contact hours.

MAN 1553 IMPROVING QUALITY AND
PRODUCTIVITY USING MEASUREMENT .... 3 credits
Prerequisite: MAN 1551. This course will teach the student how to identify areas of improvement, to increase the productivity of employees, and to improve the overall quality of goods and services. Measurement is necessary to improve the effectiveness of an organization. This course teaches a customizable process for measurement designed to drive management's objectives. 47 contact hours.

MAN 1582 SOFTWARE PROJECT ORGANIZATION
AND MANAGEMENT .... 3 credits
Pre- or corequisite: COP 1607. This course focuses on the organizational and management aspects of software projects. Students learn techniques of project planning, scheduling, costing and organization, and apply them in the context of a multi person project. A key emphasis is management of client issues. Topics include: basic project management tools; leadership principles; client relationships; liability issues; intellectual property issues; confidentiality issues. Project management techniques will include scheduling, budgeting, risk analysis. 47 contact hours.

MAN 1800 SMALL BUSINESS ENTREPRENEURSHIP ...... 3 credits
This course is designed to provide the basics in management assistance information for the person already in a small business operation, and/or the person who plans to become a small business manager. Emphasis is placed upon the requirements of establishing and operating a profitable small business. Topics will include planning, organizing, capitalizing, advertising, location, sales and sales promotion for small businesses. 47 contact hours.

MAN 2003 QUALITY CONTROL PROCESS .... 3 credits
This course provides the philosophy and methodology necessary to implement Quality Control in both product and service-oriented industries. Students will explore the areas of Quality Assurance: inspection-oriented, process control-oriented, and new product development. Quality Control techniques such as "Plan, Do, Check, Act", and "Design, Produce, Sell, Research" will be emphasized. Students will examine the effects of Quality Circles and their impact on Quality Control. Students will study the methods of Dr. W. E. Deming, Dr. Kaoru Ishikawa and other leaders in the field of Quality Control. 47 contact hours.

MAN 2021 PRINCIPLES OF MANAGEMENT .... 3 credits
The basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises. Application of these fundamentals to specific fields of small business and industrial management. Three hours weekly.

MAN 2042 SELF-DIRECTED WORK TEAMS .... 3 credits
The course explores the formation and functions of self-managed work groups. Students will learn to apply the techniques of quality process improvement through the study of leadership, empowerment, group problem solving, group dynamics, and group evaluation. Three hours weekly.

MAN 2340 HUMAN FACTORS IN SUPERVISION .... 3 credits
This course covers practical applications in the major practices of modern supervision, including leadership, communication, motivation, performance appraisal, staffing, training and employee development, factors involved in safety, and time management. 47 contact hours.

MAN 2604 INTERCULTURAL RELATIONS IN BUSINESS .. 3 credits
This course examines intercultural communication from a business perspective. Students will study facets of communication differences in various cultures. Emphasis is on increasing understanding of cultural issues that affect communication effectiveness in international business, with particular attention to four major current and emerging trade partners: Mexico, Germany, Japan and Russia. Three hours weekly.

MAN 2933 PROFESSIONAL BUSINESS PROCESS .... 3 credits
Prerequisite: Students must or should have completed 45 credit hours in the Business Administration and Management program to enroll in this course. This capstone course focuses on the core courses in the Business Administration and Management program in terms of their application to day-to-day operations in existing businesses. Leadership qualities and professional development will be emphasized. Students will partner with selected businesses to explore and analyze current practices in the areas represented by the core courses. Speakers from the business community will play an integral role in this course as they participate in a seminar setting to reinforce the importance of the core courses and their applicability to modern global practices. In this course, students will complete a comprehensive project as an end-of-program assessment. 47 contact hours.

MAP 2302 DIFFERENTIAL EQUATIONS .... 3 credits
Prerequisite: MAC 2312 or appropriate score on the SPC mathematics placement test. This course covers the basic methods and fundamental theorems of ordinary differential equations with applications in the natural sciences and engineering. Topics are the following: solutions of first order differential equations of types; namely separable, exact, homogeneous, linear, Bernoulli; solutions of nth order linear differential equations; solutions by series; Laplace transforms; and systems of linear differential equations. Three hours weekly.

MAR 1142 GLOBAL MARKETING .... 3 credits
This course covers the principles of fair global market trade and methods for developing and implementing global marketing and trade operations. The areas of international trade, payments, development, and multinational enterprise as they apply to global marketing are the key elements of the course. Three hours weekly.

MAR 1143 SEMINAR IN GLOBAL MARKETING .... 3 credits
Prerequisite: MAR 1142 or permission of the program director. This seminar is a sequel to MAR 1142, Global Marketing. It re-emphasizes the principals of Global Marketing first explained in the pre-requisite course by demonstrating the application of these principles. By visiting companies in foreign countries, the

concepts of global market trade, marketing operations methods, and "real world" market implementation are seen in action and analyzed. The areas of international trade, payments, development, and multinational enterprise as they relate to global marketing in action, are an additional focus of this course. This is a "study abroad" seminar class. 47 contact hours.

MAR 2011 PRINCIPLES OF MARKETING .... 3 credits
This course covers the institutions and methods developed for carrying on trade operations, retail and wholesale agencies, elements of marketing efficiency, the cost of marketing, price maintenance, unfair competition, and the relationship of government to marketing. 47 contact hours.

MAR 2321 ADVERTISING .... 3 credits
This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to history, economics, marketing, social institutions, and customer psychology. Included in the study are sales promotion, media organization, market functioning, brand promotion, analysis of consumer behavior, budgeting, legislation and regulations. The course culminates with the student planning an advertising campaign. Three hours weekly.

MAS 2103 LINEAR ALGEBRA .... 3 credits
Prerequisite: MAC 2311 or appropriate score on the SPC mathematics placement test. This course is an introduction to real vector spaces by using the properties of vectors and matrices to find the solution to systems of equations and the algebra of transformations. The properties of similar and diagonal matrices will be applied to the solution of problems. 47 contact hours.

College Preparatory Credits (0000 designations) may not be used toward graduation.

MAT 0012 PRE-ALGEBRA .... 3 credits
This course is a study of the basic skills and concepts of pre-algebra from the point of view of the college student who needs an understanding of pre-algebra. Major topics include operations with integers, fractions, decimals, percents, geometric figures and their measures, and pre-algebra topics including simplification of polynomials and equation solving techniques. 47 contact hours.

MAT 0012L PRE-ALGEBRA LAB .... 1 credit
Corequisite: MAT 0012. This laboratory is to support MAT 0012, Pre-algebra, and provide opportunities for applications of the basic skills and concepts of pre-algebra. 32 contact hours.

MAT 0024 ELEMENTARY ALGEBRA .... 3 or 5 credits
Prerequisite: MAT 0012 or appropriate score on the SPC mathematics placement test. This course is a study of the basic skills and concepts of elementary algebra from the view of a college student who needs an understanding of basic algebra. Major topics include language and operations on sets, operations on signed numbers, simple linear equations and inequalities in one variable, operations on polynomials (including beginning techniques of factoring), integer exponents, brief introduction to radicals, introduction to graphing, and applications. 47 or 77 contact hours based on credit hours of class.

MAT 0024L ELEMENTARY ALGEBRA LAB .... 1 credit
Prerequisite: MAT 0012 or appropriate score on the SPC mathematics placement test. Corequisite: MAT 0024. This laboratory is to support MAT 0024, Elementary Algebra, and provide opportunities for applications of the basic skills and concepts of Elementary Algebra. Two hours weekly.

MAT 1033 INTERMEDIATE ALGEBRA .... 3 credits
Prerequisite: MAT 0024 or appropriate score on the SPC mathematics placement test. Major topics include factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations and inequalities, systems of linear equations and inequalities, introduction to functions and applications. 47 contact hours.

MAT 1033L INTERMEDIATE ALGEBRA LABORATORY .... 1 credit
Prerequisite: MAT 0024 or appropriate score on the SPC mathematics placement test. Corequisite: MAT 1033. This is a laboratory course to foster success in MAT 1033, Intermediate Algebra, and to provide additional opportunities for application of the basic skills and concepts of Intermediate Algebra. 32 contact hours.

MCB 2010 MICROBIOLOGY .... 3 credits
Prerequisites: BSC 1086, BSC 1086L or BSC 1010 and BSC 1010L. Corequisite: MCB 2010L. Microbiology consists of the study of microorganisms, their role in our environment from a cellular and molecular point of view. Microbial activities of particular concern to man and animals are emphasized. Three hours weekly.

MCB 2010L MICROBIOLOGY LABORATORY .... 1 credit
Corequisite: MCB 2010. Laboratory will consist of experiments that teach bacterial techniques, characteristics of morphology, growth responses, metabolic activity, and distribution in selected environments. Three hours weekly.

MET 2010 INTRODUCTORY METEOROLOGY .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024 or appropriate scores on the SPC placement test. This course is a survey of the basic laws governing atmospheric structure, atmospheric motions, weather processes and weather systems. 47 contact hours.

MGF 1106 MATHEMATICS FOR LIBERAL ARTS I .... 3 credits
Prerequisite: MAT 1033 or appropriate score on the SPC mathematics placement test. This course is a general survey course in mathematics and covers a number of traditional, independent topics and will include topics related to mathematical logic, sets and systematic counting, probability, statistics, geometry critical thinking skills. One of its intents is to provide preparation for the Florida CLAST test for those students who may need to take it. This course is designed to satisfy three credits of the Gordon Rule which requires "Six semester hours of mathematics coursework, at the level of College Algebra or higher" but is not a prerequisite to any other mathematics course including MGF 1107, Liberal Arts Mathematics II. (Credit will not be given for both MGF 1113 AND MGF 1106.) 47 contact hours.

MGF 1107 MATHEMATICS FOR LIBERAL ARTS II .... 3 credits
Prerequisite: MAT 1033 or appropriate score on the SPC mathematics placement test. The intent of MGF 1107 is to present topics demonstrating the beauty and utility of mathematics to the general student population and to provide knowledge and skills useful for college, life and career. The course will include topics related to patterns and reasoning, growth and symmetry, linear and exponential growth, and personal finance; mathematical connections with music, art, architecture and nature will be explored. History of mathematics, critical thinking skills, problem solving strategies and appropriate use of technology will be used throughout the course. This course is designed to satisfy three credits of the Gordon Rule which requires "Six semester hours of mathematics coursework at the level of College Algebra or higher" but is not a prerequisite to any other mathematics course. 47 contact hours.

MKA 2021 SALESMANSHIP .... 3 credits
A study of the buying-selling cycle with emphasis on the role of salespeople in the free-enterprise system, application of sales principles, components of the sales presentation, and an introduction to sales management. Three hours weekly.

MKA 2512 SALES PROMOTION
AND PUBLIC RELATIONS .... 3 credits
This course studies two (2) specific business tasks of the Promotional Mix: Sales Promotion (SP) and Public Relations (PR). Terminology of the field(s) will be explained and the use of SP and PR will be applied to business situations. The course will provide practical guidance in the field(s) and include projects designed by the students. Three hours weekly.

MLT 1022 INTRODUCTION TO CLINICAL
LABORATORY SCIENCE .... 2 credits
Prerequisite: CHM 1025 and CHM 1025L, and BSC 1010 and BSC 1010L or BSC 1085 and BSC 1085L, or permission of the program director. Corequisite: MLT 1022L. This course will provide the student with an introduction to the field of clinical laboratory science. Topics include medical terminology, laboratory organization, certification and licensure, professional ethics, communication, research skills, and laboratory safety. Four contact hours of AIDS information will be presented as outlined by the State of Florida rules to satisfy the AIDS education requirement for licensure of clinical laboratory personnel. 32 contact hours or equivalent.

MLT 1022L INTRODUCTION TO CLINICAL LABORATORY SCIENCE LAB .... 1 credit

Corequisite: MLT 1022. This course introduces the student to the basic equipment and techniques used in clinical laboratory procedures. Students will learn proper use of personal protective equipment, laboratory glassware, centrifuges, balances, spectrophotometers, and microscopes. They will learn to evaluate and process laboratory specimens, pipet, and prepare dilutions and laboratory reagents. Mathematical calculations and interpretation of quality control data will be practiced. 30 contact hours or equivalent.

MLT 1040 PHLEBOTOMY .... 1 credit

Prerequisite or corequisite: MLT 1022 or permission of the program director. This course is a study of methods of obtaining blood specimens for laboratory analysis. Topics include phlebotomy equipment; venipuncture and skin puncture techniques; infection control; quality assurance; and professional, ethical and legal considerations related to blood drawing. 17 contact hours or equivalent.

MLT 1610 CLINICAL CHEMISTRY .... 4 credits

Prerequisite or corequisite: MLT 1022 or permission of the program director. This course is a study of the fundamental principles of clinical chemistry. Topics include carbohydrates, lipids, proteins, enzymes, hormones, electrolytes, minerals, blood gases, and drugs, with an emphasis on analytical procedures and clinical correlations. 62 contact hours or equivalent.

MLT 1610L CLINICAL CHEMISTRY LABORATORY .... 1 credit

Corequisite: MLT 1610. This course is an introduction to the modern clinical chemistry laboratory and provides the student with the prerequisite knowledge required for the clinical chemistry experience. The emphasis is on methodologies, automation, and quality assurance. 30 contact hours or equivalent.

MLT 2150 CLINICAL CORRELATIONS ....3 credits

Pre- or corequisites: MLT 2809L, MLT 2811L, MLT 2807L and MLT 2810L or permission of the program director. This course is the capstone course for the Medical Laboratory Technology Program and is designed to prepare students for career entry. Students gain experience in critical thinking and application of the body of professional knowledge through an interdisciplinary case study approach. Employability skills are also covered, as required by the Florida Department of Education. 47 contact hours or equivalent.

MLT 2362 HEMATOLOGY AND BODY FLUID ANALYSIS .... 3 credits

Prerequisite or corequisite: MLT 1022 or permission of the program director. This course is an introductory study of the classification and function of blood cells and clotting proteins in health and disease. Major topics include cell identification, anemias, leukemias, hemostasis and thrombosis, and urine and body fluid analysis. 62 contact hours or equivalent.

MLT 2362L HEMATOLOGY AND BODY FLUIDS LABORATORY .... 2 credits

Corequisite: MLT 2362. This course is a study of the laboratory methods used in the routine examinations of blood cells, hemoglobin, coagulation factors, and urine and other body fluids. 60 contact hours or equivalent.

MLT 2400 CLINICAL MICROBIOLOGY ....3 credits

Prerequisite: MLT 1022 or permission of the program director. This course provides the student with the methods and their underlying principles used in clinical microbiology laboratories to isolate and identify pathogenic microorganisms. Topics include laboratory safety; specimen collection; classification and identification of medically significant bacteria, fungi, parasites, and viruses; antimicrobial susceptibility testing; and quality assurance. 62 contact hours or equivalent.

MLT 2400L CLINICAL MICROBIOLOGY LABORATORY ....3 credits

Corequisite: MLT 2400. This course is an introduction to laboratory techniques used in the isolation and identification of pathogenic bacteria, fungi, and parasites. Emphasis is on basic skills that are required for the microbiology clinical experience and commonly encountered pathogens. 60 contact hours or equivalent.

MLT 2530 IMMUNOLOGY/IMMUNOHEMATOLOGY .... 4 credits

Prerequisites: MLT 2362 and MLT 2362L. This course is a study of immunology, serology, blood banking and transfusion medicine principles and procedures. Antigens, antibodies, and the functions of the immune response are examined in detail. 47 contact hours.

MLT 2530L IMMUNOLOGY/IMMUNOHEMATOLOGY LABORATORY .... 2 credits

Corequisite: MLT 2530. This course will provide the student with the knowledge and skills to perform various serological procedures used in medical diagnosis and to perform those tests and procedures necessary to provide safe, compatible blood and/or blood products for transfusion. Experience is gained in the college laboratory. 62 contact hours.

MLT 2807L IMMUNOHEMATOLOGY CLINICAL EXPERIENCE .... 3 credits

Prerequisites: MLT 2530, MLT 2530L. This course demonstrates and practices blood bank procedures employed in clinical transfusion services. Typing and cross-matching, donor screening, antibody screening and identification are performed in selected community health agencies. 135 contact hours.

MLT 2809L HEMATOLOGY CLINICAL EXPERIENCE .... 3 credits

Prerequisites: MLT 2362, MLT 2362L. This course provides experience in hematology procedures and coagulation procedures. Experience is gained in analyzing normal and abnormal specimens in selected community health agencies. 135 contact hours.

MLT 2810L CLINICAL CHEMISTRY CLINICAL EXPERIENCE .... 3 credits

Prerequisites: MLT 1610, MLT 1610L. In this course experience is provided to aid students in developing skills in performing and interpreting clinical chemistry analyses. Quality control methods and quality assurance are included. Experience is gained in selected community health agencies. 135 contact hours.

MLT 2811L MICROBIOLOGY CLINICAL EXPERIENCE .... 3 credits

Prerequisites: MLT 2400 and MLT 2400L. In this course students will gain hands-on experience in selected community health agencies to assist their development of skills for isolating and identifying pathogenic bacteria, fungi and parasites. 135 contact hours.

MMC 2000 INTRODUCTION TO MASS COMMUNICATIONS .... 3 credits

Prerequisite: ENC 0020 or EAP 1695 or a satisfactory score on the SPC placement test. This is a survey of the background, nature, and functions of the media of mass communications, with special emphasis on the print, film, and electronic media. The course is designed to provide the student with a basis for effective analysis, evaluation, and use of the various media, and with a knowledge of the role and the responsibilities of the mass media in a democratic society. This course has a substantial writing requirement. Three hours weekly.

MMC 2700 THE POPULAR ARTS IN AMERICA .... 3 credits

Prerequisite: ENC 0020 or EAP 1695 or a satisfactory score on the SPC placement test. A survey of the popular arts (those intended for mass consumption and commercial entertainment) in America, with special emphasis on the types of popular heroes and the form and content of movies, television, radio, best sellers, magazine, art, and music such as jazz, folk, and rock. Designed to provide the student with an understanding of the way in which the popular arts express the convictions, tastes, and values of American society. This course has a substantial writing requirement. Three hours weekly.

MNA 1743 EMPLOYMENT COACHING AND ADVISEMENT .... 1 credit

This course is designed to teach supervisors and managers specific coaching and advisement techniques so that their employees will become more productive and gain greater job satisfaction. Students will learn to improve communication skills for use during formal advisement interviews while teaching job skills, or when providing continuing performance feedback. 16 contact hours.

MNA 1744 EFFECTIVE PROJECT MANAGEMENT .... 1 credit

This course is an introduction to the basic principles of effective project management which reinforces quality management

principles. Topics covered include an overview of the phases of a project, practice in defining, controlling, and completing simulated projects, basic team-building and group dynamics, as well as basic leadership and facilitative skills. 16 contact hours.

MNA 1750   NEGOTIATING YOUR WAY TO SUCCESS .... 1 credit
This course provides information and tools that can sharpen negotiating skills, challenge present methods of resolving problems and give participants greater confidence in their ability to negotiate. Participants will learn to make confrontation and conflict work in their favor and to avoid behaviors that reduce their effectiveness during the negotiating process. Participants will discuss the implications of culture on negotiation and conflict resolution. 16 contact hours.

MNA 1751   CUSTOMER SERVICE .... 1 credit
This course is designed to assist those who deal with clients either face-to-face or on the telephone. Students will improve their interpersonal communication skills to increase their productivity and the quality of service rendered. The course will focus on the aspects of dealing with customer complaints, serving difficult customers, and meeting the individual needs of each customer. 16 contact hours.

MNA 1752   DELEGATING EFFECTIVELY .... 1 credit
This course is designed to assist supervisors and managers to improve their delegation skills. Students will learn the basic rules for delegation, develop techniques for effective time management, practice the fundamentals of managing people, and develop a plan of action for future delegation of activities. 16 contact hours.

MNA 1753   MOTIVATING OURSELVES .... 1 credit
This course is designed to provide participants with proven techniques for increasing their self-motivation and for reaching their full potential, both on and off the job. They will learn to avoid demotivators and to identify and use their strengths to increase self-confidence, satisfaction and productivity. 16 contact hours.

MNA 1754   MOTIVATING FOR PEAK PERFORMANCE .... 1 credit
This course is designed to assist those who direct or supervise the work of others to understand and use motivational techniques that will make their employees want to do a better job. Participants will learn to apply motivational principles to workplace situations in order to increase productivity, satisfaction and commitment. Emphasis is on how to change behavior and how to reinforce desired behavior. 16 contact hours.

MNA 1755   WORKING WITH PEOPLE .... 1 credit
This course is designed for individuals who direct the work of others. Students will learn to use verbal and nonverbal communication techniques, develop active listening skills, determine how a leader's behavior impacts others, and use leadership skills to build rapport supportive relationships to increase productivity and motivation. 16 contact hours.

MNA 1756   TEAMING UP WITH YOUR BOSS .... 1 credit
This course is designed to give secretaries and administrative assistants the techniques needed to increase their efficiency, strengthen their working relationship with their supervisor and become a valued team player. Students will learn a variety of techniques for becoming a valued member of the team and for managing their jobs and their careers more effectively. 16 contact hours.

MNA 1757   BUILDING A WINNING TEAM .... 1 credit
This course is designed to assist managers, team members, and team leaders in developing teams committed to working together toward common objectives. Students will learn the basic principles of team building and practical strategies for putting these principles into action. Students will learn to use their knowledge of individual differences and needs to promote collaboration and creativity and to manage change, conflict, and competition in monocultural, multicultural, and virtual teams. 16 contact hours.

MNA 1758   PROFESSIONAL SELLING .... 1 credit
This course is designed for both the new and experienced salesperson who wants to use total selling principles, methods and techniques to shape or revitalize his/her selling style. Participants will learn to look for quality prospects efficiently, to use proven techniques for preparing a presentation, to anticipate

and overcome objections and to use closing strategies that result in a sale. 16 contact hours.

MNA 1759   MANAGING CHANGE AND CONFLICT .... 1 credit
This course is designed to provide supervisors and managers with specific techniques for managing change and conflict within a work environment. Students will learn strategies for dealing with resistance to change, how to initiate change and how to provide leadership throughout the change process. Additionally, students will learn techniques for managing themselves and others in conflict situations and learn to use a "win-win" approach for negotiating solutions to disagreements. 16 contact hours.

MNA 1760   CUSTOMER SERVICE II .... 1 credit
Prerequisite: MNA 1751 or program director approval. This course is designed to develop increased proficiency with the skills and behaviors necessary to deliver quality customer service in even the most difficult situations. Participants will distinguish between service and servitude, recognize different communication styles customers may have, practice techniques for handling objections and asking for feedback, reinforce active listening skills, use probing questions to identify additional service opportunities. Participants will also be introduced to basic phone selling skills. 16 contact hours.

MNA 1765   PROFESSIONAL DEVELOPMENT STRATEGIES
FOR WOMEN .... 1 credit
This course is designed to provide women the opportunity to gain the practical knowledge needed to successfully deal with the unique problems and challenges of being a supervisor or manager. Students will learn to use leadership, communication and team building skills to gain control of their careers and achieve success as high performing professionals. 16 contact hours.

MNA 1767   ADVANCED SUPERVISORY TECHNIQUES:
A PRACTICAL APPROACH .... 1 credit
This course covers the practical application of skills and techniques of supervision. Topics emphasized include managing change, conflict resolution, building high performance teams, and effective negotiating. 16 contact hours.

MNA 1771   SURVIVAL SKILLS FOR NEW AND
PROSPECTIVE SUPERVISORS .... 1 credit
The course provides practical guidance for new supervisors to make the transition from a task orientation to a people orientation. Topics include planning, organizing, delegating, and motivating. 16 contact hours.

MNA 1772   UNDERSTANDING HUMAN BEHAVIOR .... 1 credit
This workshop is designed to present an overview of human behavior as understood through the value analysis materials developed by Dr. Morris Massey. Students will gain an understanding of factors such as experiences, behavioral patterns and cultural roots that affect the behavior of individuals. Course experiences prepare participants to apply these new insights to improve working relationships with family and co-workers. 16 contact hours.

MNA 1773   INTERVIEWING AND
SELECTING EMPLOYEES .... 1 credit
This course is designed to assist students with selecting the right person for each job and avoiding the legal problems associated with the interviewing and hiring process. Students will learn proven techniques for gaining maximum information in the interview process and for evaluating information before making a hiring decision. 16 contact hours.

MNA 1774   SUCCESSFUL PERFORMANCE APPRAISAL ... 1 credit
This course is designed to teach supervisors and managers the basic principles of the professional performance appraisal. Students will learn to use the appraisal process to boost productivity and motivation; to decrease absenteeism and turnover; and to improve work quality, efficiency and job satisfaction. 16 contact hours.

MNA 1781   EFFECTIVE BUSINESS
COMMUNICATIONS SKILLS .... 1 credit
This course focuses on practical application of communication skills. Topics include communication styles, listening and feedback, and interpersonal skills. 16 contact hours.

MNA 1783   DELIVERING EFFECTIVE BUSINESS
PRESENTATIONS .... 1 credit
This course is designed to increase the student's effectiveness in communicating to both large and small groups. Topics include the planning, preparation and delivery of business presentations. 16 contact hours.

MNA 1784   TIME MANAGEMENT FOR
INCREASED PRODUCTIVITY .... 1 credit
This course presents techniques to most efficiently use time in personal and business life. Topics include how to gain control of time, how to deal with crises and interruptions, how to identify time wasters, and how to set priorities. 16 contact hours.

MNA 1788   PROBLEM SOLVING FOR MANAGERS .... 1 credit
This course is designed to assist decision making leaders with the process of solving problems. The student will learn to define the problem, assess the context of the problem, determine an effective solution, and supervise the implementation of that solution. 16 contact hours.

MNA 1800   STARTING A SMALL BUSINESS:
DEVELOPING A PLAN .... 1 credit
This course is designed for small business owners or for those who are considering starting a small business. It provides an overview of the steps that are necessary for developing a business plan that will help to insure the success of the business. An overview of licensing requirements, taxation, marketing, financial planning, risk management, and staffing will be included. Emphasis in this course is on the steps of a good business plan and where to seek help in developing a detailed plan. 16 contact hours.

MTB 2103   APPLIED BUSINESS MATHEMATICS .... 3 credits
Prerequisites: MAT 1033 and CGS 1100. This course deals with specific applied business computational and analytical skills with some computer applications to provide solid preparation for study in accounting, computer and office systems, marketing and management topics. 47 contact hours.

MTG 2206   COLLEGE GEOMETRY .... 3 credits
Prerequisite: MAT 1033 or appropriate score on the SPC mathematics placement test. This course will emphasize Euclidean geometry and its relationship to logic, trigonometry and coordinate geometry. The problems, proofs, constructions and graphs involve line segments, angles, triangles and other 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; and lines and other geometric figures are graphed in the rectangular coordinate system. 47 contact hours.

MUSIC

Taught on St. Petersburg/Gibbs Campus only
St. Petersburg College offers music courses for all the students of the College,
- for those who wish to prepare for a wide range of careers in the music profession,
- for those who seek knowledge of music solely for its cultural/aesthetic value or,
- for those who want to grow in the enjoyment and discipline of music performance.

The suggested program of study for music majors in this catalog would normally prepare a student to enter a university as a third-year student in various programs leading to a degree in music: applied music, music education, musicology, music theory and composition, church music, and other specialized fields.

Music Courses

MUC 1101   APPLIED MUSIC COMPOSITION .... 2 credits
Prerequisite: MUT 1001, or equivalent, and departmental permission. Students practice compositional skills with assignments and projects to demonstrate an understanding of the basic materials, devices, and processes for composing in the small forms. A survey of styles of the major creative move-

ments, with emphasis on twentieth century techniques. One hour private lesson plus one hour seminar class each week.

MUC 1311   MIDI APPLICATIONS .... 2 credits
Prerequisite: MUT 1001, or equivalent, and departmental permission. This course will introduce students to the applications of Musical Instrument Digital Interface (MIDI) technology. Sequencing, notation and synthesis techniques will be studied and applied in compositional and arranging assignments. One hour lesson per week plus two hours each week working in the MIDI lab on assigned projects.

MUG 2101   ELEMENTS OF CONDUCTING .... 3 credits
Prerequisite: MUT 1121 or equivalent. This course is an introduction to the skill and art of musical conducting. Students will develop the physical skills involved with conducting using the baton and hands. Methods of choral and instrumental conducting will be explored and practiced using members of the class as performers as well as existing musical ensembles. Rehearsal preparation and techniques will also be explored. 47 contact hours.

MUH 1110   INTRODUCTION TO MUSIC .... 3 credits
"G"   Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. A general survey of the world's great music and its composers, with emphasis upon the development of intelligent listening. Designed for non-music major. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

MUL 1010   INTRODUCTION TO MUSIC HISTORY .... 3 credits
"G"   Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. Designed to acquaint the student with musical styles and their historical backgrounds. Intended for music majors but open to all students with a background in music. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

MUN 1120   BAND .... 1 credit
Appointment should be made at the office of the band director. The study and performance of standard band literature. Three hours weekly.

MUN 1210   COLLEGE ORCHESTRA .... 1 credit
Prerequisite: Audition or permission of instructor. The College Orchestra provides instrumentalists in the College and community an opportunity to perform works representative of a broad spectrum of orchestral literature, refine techniques of ensemble playing, and present concerts each term. Membership is by permission of the director. Music majors who are string players are required to participate. Meets three hours weekly. 47 contact hours.

MUN 1310   COLLEGE CHORUS .... 1 credit
Open to all students; non-music majors welcomed. The College Chorus is both a training organization and a performance group. Basic techniques of singing are developed through group and sectional rehearsals. This training and the preparation of works for performance, with the experience inherent in this learning process, take precedence. Basic repertoire and rehearsal techniques, valuable tools in the music profession, are also emphasized. May be taken every semester. Three hours weekly.

MUN 1340   MADRIGALIANS .... 1 credit
Corequisite: MUN 1310. This course is offered as a select choral performance ensemble to those students who have successfully auditioned for the director. Survey and performance of secular choral music from the sixteenth century through the twentieth century will be conducted during the semester. Frequent performances. Open to all students; non-music majors welcomed. Three hours weekly.

MUN 1440   PERCUSSION ENSEMBLE .... 1 credit
Prerequisite: Departmental permission. The study and performance of literature in the percussion medium. Two class periods weekly.

MUN 1491   STEEL DRUM ENSEMBLE .... 1 credit
Prerequisite: Departmental permission required. This course involves the study and performance of percussion literature for the steel drum. 32 contact hours.

MUN 1710   JAZZ BAND .... 1 credit
            Prerequisite: Admission is by audition only. The study and per-
            formance of instrumental ensemble music in the jazz and popu-
            lar medium. Three hours weekly.

MUO 1001   MUSIC THEATRE WORKSHOP .... 1 credit
            Prerequisite: Audition. This course is an analytical study of the
            elements of musical theatre. The general repertoire will be sur-
            veyed to establish an acquaintance with the literature and one
            or more works will be produced. Emphasis will be placed on
            resolving the aesthetic problems of music theatre with practi-
            cal, workable solutions employing materials at hand. 32 con-
            tact hours.

MUO 2501   OPERA WORKSHOP .... 1 credit
            Prerequisite: Audition. Analytical study of the elements of lyric
            theatre. The general repertoire will be surveyed to establish an
            acquaintance with the literature and one or more works will be
            produced. Stress will be laid on resolving the aesthetic prob-
            lems of music theatre with practical, workable solutions em-
            ploying materials at hand. Two hours weekly.

MUS 1010   STUDENT RECITAL .... No credit
            Corequisite: Applied Music, principal instrument (such as MVK
            1311, etc). This course requires attendance and participation
            in student recitals. Students will attend a workshop in recital
            etiquette and protocols. Students will participate in performance
            classes in their respective performing area at least once prior
            to scheduled recitals. Students will be required to attend all
            and perform in one of four or five scheduled music recitals each
            session. 8 contact hours.

MUS 1550   MUSIC AND COMPUTERS .... 3 credits
            Prerequisite: MUT 1001 or equivalent. This course will intro-
            duce students to the applications of the computer as a tool to
            facilitate musical creativity. Students will become acquainted
            with Musical Instrument Digital Interface (MIDI) and digital re-
            cording technology through projects in sequencing, perform-
            ing, notating, and printing their work. Appropriate software such
            as Finale, Cakewalk, Cubase and others will be studied and
            applied in compositional and arranging assignments. 47 con-
            tact hours.

MUT 1001   FUNDAMENTALS OF MUSIC .... 3 credits
            This course will enable the students to acquire a thorough
            working knowledge of those rudiments basic to the pursuit of
            further study of musical theory and musical performance. It is
            for those students who are not ready for MUT 1121, MUL 1111,
            and Applied Music courses. Three hours weekly.

MUT 1121   BEGINNING MUSIC THEORY I .... 4 credits
            Prerequisite: MUT 1001. The fundamentals of musicianship
            approached through visual and aural analysis. Principles of
            musical notation, construction of intervals, and formation of tri-
            ads. Harmony using the diatonic triads, with introduction of
            nonharmonicism. Elementary exercises in reading at sight and
            writing from dictation, harmonic and melodic. Five hours weekly.

MUT 1122   BEGINNING MUSIC THEORY II .... 4 credits
            Prerequisite: MUT 1121. A continuation of MUT 1121. Modula-
            tion to nearly-related keys. Chords of the seventh. Analysis of
            basic forms; the phrase and the period, two -part and three-
            part forms. Five hours weekly.

MUT 2126   ADVANCED MUSIC THEORY I .... 4 credits
            Prerequisite: MUT 1122. A continuation of MUT 1122. Modula-
            tion to remote keys. Chords of the ninth and eleventh. Borrowed
            and altered chords. Advanced problems in reading at sight and
            writing from dictation, harmonic and melodic. Five hours weekly.

MUT 2127   ADVANCED MUSIC THEORY II .... 4 credits
            Prerequisite: MUT 2126. A continuation of MUT 2126. Analysis
            of harmony and form from the phrase to large instrumental
            forms. Basic instrumentation. Arranging and composition in the
            styles studied. A continuation of aural and visual correlations.
            Five hours weekly.

MUT 2231   KEYBOARD HARMONY .... 1 credit
            Prerequisite: MUT 1122 and one semester of piano instruc-
            tion. Application of the piano materials studied in MUT 1121-
            1122, MUT 2126-2127, with special emphasis on harmonization
            of melodies, improvisation, and reading of accompaniments.
            Two hours weekly.

MUT 2232   KEYBOARD HARMONY .... 1 credit
            Prerequisite: MUT 2231. A continuation of MUT 2231. Two hours
            weekly.

MVB 1110   BRASS TECHNIQUES .... 1 credit
            Basic class instruction in brass instruments. Required of music
            education students. Two hours weekly.

MVK 1111   CLASS PIANO .... 1 credit
            This course is for beginning piano students meeting in groups
            of six or more. Emphasis is placed on music reading and el-
            ementary techniques. This course may be taken three times
            for credit. Two hours weekly.

MVK 1125   POPULAR PIANO TECHNIQUES .... 1-2 credits
            Prerequisite: MUT 1121 or equivalent. This course will be pri-
            vate instruction in contemporary keyboard styles, including
            Jazz, Pop, Gospel, and Rock. Special emphasis will be given
            to stylistic harmonization and improvisation. One credit is one-
            half hour lesson per week. Two credits are one hour lesson per
            week. 8.5 contact hours or 17 contact hours.

MVK 2121   CLASS PIANO .... 1 credit
            Prerequisite: MVK 1111. A continuation of MVK 1111. Designed
            to prepare students to pass minimum piano proficiency require-
            ments in music-major programs. Special emphasis upon har-
            monization of melodies, improvisation, and sight-reading. This
            course may be taken three times for credit. Two hours weekly.

MVP 1110   PERCUSSION TECHNIQUES .... 1 credit
            Basic class instruction in percussion instruments. Required of
            music education students. Two hours weekly.

MVS 1110   STRING TECHNIQUES .... 1 credit
            Basic class instruction in string instruments. Required of mu-
            sic education students. Two hours weekly.

MVV 1111   CLASS VOICE .... 1 credit
            This course is for singers with no previous vocal study and
            instrumentalists wishing a fundamental vocal knowledge. Em-
            phasis is on correct diction and tone production. Individual aid
            is given. This course may be taken three times for credit. 32
            contact hours.

MVV 2121   CLASS VOICE .... 1 credit
            Prerequisite: MVV 1111. A continuation of MVV 1111. May be
            taken three times for credit. Two hours weekly.

MVW 1110   WOODWIND TECHNIQUES .... 1 credit
            Basic class instruction in woodwind instruments. Required of
            music education students. Two hours weekly.

APPLIED MUSIC COURSES

Lessons in voice or orchestral instruments are required of all
music majors. Instruction is offered in voice, piano, organ, strings,
woodwind, brass, and percussion instruments. Applied Music courses
are also available to students who do not intend to major in music.
Students may not earn more than eight hours of Applied Music credit
for any one instrument or voice. Music majors must earn 8 hours of
credit in the principal instrument or voice and 4 hours of credit in the
secondary performing area to be prepared for transfer into a
bachelor's degree program.

Every new student (freshman or transfer) interested in majoring
in music is required to take a placement audition in Applied Music.
The student should make an appointment for the audition by report-
ing during the initial registration to the office of the program director.
If achievement is below the freshman music major level, the student
must enroll in the recommended prerequisite courses until prepared
for the collegiate series. Credit in the lower series will not apply to-
ward meeting the requirements in the student's principal instrument.

All credit in Applied Music is determined by jury examination.
Advancement is determined by the musical development and profi-
ciency of the student.

All music majors are required to perform in a student recital at
least once each session and are required to attend scheduled stu-
dent and faculty recitals as well as large ensemble concerts.

All music majors must register for one large ensemble—College
Chorus or College Band—each session. A maximum of four hours

of credit toward the A.A. degree may be earned in music organizations. Voice, piano, and organ majors should register for MUN 1310; instrumental majors for MUN 1120. Instrumental majors are urged to register for one of the choral organizations on an audit basis.

APPLIED MUSIC — First Year
(Private Instruction)   1-2 credits
Private instruction for non-music majors or those students below freshman music major level in accomplishment. Credit in this series will not count toward the principal instrument requirements for music majors. This course may be taken three times for credit. 1 credit, $90.00 fee per session, one half-hour lesson per week. 2 credits, $180.00 fee per session, two half-hour lessons per week.

MVB 1011-TRUMPET	MVS 1013-CELLO
MVB 1012-HORN	MVS 1014-STRING BASS
MVB 1013-TROMBONE	MVS 1015-HARP
MVB 1014-BARITONE HORN	MVS 1016-GUITAR
MVB 1015-TUBA	MVV 1011-VOICE
MVK 1011-PIANO	MVW 1011-FLUTE
MVK 1013-ORGAN	MVW 1012-OBOE
MVP 1011-PERCUSSION	MVW 1013-CLARINET
MVS 1011-VIOLIN	MVW 1014-BASSOON
MVS 1012-VIOLA	MVW 1015-SAXOPHONE

APPLIED MUSIC — Second Year
(Private Instruction)   1-2 credits
The second year of the above series. This course may be taken three times for credit. 1 credit, $90.00 fee per session, one half-hour lesson per week. 2 credits, $180.00 fee per session, two half-hour lessons per week.

MVB 2021-TRUMPET	MVS 2023-CELLO
MVB 2022-HORN	MVS 2024-STRING BASS
MVB 2023-TROMBONE	MVS 2025-HARP
MVB 2024-BARITONE HORN	MVS 2026-GUITAR
MVB 2025-TUBA	MVV 2021-VOICE
MVK 2021-PIANO	MVW 2021-FLUTE
MVK 2023-ORGAN	MVW 2022-OBOE
MVP 2021-PERCUSSION	MVW 2023-CLARINET
MVS 2021-VIOLIN	MVW 2024-BASSOON
MVS 2022-VIOLA	MVW 2025-SAXOPHONE

Applied Music—Majors—Secondary Instrument

APPLIED MUSIC — First Year
(Private Instruction—Secondary Instrument)   1-2 credit
Private instruction, freshman music major level. May be used for secondary instrument credit. This course may be taken three times for credit. Special fee, $45.00 per credit. One half-hour lesson or one hour lesson per week.

MVB 1211-TRUMPET	MVS 1213-CELLO
MVB 1212-HORN	MVS 1214-STRING BASS
MVB 1213-TROMBONE	MVS 1215-HARP
MVB 1214-BARITONE HORN	MVS 1216-GUITAR
MVB 1215-TUBA	MVV 1211-VOICE
MVK 1211-PIANO	MVW 1211-FLUTE
MVK 1213-ORGAN	MVW 1212-OBOE
MVP 1211-PERCUSSION	MVW 1213-CLARINET
MVS 1211-VIOLIN	MVW 1214-BASSOON
MVS 1212 VIOLA	MVW 1215-SAXOPHONE

APPLIED MUSIC — Second Year
(Private Instruction—Secondary Instrument)   1-2 credit
A continuation of the above series. This course may be taken three times for credit. Special fee, $45.00 per credit. One half-hour lesson or one hour lesson per week.

MVB 2221-TRUMPET	MVS 2223-CELLO
MVB 2222-HORN	MVS 2224-STRING BASS
MVB 2223-TROMBONE	MVS 2225-HARP
MVB 2224-BARITONE HORN	MVS 2226-GUITAR
MVB 2225-TUBA	MVV 2221-VOICE
MVK 2221-PIANO	MVW 2221-FLUTE
MVK 2223-ORGAN	MVW 2222-OBOE
MVP 2221-PERCUSSION	MVW 2223-CLARINET
MVS 2221-VIOLIN	MVW 2224-BASSOON
MVS 2222-VIOLA	MVW 2225-SAXOPHONE

Applied Music—Majors—Principal Instrument

APPLIED MUSIC — First Year
(Private Instruction—Principal Instrument)   2 credits
Private instruction, freshman music-major level. This course may be taken three times for credit. Special fee, $90.00. Two half-hour lessons per week.

MVB 1311-TRUMPET	MVS 1313-CELLO
MVB 1312-HORN	MVS 1314-STRING BASS
MVB 1313-TROMBONE	MVS 1315-HARP
MVB 1314-BARITONE HORN	MVS 1316-GUITAR
MVB 1315-TUBA	MVV 1311-VOICE
MVK 1311-PIANO	MVW 1311-FLUTE
MVK 1313-ORGAN	MVW 1312-OBOE
MVP 1311-PERCUSSION	MVW 1313-CLARINET
MVS 1311-VIOLIN	MVW 1314-BASSOON
MVS 1312-VIOLA	MVW 1315-SAXOPHONE

APPLIED MUSIC — Second Year
(Private Instruction—Principal Instrument)   2 credits
Private instruction, sophomore music-major level. A continuation of the above series. This course may be taken three times for credit. Special fee, $90.00. Two half-hour lessons per week.

MVB 2321-TRUMPET	MVS 2323-CELLO
MVB 2322-HORN	MVS 2324-STRING BASS
MVB 2323-TROMBONE	MVS 2325-HARP
MVB 2324-BARITONE HORN	MVS 2326-GUITAR
MVB 2325-TUBA	MVV 2321-VOICE
MVK 2321-PIANO	MVW 2321-FLUTE
MVK 2323-ORGAN	MVW 2322-OBOE
MVP 2321-PERCUSSION	MVW 2323-CLARINET
MVS 2321-VIOLIN	MVW 2324-BASSOON
MVS 2322-VIOLA	MVW 2325-SAXOPHONE

NURSING (R.N.)

Courses Open to Graduate or Registered Nurses. Enrollment must reach at least 15 persons if these courses are to be offered.

NUR 2061C HEALTH ASSESSMENT/NURSING PROCESS ... 4 credits
Prerequisite: The student must be a Registered Nurse. The course focuses on the concepts of holistic client care related to history taking, physical assessment and application of the Nursing Process. The course emphasizes identification of alterations from basic norms in functional dimensions across the life span. This course includes opportunities for working with both models in the laboratory and clients in a variety of settings. Six hours weekly (two theory, four lab/clinical).

NUR 2091C INTRAVENOUS THERAPY:
BEYOND THE BASICS .... 3 credits
Prerequisite: The student must be a Registered Nurse. The focus of this course is on the concepts of IV Therapy as it relates to the holistic care of the client across the life span. The course briefly reviews the basic skills of needle insertion and care of insertion sites. Emphasis is placed on advanced IV therapy such as cancer chemotherapy administration, Total Parenteral Nutrition (TPN), critical care and emergency IV push medication administration. Four (4) hours weekly (2 theory, 2 clinical).

NUR 2190   ADVANCED PATHOPHYSIOLOGY .... 4 credits
Prerequisite: The student must be a Registered Nurse. This course introduces essential concepts and principles of pathophysiology as a foundation to the nursing management of client care. Emphasis is on cellular structure, homeodynamics, physiologic defense mechanisms such as immune and inflammatory responses, pathogenesis, cellular proliferation, and epidemiological concerns. Pathological health alterations are reviewed by body systems. Four hours weekly.

NUR 2191C ADVANCED PHARMACOLOGY
IN NURSING PRACTICE .... 3 credits
Prerequisite: The student must be a Registered Nurse. This course builds upon a basic understanding of the concepts and principles of pharmacology as applied in the nursing management of client care. Emphasis is on application of the nursing process to the care of clients receiving selected pharmaceutical agents requiring additional knowledge and expertise. Three hours weekly.

NUR 2192   CRITICAL THINKING
IN THE CLINICAL SETTING .... 3 credits
Prerequisite: Registered Nurse or student nurse in a nursing program leading to licensure as RN or permission of the faculty. This course is designed to enhance the Registered Nurse's ability to think critically in the clinical setting. Students explore the process of critical thinking and the enhancement of their own critical thinking abilities. Individual and organizational enhancers and barriers to thinking critically are identified. Students gain experience in critical thinking through analysis of a variety of clinical case examples (situations). Three hours weekly.

NUR 2290   EMERGENCY DEPARTMENT NURSING .... 2 credits
Prerequisite: Registered Nurse or Licensed Professional Nurse status and documented competencies of NUR 2291. The focus of this online course is on the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring immediate medical intervention. 32 contact hours.

NUR 2291   CRITICAL CARE NURSING .... 3 credits
Prerequisite: Registered Nurse or Licensed Practical Nurse status and documented competencies of NUR 2299. The focus of this online course is the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring critical care interventions. 47 contact hours.

NUR 2293C PERIOPERATIVE NURSING .... 10 credits
Prerequisite: Registered Nurse or eligibility to write the licensing exam for registered nurses. This course is designed to facilitate the development of highly specialized knowledge, skills, and attitudes pertinent to providing care to clients during the perioperative experience. Classroom and laboratory experience at the college will be augmented by clinical practice in area health care agency operating rooms to enhance development of role as a circulating and scrub nurse. 240 contact hours.

NUR 2297   ECG INTERPRETATION FOR HEALTH
CARE PROFESSIONALS .... 2 credits
Prerequisite: R.N./L.P.N. status or instructor permission. This online course focuses on the essential information necessary for the accurate interpretation of basic cardiac rhythms and 12-lead electrocardiograms. A systematic approach is utilized for the interpretation of cardiac rhythms, their underlying hemodynamic significance, and current treatment modalities. 32 contact hours.

NUR 2299   PROGRESSIVE CARE NURSING .... 4 credits
Prerequisite: RN or LPN status and documented competencies of NUR 2297. The focus of this online course is the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring progressive care interventions. 62 contact hours.

NUR 2891   LEADERSHIP AND DELEGATION .... 3 credits
Prerequisite: Registered Nurse, student nurse in a nursing program leading to licensure as RN or permission of the faculty. This course is designed to enhance the Registered Nurse's ability to delegate effectively in the clinical setting. Organizational theories and principles are explored in order to provide a basis for decision making and delegation. The Registered Nurse will obtain a greater understanding of organizational structure and culture as it affects the change process. Skills necessary for effective leadership and delegation will be discussed. The legal/ethical aspects of delegation will be explored. 47 contact hours.

NUR 2937   INTRODUCTION TO RISK MANAGEMENT .... 1 credit
Prerequisite: The student must be a Registered Nurse. This course is designed to enhance the Registered Nurse's understanding of the concept of risk management, the components and activities of a risk management program, and nursing's unique role in risk management. High risk areas or categories within the hospital setting are identified. Key behaviors in handling complaints are discussed. The importance of documentation is included. 17 contact hours.

The following courses are for students in the A.S. degree program.

NUR 1001   ORIENTATION TO TECHNICAL
NURSING THERAPY .... 4 credits
Prerequisites: Admission to the Nursing program and BSC 1086, BSC 1086L. Corequisites: NUR 1001C and NUR 1060C. This course content focuses on role transition from LPN to RN and concepts and principles of holistic nursing care of adult clients and childbearing families. Focus is on the continued development of roles of the nurse through the assimilation of theoretical concepts and use of the nursing process for providing care to adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Theory relates to managing care of clients who are experiencing alterations in the functional dimensions of health in both hospital and community settings. This course meets for 60 hours during the session. 62 contact hours.

NUR 1001C ORIENTATION TO TECHNICAL NURSING
THERAPY/CLINICAL EXPERIENCE .... 2 credits
Corequisite: NUR 1001. The course content focuses on role transition from LPN to RN and concepts and principles of holistic nursing care related to the care of adult clients and childbearing families. Focus is on the continued development of the roles of the nurse through the assimilation and application of theoretical concepts and use of the nursing process in providing care to adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Emphasis is placed on managing the care of clients who are experiencing alterations in the functional dimensions of health in hospital and/or community settings. The student is expected to be able to manage a select number of clients while continuing to develop other nursing roles. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully pass the course. (This course meets for 60 clinical and laboratory hours.) 60 contact hours.

NUR 1021   NURSING I .... 3 credits
Prerequisite: Admission to Nursing program. Corequisite: NUR 1021L. Pre- or corequisites: BSC 1086/1086L, PSY 1012. This course introduces concepts and principles of holistic nursing care. Theory content includes an introduction to understanding a person as a holistic being; the hospitalized adult patient's responses to actual or potential threats to homeodynamics, and the registered nurse's roles to effect or alter client's responses; and an introduction to the helping relationship. Emphasis is also placed on care of the elderly in hospitals and community settings. The nurse's role as provider of care is emphasized. 47 contact hours.

NUR 1021L NURSING I CLINICAL EXPERIENCE. .... 2 credits
Prerequisites: Admission to Nursing Program, NUR 1022C and NUR 1060C. Corequisite: NUR 1021. An introduction to the roles of the nurse in applying the fundamentals of holistic nursing care to adult clients with emphasis on the nurse as provider of care. Clinical experiences include hospitals and nursing homes. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully pass the course. Averages 12 hours of client care per week over a five week period.

NUR 1022C NURSING SKILLS .... 2 credits
Pre- or corequisites: Admission to Nursing Program, BSC 1086, BSC 1086L, PSY 1012. Corequisites: NUR 1021. This course introduces the psychomotor skills required of a nurse. The class includes a short didactic for each skill being introduced, a demonstration of the skill, a time for practice with feedback from the instructor, and testing for mastery of the skill. The nurse's role of provider of care is emphasized. Course meets for 60 hours in the on-campus lab.

NUR 1060C NURSING PROCESS/PHYSICAL
ASSESSMENT .... 2 credits
Prerequisite: Admission to Nursing Program. Corequisites: NUR 1021 and NUR 1022C or NUR 1001. This course is a foundation course which introduces the student to the concept of holistic nursing care through the effective use of the nursing process. The student will apply all steps of the nursing process

with particular emphasis on completing a health history and physical assessment. Critical thinking will be fostered through a variety of in-class exercises which promote the analysis of data and the development of a nursing care plan. The student will be required to set up a portfolio of specified information to be maintained until graduation. This course contains a number of critical behaviors that must be performed without error by the end of the course to successfully pass the course. Course meets for 60 hours in the on campus lab.

NUR 1142C APPLICATION OF PHARMACOLOGY
CONCEPTS IN NURSING THERAPY .... 1 credit
Corequisites: NUR 1210, NUR 1210L. This course introduces essential concepts and principles of pharmacology as applied in the nursing management of client care. Emphasis is on application of the nursing process to the care of clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Satisfactory completion of this course is required for progression in the nursing program. This course contains a number of critical behaviors including medication administration, that must be performed without error by the end of the course to pass the course. 32 contact hours.

NUR 1210 NURSING II .... 4 credits
Prerequisites: NUR 1021, NUR 1021L. Corequisites: NUR 1210L, NUR 1142C. This course presents concepts and principles related to the holistic nursing care of adult clients and childbearing families. Focus is on the continued development of the roles of the nurse through the assimilation of theoretical concepts and use of the nursing process in the care of adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Theory relates to managing the care of clients who are experiencing alterations in the functional dimensions of health in both hospital and community settings. 47 contact hours.

NUR 1210L NURSING II CLINICAL EXPERIENCE .... 6 credits
Prerequisites: NUR 1021, NUR 1021L. Corequisite: NUR 1210, NUR 1142C. This clinical course provides opportunities to apply the principles related to the holistic nursing care of adult clients and childbearing families. Focus is on application of the theoretical concepts and use of the nursing process in providing care to adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Emphasis is placed on managing the care of clients who are experiencing alterations in the functional dimensions of health in both hospital and community settings. The student is expected to be able to manage a select number of hospitalized clients while continuing to develop other nursing roles. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully pass the course. (This course meets for 180 clinical hours over the course of the session.) 180 contact hours.

NUR 1940L CLINICAL PRACTICUM ELECTIVE .... 4 credits
Prerequisite: Faculty approval. This course provides the student with additional opportunities to practice previously acquired clinical skills and learn a limited number of new skills in selected hospital settings with supervision by both faculty and clinical practitioners. Focus is on the application of nursing therapies, the nursing process and nursing care of hospitalized adults with common, recurring, uncomplicated health alterations. Directed study is provided by faculty to meet course objectives. Enrollment limited. Total of 120 clinical laboratory hours to be arranged. The course may be repeated for credit for up to eight credits. 120 contact hours.

NUR 2150C PSYCHOSOCIAL NURSING .... 1 credit
Prerequisites: NUR 1210L and NUR 1142C or NUR 1001 and NUR 1001C. Corequisite: NUR 2462L. This course presents principles and practices related to the holistic nursing care of clients and their families across the life span. The course focuses on the continued development of the nursing process and builds on psychosocial concepts incorporated in NUR 1021L and 1210L. Concepts in this course include the helping relationship, family dynamics, crisis intervention and specific nursing therapies related to various psychosocial needs of clients and families in all nursing settings. This course contains a number of critical behaviors, including medication administration, which must be performed without error by the end of the course to successfully complete this course. 30 contact hours.

NUR 2462 NURSING III .... 3 credits
Prerequisites: NUR 1210, NUR 1210L and NUR 1142C or NUR 1001/1001C. Corequisite: NUR 2462L. This course presents concepts and principles related to the nursing care of childrearing families and adult clients who are experiencing complex alterations in the functional dimensions of health. Focus is on the continued development of the roles of the nurse through the assimilation and application of theoretical concepts and use of nursing process in the care of child-rearing families and adult clients. Emphasis is on actual and potential threats to homeodynamics. 47 contact hours.

NUR 2462L NURSING III CLINICAL EXPERIENCE .... 6 credits
Prerequisites: NUR 1210, NUR 1210L and NUR 1142C or NUR 1001 and NUR 1001C. Corequisite: NUR 2462 and NUR 2150C. This clinical course provides opportunities to apply the concepts and principles related to the nursing care of child-rearing families and adult clients experiencing complex alterations in the functional dimensions of health. Focus is on development of the roles of nursing through the application of theoretical concepts and nursing process in providing care to child-rearing families and adult clients. Emphasis is on actual or potential threats to homeodynamics. Management of the nursing care of child-rearing families and adult clients in both hospital and community settings is emphasized. A variety of clinical and community settings are used to further develop nursing roles. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully complete this course. (This course meets for 180 clinical hours over the course of the session.) 180 contact hours.

NUR 2732 NURSING IV .... 3 credits
Prerequisites: NUR 2462 and NUR 2462L, MCB 2010 and MCB 2010L, PHI 1603. Corequisite: NUR 2732L. This course focuses on assimilation and synthesis of the concepts and principles of holistic nursing theory related to a group of clients experiencing complex or potentially life threatening problems. Content emphasizes principles of holistic care of the chronically, critically and terminally ill clients of various ages throughout the life span and their significant others in the hospital setting and as adapted to the care of clients in community based health care settings. Knowledge, skills and behaviors of the entry level registered nurse, including management and leadership skills are addressed. Competencies/Roles of the associate degree nurse upon graduation are evaluated. 3.75 hours weekly for 12 weeks for a total of 47 contact hours.

NUR 2732L NURSING IV CLINICAL EXPERIENCE .... 6 credits
Prerequisite: NUR 2462L. Corequisite: NUR 2732. The focus is on application of holistic nursing concepts and principles related to care of a group of patients with potentially life threatening problems. Clinical experiences take place in hospitals and community settings. Demonstration of roles and competencies of the associate degree graduate nurse at entry level are expected. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully pass the course. There are 15 clinical hours per week for 12 weeks.

NUR 2810C NURSING CARE MANAGEMENT
PRACTICUM .... 4 credits
Prerequisite: NUR 2732L. The focus is on application of holistic nursing concepts and principles related to care of a group of patients with potentially life threatening problems. Clinical experiences may take place in hospitals or a variety of community settings. Demonstration of roles and competencies of the associate degree graduate nurse at entry level are expected. This course is essential for the successful transition from the role of student nurse to that of graduate nurse/registered nurse. This course contains a number of critical behaviors, including medication administration and all aspects of client safety, that must be performed without error by the end of the course to successfully pass the course. There will be 120 clinical hours over three weeks. The student will be placed with a Registered Nurse Preceptor and the student's clinical schedule will match the preceptor's schedule.

NUR 2814C NURSING SPECIALTY CLINICAL
EXPERIENCE .... 2 credits
Prerequisite: NUR 1021/1021L or permission of the instructor. This course is an individualized nursing specialty clinical expe-

rience designed to meet a special nursing therapy interest area proposed by the student. The experience is open to currently enrolled nursing students or with permission of the instructor. The instructor will provide advanced learning resources and guidance. The student will work with a clinical associate in the selected specialty area. Student will also meet weekly with the instructor who will coordinate the experience with the clinical associate. This course may be repeated for a maximum of 6 credits. 62 contact hours.

OCB 1000C BIOLOGY OF MARINE LIFE .... 3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024, or appropriate scores on the SPC placement tests. Biology of Marine Life is designed to provide the non-science major student with an understanding of basic biological principles using marine organisms as examples. The focus is on functional interactions at the cellular, organismal and community levels. The laboratory component will apply concepts through direct observations and experiments using the diversity of organisms in and from our local marine environment. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any course with a BSC prefix.) Five hours weekly.

OCE 2001 INTRODUCTION TO OCEANOGRAPHY .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This course is a study of the ocean and survey of basic principles and procedures of physical, biological, chemical and geological oceanography. 47 contact hours.

OCE 2001L OCEANOGRAPHY LABORATORY .... 1 credit
Pre- or corequisite: OCE 2001. This laboratory course introduces the student to basic principles of physical, geological, chemical, and biological oceanography. Topics will include the analysis of ocean basin features, properties of seawater, the physical properties driving ocean currents, identification of marine organisms, and other related items. This laboratory will include field trips. 47 contact hours.

ORH 1002 WATER RESOURCES AND LAND USE .... 3 credits
This course is an introduction to the principles of water resource management specifically as they impact the irrigation and landscape industries. This course will emphasize the water cycle, human impact on water resources and the availability and quality of water in the State of Florida. 47 contact hours.

ORH 1300 IRRIGATION WATER MANAGEMENT .... 3 credits
Prerequisite: ORH 1303. This course is an introduction to the principles of operation and management of irrigation systems, specifically as applied to operating costs and water efficiency. 47 contact hours.

ORH 1302C IRRIGATION SYSTEM INSTALLATION .... 3 credits
Prerequisite: ORH 1303. This course is designed to give the student practice in the job analysis, preparation, and installation involved in residential and commercial irrigation systems. 62 contact hours.

ORH 1303 IRRIGATION OPERATIONS .... 3 credits
This course is an introduction to the principles, design, installation and operation of irrigation systems as applied to residential and light commercial settings. 47 contact hours.

ORH 1304C LOW VOLUME IRRIGATION SYSTEMS .... 3 credits
This course introduces the design and installation of low volume irrigation systems for both conventional landscapes and "xeriscapes." 62 contact hours.

ORH 1305 RESIDENTIAL IRRIGATION DESIGN .... 3 credits
Prerequisite: ORH 1303. This course includes the use of technical data to design various types of residential irrigation systems and introduces use of microcomputer applications in the design process. 47 contact hours.

ORH 1306 COMMERCIAL IRRIGATION DESIGN .... 3 credits
Prerequisites: ORH 1303, ORH 1305, HOS 1010. This course includes the use of technical data to design various types of commercial irrigation systems and introduces the student to writing specifications. 47 contact hours.

ORH 1309C IRRIGATION TROUBLESHOOTING
AND REPAIR .... 3 credits
Prerequisite: ORH 1303. This course is designed to enable the student to develop a working knowledge of diagnostic principles specific to irrigation systems and to be able to diagnose and

repair various malfunctions in the components of an irrigation system. 62 contact hours.

ORH 1510 LANDSCAPE PLANT IDENTIFICATION I .... 3 credits
This course introduces the student to approximately 150 species and varieties of trees, palms, shrubs, groundcovers, bedding plants, and foliage commonly used in Central Florida. Topics will focus on definitions of common botanical terminology, landscape use, culture and care. 47 contact hours.

ORH 1511 LANDSCAPE PLANT IDENTIFICATION II .... 3 credits
Prerequisite: ORH 1510. This course adds to material in ORH 1510, introducing the student to approximately 200 more species and varieties of trees, palms, shrubs, groundcovers, bedding plants, and foliage commonly used in Central Florida. Topics focus on landscape use, culture and care. 47 contact hours.

ORH 1936C IRRIGATION SEMINAR .... 3 credits
Prerequisites: ORH 1303, ORH 1305, ORH 1302C. This course includes several instructional seminars given by professionals in the irrigation field. Topics will include irrigation system computer programs used in the industry, and development of a materials list for sales presentation of an irrigation system. Students will take field trips to an irrigation company, irrigation wholesale business, greenhouse, golf course, park, commercial and residential site. 62 contact hours.

ORH 2800 LANDSCAPE DESIGN .... 3 credits
Prerequisites: HOS 1010, ORH 1510. This course teaches the theory and practice of landscape design. Students will be given a basic understanding of the design process. 47 contact hours.

ORH 2835 COMPUTER AIDED LANDSCAPE DESIGN ...... 3 credits
Prerequisites: HOS 1010, ORH 1510, ORH 2800. This course introduces the student to the use of microcomputer applications in the landscape design process. 47 contact hours.

ORH 2842 LANDSCAPE INSTALLATION
AND MAINTENANCE .... 3 credits
Pre- or corequisite: HOS 1010. This course includes a study of the principles and procedures involved in properly installing and maintaining plant materials in the landscape. 47 contact hours.

ORI 2000 ORAL INTERPRETATION OF LITERATURE ...... 3 credits
Prerequisite: REA 0002 or EAP 1695 or an appropriate score on the placement test. This course will develop an understanding of literature and will enhance the ability communicate a variety of types of poetry, prose, and drama from the printed page. Through practice and experiences, students will acquire skills that will be used in all types of oral communications. 47 contact hours.

OST 1100 KEYBOARDING I .... 3 credits
This course is a study of the touch system in computer keyboarding/document processing and the application of the basic skills to business letters, reports, and tabulated problems. (Students who have satisfactorily completed one year of high school typewriting/keyboarding should enroll in OST 1110.) 47 contact hours.

OST 1110 KEYBOARDING II .... 3 credits
Prerequisite: OST 1100 or one year of high school typewriting/keyboarding. This course is a continuation of OST 1100, emphasizing advanced keyboarding skills in the production of documents and developing the ability to increase keyboarding skills. (Students who have satisfactorily completed two years of high school typewriting/keyboarding should enroll in OST 2641-Data Transcription or OST 1714 – Information Processing Applications I.) 47 contact hours.

OST 1141 KEYBOARDING FOR INFORMATION
PROCESSING .... 1 credit
This course enables a student to develop a basic understanding of the touch system in computer keyboarding. Covered will be the skills needed for use on computer keyboards used daily in business, industry, government and education sectors. 16 contact hours.

OST 1339 BUSINESS WRITING REVIEW .... 1 credit
This course is a practical review, update, and application of grammar, spelling, punctuation, and sentence structure, as well as of proper formatting for business communication. It is de-

signed especially for the office worker who is in the field and needs a review of these basic skills. 16 contact hours.

OST 1500 CHANGING FUNCTION OF THE EXECUTIVE SECRETARY AND ADMINISTRATIVE ASSISTANT .... 1 credit
This seminar/course is designed for secretaries and administrative assistants at the executive and senior levels whose positions require leadership and managerial skills. Students will learn techniques in business management, time management, communication skills, team building, creative problem solving and self-analysis of job performance. These learned techniques should assist the student's decision-making process in a changing marketplace. 16 contact hours.

OST 1714 INFORMATION PROCESSING APPLICATIONS I .... 3 credits
Prerequisite: OST 1100 or equivalent. This course develops the skills, including composition and formatting skills, necessary to use current word processing software and equipment in a Windows environment. 47 contact hours.

OST 1718 INFORMATION PROCESSING APPLICATIONS II .... 3 credits
Prerequisite: OST 1714 with at least a "C" grade. This course is a continuation of OST 1714, including further development of composition and formatting skills. It will provide specialized training on advanced applications and features utilizing current word processing software. 47 contact hours.

OST 1741 MICROCOMPUTER WORD PROCESSING I ...... 1 credit
This course is designed to introduce the student to the basic skills necessary to use word processing software on a microcomputer. Students will learn to create, edit, format, save, and print documents. Students should have basic keyboarding skills and knowledge of the Windows environment before beginning this course. The course may be repeated two times for up to three credits; it may be repeated only in sections offering different software. 16 contact hours.

OST 1742 MICROCOMPUTER WORD PROCESSING II ..... 1 credit
This course will include the study of advanced word processing techniques using a microcomputer. Topics covered will include enhancing the visual display and presentation of documents. The course may be repeated two times for up to three credits; it may be repeated only in sections offering different software. 16 contact hours.

OST 1793 INTERNET ORIENTATION .... 1 credit
This course develops the skills necessary to exchange information electronically and will specifically examine the use of technology. Included in the practical application of this course will be software related to web-browsers, electronic mail, file transfer protocol (FTP), bulletin boards, data communications, research, commercial transaction services, commercial communications services, Intranet, and file servers. 17 contact hours.

OST 1810 DESKTOP PUBLISHING I .... 1 credit
A student should have a basic understanding of word processing before registering for this class. This course is designed to acquaint the student with appropriate page layout and design software on a microcomputer to produce professionally published documents. This course includes a discussion of basic design principles, as well as various desktop publishing software applications and hardware used in the field. The course may be repeated five (5) times for a total of six (6) credits if different software is used. 16 contact hours.

OST 1812 DESKTOP PUBLISHING II .... 1 credit
This is an advanced course designed to provide the student with opportunities to expand basic knowledge of page layout and design software on a microcomputer to produce laser quality documents. With this course, the student will combine the elements of advanced software techniques and industry standards to efficiently produce high-quality printed documents. This course will include a discussion of typesetting theories. May be repeated two times if different software is used. 16 contact hours.

OST 2335 PROFESSIONAL COMMUNICATION SKILLS ...3 credits
A rapid review of basic principles of English composition; speaking and listening skills, study of stylistic qualities demanded in the best modern business writing; extensive reading, analysis,

and construction of the common types of business letters and reports. This course has a substantial writing requirement. 47 contact hours.

OST 2402 ADMINISTRATIVE OFFICE PROCEDURES ...... 3 credits
Pre- or corequisite: OST 1110 or equivalent. This course covers development of performance and personality traits for the administrative assistant with emphasis on human relations and effective communications. Also discussed are office problems, administrative assistant duties and responsibilities, and supervisory skills. Topics include travel arrangements, telephone techniques, handling mail, bookkeeping and records management. 47 contact hours.

OST 2641 DATA TRANSCRIPTION .... 1 credit
Prerequisite: OST 1110 or 2 years of high school keyboarding. This course is designed to develop the ability to produce mailable transcripts with accuracy and speed from prerecorded materials. 16 contact hours.

PEL 2211 SOFTBALL .... 1 credit
Instruction in the history, rules and skills of softball. Emphasis will be placed on the slow pitch game. Opportunity to participate in intra-class league play will be presented. Two hours weekly.

PEL 2321 VOLLEYBALL I .... 1 credit
Instruction in volleyball history, rules and skills. Treatment of offensive and defensive patterns will be stressed. League play will be provided on an intra-class basis. Two hours weekly.

PEL 2341 TENNIS I .... 1 credit
Instruction in skill techniques, history, rules and social and physical values of tennis with the opportunity to improve previously acquired skills. Two hours weekly.

PEL 2342 TENNIS II .... 1 credit
Prerequisite: PEL 2341 or permission of program director. This course is a continuation of tennis skill practice. Emphasis is on strategy. Singles and doubles tourney play. Two hours weekly.

PEL 2621 BASKETBALL .... 1 credit
Instruction in basketball skills, history and rules. Emphasis will be placed on offensive and defensive skills. Team strategy will be developed in the offensive and defensive area. Two hours weekly.

PEM 1102 BASIC CONDITIONING .... 1 credit
Instruction in principles of weight training and aerobic exercise. The emphasis is on muscular strength development and cardiovascular endurance. The course can be taken twice for credit. Two hours weekly.

PEM 1142 ADVANCED AEROBICS HEAVY HANDS .... 1 credit
This course provides instruction in advanced techniques of aerobics. The students' cardiovascular systems will be improved by aerobic activities utilizing heavy hands. Two hours weekly.

PEM 1171 AEROBIC DANCE .... 1 credit
A fitness activity that combines principles of dance, calisthenics and aerobics. This program is based on the principle of continuous movement. Two hours weekly.

PEM 2131 WEIGHT TRAINING .... 2 credits
This course is a study of the principles of weight training. The primary emphasis is to increase skeletal muscular strength. General fitness improvement is also involved. 47 contact hours.

PEM 2145 JOGGING AND DISTANCE WALKING .... 1 credit
The study and practice of walking, jogging, running and its effects on body systems. Emphasis is on cardiopulmonary-pulmonary training; secondary emphasis is on general fitness. Two hours weekly.

PEN 2136 SKIN AND SCUBA DIVING .... 2 credits
A swimming course designed to teach the techniques of safe skin and scuba diving. Successful completion of this course qualifies students for nationally recognized certification. Physical examination, liability release and a special equipment fee are required. Two hours weekly.

PEN 2137 ADVANCED SCUBA DIVING .... 2 credits
Prerequisite: PEN 2136 or previous certification in a nationally recognized scuba certification program. A class designed to enable students to practice advanced scuba techniques suit-

able for various open water diving experiences. Sixty-four contact hours in eight weeks.

PET 1082C EXERCISE SCIENCE FOR FITNESS .... 3 credits
This is a course for fitness professional candidates. The emphasis is on body mechanics and the effects of acute and chronic exercise. Instruction will be given on exercise modalities commonly employed in fitness centers, including but not limited to: aerobics, basic conditioning, weight training, walking and jogging. The student will develop individualized exercise plans appropriate for various clients. Five class and lab hours weekly.

PET 1407 FITNESS EQUIPMENT MANAGEMENT .... 1 credit
This course addresses the appropriate use and care of exercise equipment commonly found in fitness centers. Emphasis is placed on weight training machines, the treadmill, exercise ergometer, recumbent ergometer, stairmaster, free weights, and steps. 17 contact hours.

PET 1940 INTERNSHIP FOR FITNESS CENTER ADMINISTRATORS .... 1 credit
Pre- or corequisite: PET 1941L. This is an internship experience in a working fitness center. Under the direction of a fitness center manager, the student will obtain experience in managing a fitness center. Emphasis on customer service, safety, record keeping, and employee relations. 47 contact hours.

PET 1941L INTERNSHIP FOR FITNESS PROFESSIONALS 1 credit
Pre- or corequisite: BSC 1083 or BSC 1086. This is an internship experience in a working fitness center. Under the direction of a fitness professional, the student will obtain field experience assisting clients to develop appropriate and safe exercise regimens to attain their wellness objectives. Three hours weekly.

PET 2622 SPORTS MEDICINE/ATHLETIC TRAINING .... 3 credits
Prevention, detection, correction and rehabilitation of sports and athletic injuries will be covered. Practical rehabilitation will be under the supervision of a certified athletic trainer. Three hours weekly.

PGY 2000 HISTORY OF PHOTOGRAPHY .... 3 credits
This is a course in which the student will research and explore early photographic processes, various trends, and their applications. The student will examine the technological evolution on photography and the impact of this progressive visual medium on the growth, culture, and communication in the world today. The emphasis will be on the inventors, entrepreneurs, artists, and the network they formed which provided the foundation on which the visual syntax in all art changed and expanded expression throughout the 20th century. 47 contact hours.

PGY 2110C COLOR PHOTOGRAPHY .... 3 credits
Prerequisite: PGY 2410C or portfolio review by instructor. Color photography includes the study of various color films, lighting, correction filters, processing and presentation of various types of color film and paper. Six hours weekly.

PGY 2201C PHOTOGRAPHY STUDIO LIGHTING .... 3 credits
Prerequisite: PGY 2401C. This is a course in which students will research and explore various lighting techniques used in photography to enhance the composition of the subject matter. Students will examine technical aspects involved in working with lighting equipment and the impact this visual application is having on the growth, culture, and communication in the world today. The emphasis will be a "hands on" approach working with other students, models and potential clients in single and group portraiture situations. Students will become better acquainted with lighting used in product, advertising, and specialty photography which has expanded the visual syntax in all visual forms of expression and communication throughout humanity. Six class and laboratory hours weekly.

PGY 2401C PHOTOGRAPHY I .... 3 credits
This course presents the fundamentals of black and white photography, as well as digital imaging. The course includes the study of camera operation, exposure control, film processing, printing the positive, print finishing, and presentation. Students will examine digital imaging through the use of digital cameras and the conversion of conventional photography to electronic images. Through weekly assignments, emphasis is placed on

photography's use as a medium of personal expression. 92 contact hours.

PGY 2410C INTERMEDIATE PHOTOGRAPHY .... 3 credits
Prerequisite: PGY 2401C. In Intermediate Photography the student deals with advanced problems in refinement of the silver print and the development of visual acuity, perception, and aesthetic sensibilities, as well as with advanced technical problems. Advanced problems include controlling various manipulative techniques obtainable through the camera and in the darkroom such as multiple exposures, multiple negatives, negative blends, orthochromatic process, infrared film, etc. Additional emphasis is placed on photography's application to other fields including journalism, business, and industry. Six class and studio hours.

PGY 2470C THEMES FOR PHOTOGRAPHERS .... 3 credits
Prerequisite: PGY 2401C. This course is designed for students who have already acquired basic technical knowledge of photography. This individualized course provides students the opportunity to explore and develop their own thematic approach to communicating through photography. (May be repeated once for credit.) Six class and laboratory hours weekly.

PGY 2801 DIGITAL PHOTOGRAPHY .... 3 credits
Prerequisite: PGY 2401C. This course is designed for students to evolve on an individual and group basis toward the creative utilization of technology. The program takes an interdiscipline approach to experimental application of new technologies associated with photography and its impact on the culture, visual expression and communications in the world today. Students will examine digital imaging through the use of digital cameras and how conventional photographs can be converted to electronic images by various scanning methods. Students will explore how the electronic image can be printed using traditional processes and the advantages of both electronic and conventional methods. The emphasis will be a "hands on" approach working with other students in an equipped photographic and electronic laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of digital and conventional technologies and how this medium has expanded the visual syntax in all forms of expression. 92 contact hours.

PGY 2801C DIGITAL IMAGING .... 3 credits
Prerequisite: GRA 2100C and PGY 2401C or permission of instructor. This is a computer-based course designed to develop the students' skills in digital image editing. Students will learn through the use of the computer how to create, edit and manipulate digital images from scanned photographs and artwork. Students will utilize retouching techniques to modify, enhance, and reshape images, apply special effects, adjust color balance, do file management, and prepare their work for print output and electronic presentation. 92 contact hours.

PHH 1603 20TH CENTURY TRENDS IN PHILOSOPHY ..... 3 credits
This course surveys contemporary trends in philosophy, including such schools of thought as Pragmatism, Critical Realism, New Realism, Analytic Philosophy, Logical positivism, Existentialism, Phenomenology, and Philosophical Hermeneutics. Dominant emphasis is on the special features of 20th Century thought, such as the move from anti metaphysical perspectives at the beginning of the century to a new way of addressing these traditional issues at the end. This course has a substantial writing requirement. 47 contact hours.

PHI 1010 INTRODUCTION TO PHILOSOPHY .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the placement test. This introductory survey of the perennial issues in human existence provides a rich evaluation of life's meaning. A critical examination is conducted of the fundamental assumptions, terminology, and schools of thought addressing the issues in metaphysics, epistemology and axiology (ethics and aesthetics). Discussion as well as lecture will focus on both classical and contemporary readings, such as Plato, Aristotle, Augustine, Acquinas, Descartes, Locke, Berkeley, Hume, Kant, Nietzsche, Wittgentein and Sartre. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

PHI 1100 INTRODUCTION TO LOGIC .... 3 credits
Prerequisite: MAT 0024 or satisfactory score on the placement test. This course introduces the student to the basic features of inductive and deductive logic along with critical reasoning and

informal argument. Extensive practice is provided in applying the principles which determine whether an argument is valid or invalid. In addition, there is an assessment of the structure of ordinary language and informal reasoning. 47 contact hours.

PHI 1600 "G"   STUDIES IN APPLIED ETHICS .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is a practical overview of key issues, questions and concepts in applied ethics. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on multicultural aspects of ethics. Students will also examine a variety of personal, social and professional ethical issues and problems and learn methods of resolving them through the use of critical thinking skills, sound ethical reasoning and legal and professional codes. Students are provided an active learning experience, increased student interaction and opportunities for independent research into ethical issues of personal interest. This course has a substantial writing requirement. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1600 and any of the following courses: PHI 1603, PHI 1602, PHI 1631, PHI 2621 or PHI 2622. 47 contact hours.

PHI 1602 "G"   HONORS STUDIES IN APPLIED ETHICS .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is designed to provide the academically gifted student an analytical approach to understanding and resolving ethical issues confronting an individual in today's society. Emphasis is placed on understanding the historical development of ethical thinking, critical analysis of a wide variety of ethical theories representative of major themes of ethical philosophy, ethical issues, and evaluation of multicultural and historical aspects of ethics. Students will also use logical reasoning, critical thinking skills, and resources such as legal and professional codes to evaluate differing points of view on a wide variety of ethical issues, and to synthesize personal opinions. The seminar format encourages individual and collaborative effort, independent research, and verbalization of concepts. Enrollment is limited to students who are approved to take honors courses at the College. This course has a substantial writing requirement. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1602 and any of the following courses: PHI 1600, PHI 1603, PHI 1631, PHI 2621 or PHI 2622. 47 contact hours.

PHI 1603 "G"   APPLIED ETHICS .... 2 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in today's society. Students will be introduced to basic concepts in applied ethics and selected ethical theories representing main themes in moral philosophy. Students will also examine a variety of ethical dilemmas, and will practice resolving such through ethical reasoning, as well as by reference to legal and professional codes. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1603 and any of the following courses: PHI 1600, PHI 1602, PHI 1631 or PHI 2649. 32 contact hours.

PHI 1631 "G"   STUDIES IN PROFESSIONAL ETHICS .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is a practical approach to recognizing, understanding and resolving ethical problems confronting individuals in a global business environment. Students will review the historical development of ethics, and learn to apply logic, critical thinking, and decision-making skills to a variety of ethical dilemmas arising in business, economic and governmental settings. Students will learn methods of resolving such dilemmas through the use of statutory, corporate and professional codes, as well as through ethical reasoning. Emphasis will be placed on logical analysis, critical thinking and responsible ethical decision-making. This course has a substantial writing requirement. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit will not be given for both PHI 1631 and any of the following courses: PHI 1600, PHI 1603, PHI 1602, PHI 2621, PHI 2622 or PHI 2649. 47 contact hours.

PHI 2103   CRITICAL THINKING AND DECISION MAKING .... 3 credits
This course is designed to help students develop skills needed to assess claims, inferences, and value judgements encountered in a variety of situations. The focus will deal with assessing credibility and extracting information and will present question-asking skills necessary for critical thinking. 47 contact hours.

PHI 2540   THINKING ABOUT DEATH .... 3 credits
This course examines the significance of death from early thinkers to contemporary assessments. Such issues as how one's own death affects life choices, the possibility of survival of death, near death experiences, the implications of technology being able to eliminate physical death, the terror and attraction of death, etc., will be studied. 47 contact hours.

PHI 2621   APPLIED ETHICS II .... 1 credit
Prerequisite: PHI 1603. This course is designed to meet the needs of the student who has initially completed PHI 1603 (2 credits) but needs PHI 1600 (3 credits). This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in today's society. Students will learn concepts in applied ethics and selected ethical theories, which represents additional main themes in moral philosophy. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making. Credit will not be given for both PHI 2621 and any of the following courses: PHI 1600, PHI 1602, PHI 1631 or PHI 2622. 17 contact hours.

PHI 2622   PROFESSIONAL APPLIED ETHICS .... 1 credit
Prerequisite: PHI 1603. This course is designed to meet the needs of the student who has initially completed PHI 1603 (2 credits) but needs PHI 1631 (3 credits). This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in today's society, with particular emphasis on business. Students will learn concepts in applied ethics and selected ethical theories which represent additional main themes in moral philosophy. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making in business. Credit will not be given for both PHI 2622 and any of the following courses: PHI 1600, PHI 1602, PHI 1631 or PHI 2621. 17 contact hours.

PHI 2630   DISCOVERING YOUR PERSONAL ETHICS ..... 2 credits
Prerequisite: PHI 1600, PHI 1603, PHI 1602 or PHI 1631. This course explores possible answers to the ancient, yet still relevant, question, "What is a good life?" Major ethical principles from philosophers throughout history are evaluated, and then exemplified in the lives, achievements, and words of important historical figures representing a variety of disciplines, cultures, nations, and religions. Conducted in a seminar format, the course emphasizes the roles of reason, critical thought, self-analysis and personal application in the development of a morally mature life. 32 contact hours.

PHI 2649 "G"   APPLIED ETHICS IN PUBLIC SAFETY PROFESSIONS .... 3 credits
Prerequisites: (REA 0002 and ENC 0020) or EAP 1695 or satisfactory score on the SPC placement test. This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in public safety professions. Emphasis is placed on understanding the historical development of ethical thinking, as well as critical analysis of a wide variety of ethical theories. Students will also examine a variety of ethical dilemmas and issues relevant to public safety professionals and will practice resolving such through ethical reasoning, as well as by reference to legal and professional codes of conduct. Relevant professional issues will be analyzed from both legal and moral perspectives. Emphasis will be placed on the development of skills necessary for the critical thinking, problem-solving and responsible decision-making necessary for those in positions of public trust. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 2649 and any of the following courses: PHI 1600, PHI 1602, PHI 1603 or PHI 1631. 47 contact hours.

PHT 1121   FUNCTIONAL ANATOMY AND KINESIOLOGY .... 3 credits
Prerequisites: BSC1085 and BSC1085L. Corequisite: PHT1121L. This course will be devoted to the study of the structure and function of the musculoskeletal system with emphasis on the mechanical (functional) aspects of human motion

and the application of kinesiology as related to therapeutic exercise. 47 contact hours.

PHT 1121L   FUNCTIONAL ANATOMY AND
KINESIOLOGY LABORATORY ....2 credits
Prerequisites: BSC1085 and BSC1085L. Corequisite: PHT 1121. Within a laboratory environment, this course will be devoted to the study of the structure and function of the musculoskeletal system with emphasis on the mechanical (functional) aspects of human motion and the application of kinesiology as related to therapeutic exercise. Observational, manual dexterity and communication skills will be developed relevant to analyzing, demonstrating, monitoring and/or modifying therapeutic exercise/routines. 62 contact hours.

PHT 1200   INTRODUCTION TO BASIC PATIENT CARE .....3 credits
Prerequisite: Admission to the program. This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, modality principles used for basic patient care and disease processes. Role orientation, ethics, legal aspects, limitation and relationships will be explored relative to the physician, registered physical therapist and the patient. 47 contact hours.

PHT 1200L   BASIC PATIENT CARE LABORATORY ....3 credits
Prerequisite: Admission to the program. This is a laboratory course in which there is practice in activities and modalities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comforts is the focus. The college laboratory will be utilized for practice demonstration. 92 contact hours.

PHT 1217   PHYSICAL THERAPY PRINCIPLES
AND PROCEDURES ....3 credits
Prerequisite: PHT 1200, PHT 1200L, PHT 1121, and PHT 1121L. This is a course to introduce the principles of PT treatment procedures and modalities used in patient care. Specialized vocabulary and selected (medical-surgical) conditions are presented. 47 contact hours.

PHT 1217L   PHYSICAL THERAPY PRINCIPLES
AND PROCEDURES LABORATORY ....3 credits
Prerequisite: PHT 1200, PHT 1200L, PHT 1121 and PHT 1121L. Basic skills are to be developed and principles applied involving functional anatomy and kinesiology, basic therapeutic exercise, and application of modalities relative to caring for the patient. Demonstrations, student practice in college laboratory and in affiliated health agencies. 92 contact hours.

PHT 1801L   PHYSICAL THERAPY CLINICAL PRACTICE I ..4 credits
Prerequisites: PHT 1217, PHT 1217L, HSC 1531. This course allows the student to correlate didactic background with basic patient care in the clinical setting. Each student is assigned to a clinical agency and performs specific physical therapy modalities and procedures on a variety of patients under the close supervision of a physical therapist. 40 contact hours per week for four weeks and 20 contact hours in the fifth week.

PHT 2162   NEUROLOGICAL DISABILITIES
AND TREATMENT ....3 credits
Prerequisite: PHT 2252. This course is devoted to the advanced study of the nervous system and selected neurological disabilities encountered in physical therapy practice. Emphasis is on the etiology, pathology and clinical picture of diseases studied. Use of physical therapy modalities and procedures most effective for each neurological condition is discussed. 47 contact hours.

PHT 2220   THERAPEUTIC EXERCISE
IN PHYSICAL THERAPY ....2 credits
Prerequisite: PHT 1801L. Corequisite: PHT 2220L. The course provides an overview of the neurophysiological and cardiovascular basis for application of therapeutic exercise. The rationale for and functional basis of therapeutic exercise is correlated with selected patient pathologies. Two lecture hours weekly.

PHT 2220L   THERAPEUTIC EXERCISE IN
PHYSICAL THERAPY LAB ....1 credit
Prerequisite: PHT 1801L. Corequisite: PHT 2220. Within the laboratory environment, this course will be devoted to the study and performance of power-assisted exercise modes and cardiovascular-based and neurophysiologically-based therapeutic exercise programs. Practice in the laboratory will involve demonstration, observation, analysis and performance monitoring. Two laboratory hours weekly.

PHT 2252   ORTHOPEDIC DISABILITIES
AND TREATMENT ....3 credits
Prerequisite: PHT1121, PHT1121L. Corequisite: PHT 2252L. This course provides a basic knowledge of selected orthopedic disabilities encountered in physical therapy practice. Emphasis is on the etiology, pathology and clinical picture of diseases studied. Use of physical therapy modalities and procedures used in each disability is discussed. 47 contact hours.

PHT 2252L   ORTHOPEDIC DISABILITIES
AND TREATMENT LABORATORY ....1 credit
Corequisite: PHT 2252. This course provides the opportunity to develop basic skills in postural analysis and manual assessment and more advanced skill in therapeutic exercise techniques in orthopedic conditions. Exercise programs for specific orthopedic pathologies are presented and practiced. Two hours weekly.

PHT 2810L   PHYSICAL THERAPY CLINICAL
PRACTICE II ....4 credits
Prerequisite: PHT 1801L. This clinical and laboratory course is correlated with class material. It provides the student with selected experiences in a college laboratory and health care agency. Emphasis is placed on more complex therapeutic procedures in clinical practice. Problem-solving techniques are employed in clinical decision-making. 112 clinical hours and 8 hours in the college laboratory.

PHT 2820L   PHYSICAL THERAPY CLINICAL
PRACTICE III ....6 credits
Prerequisites: PHT 2252, PHT 2810L, PHT 2220, and PHT 2220L. This clinical and laboratory course is correlated with class material. It provides the student with selected experiences in the college laboratory and the healthcare agency. Emphasis is placed on complex/advanced therapeutic procedures in clinical practice. Advanced problem-solving techniques are employed in clinical decision-making. One hundred-eighty contact hours.

PHT 2931   TRENDS IN PHYSICAL THERAPY ....2 credits
Prerequisites: PHT 2220, PHT 2220L, PHT 2252, PHT 2810L. This course is a seminar-type class which will explore the newer trends involving the role of the professional team, the professional organization, legal and ethical implications and legislation (including state regulations as well as Medicare and Medicaid regulations). Historical patterns in the development of the profession of physical therapy and projections of future directions in light of influence from the past will be explored. 32 contact hours.

PHY 1048L   PHYSICS LABORATORY I ....1 credit
Corequisite: PHY 1053 or PHY 2048. To provide laboratory experience with concepts and principles of mechanics, heat and sound. This course has a substantial writing requirement. One 3-hour laboratory weekly.

PHY 1049L   PHYSICS LABORATORY II ....1 credit
Prerequisite: PHY 1048L. Corequisite: PHY 1054 or PHY 2049. A continuation of PHY 1048L, this course provides laboratory experiences in concepts and principles of electricity, magnetism, and light. This course has a substantial writing requirement. One 3-hour laboratory weekly.

PHY 1053   GENERAL PHYSICS I ....3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and either MAC 1114 or MAC 1147. Corequisite: PHY 1048L. Subject matter includes mechanics, heat, and sound. This is a course for students not majoring in the physical sciences. (Credit is not given for both PHY 1053 and PHY 2048.) 47 contact hours.

PHY 1054   GENERAL PHYSICS II ....3 credits
Prerequisite: PHY 1053. Corequisite: PHY 1049L. Subject matter includes electricity, magnetism, light, and some modern physics. A course for students not majoring in the physical sciences. (Credit is not given for both PHY 1054 and PHY 2049.) Three hours weekly.

PHY 2048 PHYSICS I ....3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and either MAC 2311 or MAC 2253. Corequisite: PHY 1048L. Course material includes theory of mechanics: vectors; force; motion; energy; rotation of rigid bodies; elastic properties; vibratory motion, properties of fluids; molecular theory of matter. It also includes theory of heat; heat transfer; thermodynamics. Sound and wave motion phenomena. Use of Calculus in problem solving. This course is designed for physics majors and for engineering students. 47 contact hours.

PHY 2049 PHYSICS II ....3 credits
Prerequisite: PHY 2048, MAC 2312, or MAC 2254. Corequisite: PHY 1049L. Theory of electricity and magnetism; electric phenomena and measurements; circuits; magnetic effects; power, AC phenomena; capacitance; conduction in gases. Theory and nature of light and electromagnetic radiation; optics; reflection and refraction. Selected topics in modern physics. Use of calculus in problem solving. Intended for physics majors and engineering students. Three hours weekly.

**PLA 1003 INTRODUCTION TO
LEGAL ASSISTANTSHIP** ....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or a satisfactory score on the SPC Writing and Reading placement tests. This course is designed to provide a general perspective of the legal system and a specific knowledge of the present and potential role of the legal paraprofessional within that system. Students will be exposed to the operations and structures of the court system, administrative agencies, private law firms, public sector law offices, legal ethics in evaluating what tasks, skills, and roles are now and may in the future be fulfilled by the legal paraprofessional in each legal area. Students will be introduced to paralegal skills such as interviewing, investigating, legal research and writing. Opportunities will be available for students to begin voluntary service with law-related agencies or to add to their occupational skills. 47 contact hours.

PLA 1104 LEGAL RESEARCH & WRITING ....3 credits
Pre- or corequisite: PLA 1003 and ENC 1101. This course will provide the student with a working knowledge of the major techniques of legal research and writing. It will introduce the student to a broad practical approach to the use of legal publications and the law library. The student will complete assigned problems in legal research and will draft legal memoranda and briefs for both trial and appellate work. 47 contact hours.

**PLA 1361 TECHNIQUES OF INTERVIEW
AND INVESTIGATION** ....3 credits
Prerequisite or corequisite: PLA 1003. This course is designed to sharpen communication skills and acquaint the student with the techniques of skillful investigation. Students will receive training in methods of interviewing. Fact analysis, sources of evidence and special investigative problems will be explored. Emphasis is placed on human relations skills in working with people. 47 contact hours.

PLA 1730 COMPUTERIZED LEGAL RESEARCH .... 1 credit
Prerequisite: PLA 1104. This course is designed to familiarize the student with computerized legal research facilities and polish previously learned research skills. 16 contact hours.

PLA 1763 LAW OFFICE MANAGEMENT ....3 credits
Prerequisite: SPC 1600. This course analyzes the fundamental objectives of the management of a law office, the essential equipment used in a law office, management concepts, techniques and technology. Additional study will be focused upon the organization of private, corporate and government legal departments. Major attention will be upon administrative systems and procedures; timekeeping and accounting practices; compensation and profit distribution; and agreements for partnerships and professional associations. 47 contact hours.

PLA 2114 ADVANCED LEGAL RESEARCH ....3 credits
Prerequisite: PLA 1104. This course is designed to perfect the research skills learned in Legal Research. Emphasis is placed on developing facility in state and federal research and the drafting of memoranda and briefs. Three hours weekly.

PLA 2203 CIVIL LITIGATION I ....3 credits
Prerequisite: PLA 1003. This course is designed to prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal courts. The course covers substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, preparing interrogatories and answers. 47 contact hours.

PLA 2223 CIVIL LITIGATION II ....3 credits
Prerequisite: PLA 2203 and SPC 1600. This course is designed to prepare the legal assistant to assist the civil trial attorney for civil litigation, mediation and arbitration in the Florida state and federal actions. This course covers the Florida and Federal Rules of Civil and Appellate Procedure and related matters including the drafting of settlement proposals, preparation of a trial brief, abstracting of depositions and appellate jurisdiction. The course also addresses jurisdiction of general masters and administrative law systems. 47 contact hours.

**PLA 2231 MEDICAL EVIDENCE
FOR LEGAL PERSONNEL** ....2 credits
Prerequisite: PLA 2203. This course is designed to introduce law office personnel to the format, style, and content of medical records and to provide training in how to locate those records. Students will be introduced to basic techniques for reading, interpreting and summarizing medical records. Students will be exposed to medical terminology and medical reference works. Two hours weekly.

PLA 2303 CRIMINAL LITIGATION I ....3 credits
Prerequisite: PLA 1003. This course is designed to prepare the legal assistant to assist the trial attorney in preparing for criminal litigation in the Florida and federal courts. Special emphasis is placed on substantive criminal law, application of the state and federal Rules of Criminal Procedures. Three hours weekly.

PLA 2323 CRIMINAL LITIGATION II ....3 credits
Prerequisite: PLA 2303. This course is designed to prepare the student to assist the trial attorney in preparing for criminal litigation in the Florida and federal courts. Special emphasis is placed on preparation of a trial brief including voir dire, abstracts of depositions, motion practice and proposed jury instructions. Criminal appeals will be covered as well. Three hours weekly.

PLA 2433 CORPORATIONS ....3 credits
Prerequisite: BUL 2242. This course will acquaint the student with typical legal functions connected with the formation and operation of a corporation. It will primarily consider paralegal functions in the field of corporation law, including organization and creation of a corporation, continuing corporate operation problems, typical corporate variations, and a comparison with other types of business organizations, including sole proprietorships and partnerships. Three hours weekly.

PLA 2601 PROBATE AND ESTATE PLANNING I ....3 credits
Prerequisite: PLA 1003. This course deals with the basic legal concepts of the more common forms of wills and the procedure for intestacy. A study of the fundamental principles of law applicable. The organization and jurisdiction of the probate division of circuit court and probate courts in general. An analysis of estate administration and fiduciary accounting. Three hours weekly.

PLA 2602 PROBATE AND ESTATE PLANNING II ....3 credits
Prerequisite: PLA 2601. This course deals with the basic legal concepts of the more common forms of trusts and trust planning procedure. In addition, it deals with principles and procedures of probate administration as well as federal and state tax ramifications. Three hours weekly.

PLA 2610 REAL ESTATE TRANSACTIONS ....3 credits
Prerequisite: REE 1040. This course is designed to prepare the legal assistant to assist the attorney in the more common types of real estate transactions and conveyances, such as deeds, contracts, and leases. Emphasis is placed on drafting problems involving these various instruments and proper methods of recording, searching, and closing. Three hours weekly.

**PLA 2731 MICROCOMPUTER-BASED
LITIGATION SKILLS** .... 1 credit
Prerequisite: PLA 2223. This course is designed to prepare the legal assistant to assist the attorney in civil litigation matters. The student will prepare paperwork with the aid of commercially available litigation software. 16 contact hours.

PLA 2740 INTRODUCTION TO COURT
ADMINISTRATIVE PROCEDURES .... 3 credits
This course is designed to provide the student with a working knowledge of the functions of the Clerk of the Court's office. Included will be contact with court-promulgated forms and applicable rules of procedure. The student will gain some hands-on-experience supervised by the Clerk of the Court. Three hours weekly.

PLA 2741 CRIMINAL AND TRAFFIC COURT
ADMINISTRATION .... 3 credits
This course is designed to give court personnel substantive and procedural background in criminal and traffic cases. The course covers applicable statutory law including the Criminal Code and Traffic Code, Traffic Control Law, as well as the Rules of Criminal Procedure and the Rules of Traffic Procedure. Enrollment is limited to court personnel. Three hours weekly.

PLA 2800 FAMILY LAW I .... 3 credits
Prerequisite: PLA 1003. This course will introduce the student to pleading and practice in the field of Family Law including dissolution, annulment, separate maintenance, and modification actions. Emphasis is placed on drafting pleadings and agreements and methods of discovery as well as trial preparation. Three hours weekly.

PLA 2801 FAMILY LAW II .... 3 credits
Prerequisite: PLA 2800. This course is a continuation of PLA 2800 and will deal with miscellaneous family related areas including adoption, paternity, powers of attorney, juvenile matters, gift and guardianship laws. Emphasis is placed on drafting pleadings and dealing with forms. The student will complete a related research project. Three hours weekly.

PLA 2940 LEGAL ASSISTING SEMINAR
AND WORK EXPERIENCE .... 3 credits
Prerequisite: Recommendation of division director. This is a one-hour seminar discussing job problems and a minimum of twelve hours per week on-the-job experience as a legal assistant trainee with a law firm or in a law-related office is required.

POS 2041 AMERICAN NATIONAL GOVERNMENT .... 3 credits
"G" Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, or a satisfactory score on the SPC placement test. This survey course provides a comprehensive examination of the American political system. Through this course students will become familiar with theory, organization, principles, and functions of the American national government, and various elements within the political system that work to shape policy outcomes. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both POS 2041 and POS 2050. 47 contact hours.

POS 2050 HONORS AMERICAN GOVERNMENT .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or a satisfactory score on the SPC placement test. This survey course provides a comprehensive and analytic examination of the American political system to students eligible for Honors classes. Through various teaching and learning methodologies, the student will become familiar with the theories, organization, principles and functions of the American national government. The course will cultivate independent, active student participation, and students will use logical reasoning and critical thinking skills to examine the various elements within our political system which shape policy outcomes. The seminar format encourages individual and collaborative efforts, independent research, and verbalization of concepts. Enrollment is limited to students approved to take Honors courses at the College. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both POS 2050 and POS 2041. 47 contact hours.

POS 2112 STATE AND LOCAL GOVERNMENT .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is an examination of the institutions and processes of Federalism, political parties, state governments, state protected civil liberties, counties, municipalities, special districts, and regional compacts. Examples and illustrations of processes and procedures will be drawn mainly upon the Florida government. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

PPE 2001 PERSONALITY DEVELOPMENT .... 3 credits
Prerequisite: PSY 1012. This course deals with the theories and principles through which individual differences in typical modes of acting, feeling and thinking are acquired. Extensive attention is given to an understanding of the various factors influencing effective as well as ineffective patterns of adjustment, with consideration of the degree to which the individual can, through his/her knowledge and efforts, have an influence on his/her own personality patterns. Social diversity as it relates to the development of personality patterns is incorporated. This course has a substantial writing requirement. 47 contact hours..

PSC 1001C PHYSICAL SCIENCE WITH LAB .... 3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, and MAT 0024. This course is to acquaint the student with the history and development of physical science with the integration principles and theories in the physical sciences, and with the practice of a scientific method. (This course may not be taken for credit after receiving a grade of "C" or better in any course with a prefix of CHM or PHY.) Five hours weekly.

PSY 1012 GENERAL PSYCHOLOGY .... 3 credits
"G" Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, or appropriate score on the SPC placement test. This course is an introduction to the field of psychology. It includes the history, scientific methodology, major theoretical schools of thought, various approaches to interpersonal functioning, and human development. The effects of ethnicity, age, race, and gender are integrated into the study of the discipline (course). This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. Three hours weekly.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

REA 0001 READING TECHNIQUES I .... 4 credits
Prerequisite: Appropriate score on the SPC placement test. Corequisite: REA 0001L. This is a college preparatory reading course designed to develop basic vocabulary skills, reading comprehension and study skills. Three class hours and two lab hours for a total of five hours weekly. (NOTE: A student cannot earn credit in REA 0001 after receiving credit for REA 0002 or REA 1105. Credit for REA 0001 cannot be used toward graduation.) 77 contact hours.

REA 0002 READING TECHNIQUES II .... 4 credits
Prerequisite: REA 0001 or appropriate score on the SPC placement test. Corequisite: REA 0002L. A college preparatory reading course designed to improve vocabulary skills, reading comprehension, and study strategies. (NOTE: A student cannot earn credit in REA 0002 after receiving credit for REA 1105. Credit for REA 0002 cannot be used toward graduation.) Three class hours and two lab hours for a total of five hours weekly.

REA 0012 READING FUNDAMENTALS .... 4 credits
(This course is for Deaf Students only.) A reading course designed to review reading basics and to improve fundamental reading techniques. (NOTE: A student cannot earn credit in REA 0012 after receiving credit for REA 0002 or REA 1105. Credit for REA 0012 cannot be used toward graduation.) Five class and laboratory hours weekly.

REA 1105 CRITICAL READING AND THINKING .... 3 credits
Prerequisite: REA 0002 or EAP 1695 or appropriate score on the SPC placement test. This course is designed to develop and enhance literal and critical reading skills and vocabulary. Emphasis is also on critical thinking skills: analysis, interpretation, synthesis, and evaluation. (NOTE: A student cannot earn credit in REA 1105 after receiving credit for REA 1205.) 47 contact hours.

REA 1205 ADVANCED COLLEGE READING
TECHNIQUES .... 1-3 credits
Prerequisite: REA 1105 or appropriate score on the SPC placement test. This reading course is designed to develop speed of comprehension at rates appropriate to materials read. Practice with reading machines and specialized rate-building materials is included. 16 to 47 contact hours.

REE 1040 REAL ESTATE PRINCIPLES AND LICENSE LAW .... 4 credits
Successful completion of this course is one of the prerequisites to taking the Florida salesman's licensing examination. Topics include business brokerage operations, property law, deeds, mortgages, financing, taxes, planning and zoning, appraisal, real estate investment and market analysis, public housing, governmental regulations, securities licensing requirements to sell direct participation programs in real estate, in-depth study of the fundamental principles of Florida real estate license law with emphasis on violations of the license law and penal and procedural aspects of its enforcement, ethical issues, and case studies of selected topics in agency and brokerage operations. Also included will be preparation of real estate contracts and closing statements. Four hours weekly.

REE 2100 REAL ESTATE APPRAISAL .... 3 credits
An introductory course including practical purposes, processes, approaches, and techniques used to determine the value of various types of properties. Emphasis will be on residential homes and land. Three hours weekly.

REL 1210 OLD TESTAMENT SURVEY .... 3 credits
This course is designed to give the student an overview of Old Testament religious perspectives as reflected in the geographic, historical, thematic development, and cultural influences of the Biblical text. The study will include an examination of the issues of text integrity, content problems, higher criticism, and theological insights. Three hours weekly.

REL 1240 NEW TESTAMENT SURVEY .... 3 credits
This course is an introductory study of the historical, cultural, literary, and religious concepts in the New Testament. Topics include: "the synoptic problem," "the historical Jesus" "the social and economic ideas of the Acts," and "the relation of Petrine with Pauline concepts of social classes." Three hours weekly.

REL 2000 INTRODUCTION TO RELIGION .... 3 credits
A study of the phenomena of religious belief and practice in both primitive and advanced cultures. The interest will be to analyze the religious nature of individuals and cultures to assess the function of religious attitudes and practice. Three hours weekly.

REL 2300 WORLD RELIGIONS .... 3 credits
"G" Prerequisite: ENC 0020 or satisfactory score on the SPC placement test. This course examines the general characteristics of the major religions of the world. Topics include the nature of religion, Judaism, Hinduism, Buddhism, Confucianism, Taoism, Christianity and Islam. The purpose is to see both the similarities and the differences among these systems which have been used in various cultures to express the human longing for purpose in life. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

REL 2600 THE JEWISH EXPERIENCE .... 1-3 credits
This is an introduction to the breadth and significance of the Jewish experience. Topics include: from Abraham to the monarchy; from the monarchy to exile; how and why Jews entered various lands with particular focus on Israel and the United States; Jewish traditions and practices; anti-semitism; and lastly, Jewish survival in the modern world. 16 to 48 contact hours.

RET 1007 RESPIRATORY PHARMACOLOGY .... 2 credits
This course introduces essential and advanced concepts of pharmacology as related to Respiratory Care. Drugs related to both maintenance and emergency care will be emphasized. Anatomy and physiology of body systems as related to drug therapy will be an integral part of this course. Various problematic states related to cardiopulmonary illness with an emphasis on drug therapy will be discussed. Advanced Cardiac Life Support (ACLS) standards of drug practice will be included. 32 contact hours.

RET 1024 FUNDAMENTALS OF RESPIRATORY CARE .... 3 credits
Prerequisite: Admission to the program. This is a 10-unit course covering an orientation to respiratory therapy as a specialty field, physical principles, introduction to cardiopulmonary anatomy, physiology, and pathophysiology, and a through working knowledge of basic equipment, procedures, and of cleaning and sterilization procedures. 47 contact hours.

RET 1264 PRINCIPLES OF MECHANICAL VENTILATION .... 3 credits
Prerequisite: RET 1024. Corequisite: RET 1485. This course will include an introduction to mechanical ventilation and an overview of fundamental principles necessary in the management of critically ill patients requiring mechanical ventilation. Advanced ventilatory techniques used in the treatment of critically ill patients will also be covered. 47 contact hours.

RET 1485 CARDIOPULMONARY PHYSIOLOGY .... 3 credits
Prerequisite: RET 1024. A course covering all aspects of normal cardiopulmonary physiology, and the effects of related systems. Topics include respiratory anatomy, mechanics of breathing, arterial blood gases, pulmonary ventilation/perfusion relationships , gas transport mechanisms of blood, neurologic control of ventilation, cardiac and renal function, and respiratory adjustments in health and disease. Three hours weekly.

RET 1874L CLINICAL PRACTICE I .... 2 credits
Prerequisite: Admission to the program. This is a modular course covering the basic respiratory therapy procedures encountered in the student's first clinical practice. Topics include basic life support, introduction to the clinical affiliate, medical gas therapy and aerosol therapy. Laboratory experience precedes in-hospital care. 92 contact hours.

RET 1875L CLINICAL PRACTICE II .... 2 credits
Prerequisite: RET 1874L. The student will refine those clinical skills introduced in Clinical Practice I. In addition, intermittent positive pressure breathing, chest physiotherapy and sustained maximal inspiratory therapy will be introduced. Laboratory experience precedes in-hospital patient care. 92 contact hours.

RET 2284 ADVANCED MODALITIES AND MONITORING .... 2 credits
Prerequisite: RET 1264. This course shall provide a complete review of the modalities and monitoring techniques employed in the care and evaluation of the critically ill patient. The theory and application of ventilatory devices and techniques will be covered in detail. The course will also focus on the theory and application of invasive and non-invasive monitoring of the critically ill patient. 32 contact hours.

RET 2414 DIAGNOSTIC PROCEDURES .... 2 credits
Prerequisite: RET 1485. This is a course designed to introduce the student to the diagnostic methods and equipment used to interpret and evaluate the status of patients. Emphasis is on diagnostic techniques used in pulmonary function studies, cardiac and pulmonary stress testing, electrocardiography and metabolic studies. The student will recognize alterations from testing data, be able to interpret these alterations with respect to possible diagnosis, degrees of impairment and recommend a treatment regime. Clinical experience will occur during Clinical Practice IV. 32 contact hours.

RET 2450 CARDIOPULMONARY ASSESSMENT .... 2 credits
Prerequisite: RET 1485. The integral components of data collection, assessment, and evaluation necessary for effective treatment of patients with cardiopulmonary disorders will be covered in detail in this course. Patient interview, physical examination, laboratory data review, and chest radiograph interpretation will be emphasized. 32 contact hours.

RET 2484 PULMONARY DISEASE .... 2 credits
Prerequisites: RET 1485, BSC1086, BSC1086L. This course is an introduction to pulmonary diseases. Topics include respiratory infections, COPD, the pneumonconiosis, fibrotic disease, malignant diseases, pulmonary involvement in systemic disease and respiratory failure. Teaching methodology will include lecture, examinations, and class discussion. 32 contact hours.

RET 2534 HOME AND REHABILITATIVE RESPIRATORY CARE .... 2 credits
Prerequisite: RET 1264. This is a two-part course uniting physiological concepts and therapeutic techniques and procedures involved in the home and rehabilitative care of the pulmonary patient. The first section of the course involves theory and clinical application of techniques used in home care. This is followed by an overview of techniques used for evaluation for pulmonary rehabilitation, and development of a pulmonary rehabilitation program for the individual patient. 32 contact hours.

RET 2714 NEONATAL-PEDIATRIC
RESPIRATORY CARE ....2 credits
Prerequisite: RET 2484. Development and physiology of the fetal and neonatal lung will be covered including perinatal circulation, pulmonary function in infants, and developmental physiology of the lung. Neonatal pulmonary disorders will be overviewed and the treatment of pediatric patients with an emphasis on respiratory care techniques will be explored. Two hours weekly.

RET 2876L CLINICAL PRACTICE III ....4 credits
Prerequisite: RET 1875L. This is a modular course reviewing the principles and practice of basic respiratory care techniques. Airway care and critical respiratory care will be introduced. In addition, X-ray and EKG services will be surveyed. Laboratory practice precedes actual patient care. This course may also be taken to fulfill transitional program requirements. 272 contact hours.

RET 2877L CLINICAL PRACTICE IV ....4 credits
Prerequisite: RET 2876L. The student will continue to practice critical respiratory care. Laboratory as well as clinical introductions to cardiopulmonary testing will be included with an emphasis on pulmonary function testing and blood gases. In addition, students will rotate through surgery and the recovery room. Laboratory experience precedes in-hospital practice. 182 contact hours.

RET 2878L CLINICAL PRACTICE V ....4 credits
Prerequisite: RET 2877L. This course will continue to refine those respiratory care techniques applicable to the critically ill patient with an emphasis on prolonged mechanical ventilation. A laboratory review of the most commonly used ventilators with an emphasis on practical applications will occur. Pediatric and neonatal respiratory care rotations will be included with an emphasis on hands-on clinical practice. Refinement of pulmonary function testing and blood gases skills will be continued. 182 contact hours.

RET 2879L CLINICAL PRACTICE VI ....4 credits
Prerequisite: RET 2878L. This is the last clinical practice course with completion leading to graduation from the Respiratory Care Program. It will include pediatric and neonatal respiratory care, home respiratory care, as well as a section for review of all phases previously covered. A "C" or better must be achieved on the Clinical Practice VI Comprehensive Written Program Examination in order to complete the course of study and obtain the award of the Associate in Science in Respiratory Care. 272 contact hours.

RET 2935 MEDICAL-SURGICAL ASPECTS
OF RESPIRATORY CARE ....2 credits
Prerequisite: RET 2484. The general principles of medicine and surgery as they apply to respiratory care will be presented in a series of individualized learning packages and supplemented by guest physician lectures. In addition, other topics pertinent to respiratory care will be presented including special procedures, new concepts and treatment modalities, diagnostic tests, and conditions causing impairment to the pulmonary system not covered elsewhere in the curriculum. 32 contact hours.

RADIOGRAPHY

Advanced Level Specialty Courses

Courses Open to Radiographers:

RTE 2571 COMPUTED TOMOGRAPHY ....3 credits
Corequisite: RTE 2582. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT) and students presently enrolled in the Radiography Program. This course is designed to facilitate highly specialized knowledge in computed tomography (CT). Specific content will include patient care, imaging procedures, physics and instrumentation. 47 contact hours.

RTE 2571L COMPUTED TOMOGRAPHY
CLINICAL EDUCATION ....2 credits
Prerequisites: RTE 2762, RTE 2571. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This computer assisted tomography clinical course meets at local hospitals and out-patient facilities to give the student an opportunity to apply theoretical concepts to clinical situations. Topics include patient care, imaging procedures, physics and instrumentation. Approximately eight clinical laboratory hours weekly.

RTE 2582 CARDIOVASCULAR-INTERVENTIONAL
PROCEDURES ....3 credits
This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT) and students presently enrolled in the Radiography Program. This course is designed to facilitate the development of highly specialized knowledge in Cardiovascular-Interventional studies. Specific content areas to be studied include maintenance of equipment and supplies, patient care, general and specific procedural considerations. 47 contact hours.

RTE 2582L CARDIOVASCULAR-INTERVENTIONAL
CLINICAL EDUCATION ....2 credits
Corequisite: RTE 2582. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This cardiovascular-interventional clinical education course meets at local hospitals to give the student an opportunity to apply theoretical concepts to clinical situations. Topics include patient care and monitoring, general and specific imaging procedures, and equipment instrumentation. Approximately eight clinical laboratory hours weekly (120 total).

RTE 2584 BASIC MAMMOGRAPHY I ....3 credits
This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT) and students presently enrolled in the Radiography Program. This course is designed to facilitate the development of highly specialized knowledge in Mammography. Specific content areas to be studied include patient education, instrumentation, anatomy, physiology, pathology and positioning of the breast, and mammographic techniques. 47 contact hours.

RTE 2584L BASIC MAMMOGRAPHIC CLINICAL
EDUCATION ....2 credits
Corequisite: RTE 2584. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This mammographic clinic education course meets at local hospitals and imaging centers to give the student an opportunity to apply theoretical concepts to clinical situations. Topics include patient care and education, imaging procedures, positioning, instrumentation and applied techniques. Approximately eight clinical laboratory hours weekly.

Courses Open to Radiographers, Nuclear Medicine Technologists, and Radiation Therapists:

RTE 2575 BASIC MAGNETIC RESONANCE IMAGING I ... 2 credits
Corequisite: RTE 2762. This course is offered to Radiographers, Nuclear Medicine Technologists and Radiation Therapists currently registered in good standing with the American Registry of Radiologic Technologists (ARRT) and students currently enrolled in the Radiography Program. The course is designed to facilitate the development of highly specialized knowledge in Magnetic Resonance Imaging. Specific content areas to be studied include data acquisition and processing and physical principles of image formation. 32 contact hours.

RTE 2576 BASIC MAGNETIC RESONANCE
IMAGING II ....2 credits
Prerequisite: RTE 2575 and RTE 2762. Corequisite: RTE 2576L. This course is offered to Radiographers, Nuclear Medicine Technologists and Radiation Therapists currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This course is designed to facilitate the development of highly specialized knowledge in Magnetic Resonance Imaging. Specific content areas to be studied include patient care and MRI safety and imaging procedures. 32 contact hours.

RTE 2576L MAGNETIC RESONANCE
CLINICAL EDUCATION ....2 credits
Prerequisite: RTE 2575. Corequisite RTE 2576. This course is offered to Radiographers, Nuclear Medicine Technologists and

Radiation Therapists currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This is a Magnetic Resonance Imaging clinical course meeting at local hospitals and out-patient facilities to give the student an opportunity to apply theoretical concepts taught in the didactic portion of the program to clinical situations. Topics include patient care, MRI safety, imaging procedures, data acquisition and processing and physical principles of image formation. Eight hours of clinical laboratory instruction weekly.

RTE 2762   CROSS-SECTIONAL
ANATOMY/PATHOLOGY .... 2 credits
Corequisites: RTE 2571 and RTE 2575. This course is offered to Radiographers, Nuclear Medicine Technologists and Radiation Therapists currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This course is the study of general and specific cross-sectional human anatomy and pathology as it appears in various planes on Computed Tomography (CT) and Magnetic Resonance (MR) images. 32 contact hours.

The following RTE courses are for the students in the A.S. degree program:

RTE 1000   ORIENTATION TO RADIOGRAPHY .... 2 credits
This course provides an orientation to the profession of radiography. Topics include the history and organization of the profession, medical terminology, body mechanics, emergency situations, infection control, aseptic techniques, evaluating patient physical needs, patient education, and venipuncture in radiography. Patient care in Radiography will also be included. 32 contact hours.

RTE 1418   PRINCIPLES OF IMAGING I .... 2 credits
Prerequisite: Any college-level course with an MAC, MAT, STA or MGF prefix. Corequisite: RTE 1418L. The objective of this course is to provide an introduction to basic principles of radiographic exposure and processing. Topics include radiographic density, contrast, definition, distortion, film, latent image formation and processing. 32 contact hours.

RTE 1418L   PRINCIPLES OF IMAGING I LAB .... 1 credit
Prerequisite: Any course with a MAC or MGF prefix. Corequisite: RTE 1418. This course is designed to provide the student an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include radiographic density, contrast, definition, distortion, film and processing. Two laboratory hours weekly.

RTE 1458   PRINCIPLES OF IMAGING II .... 3 credits
Prerequisite: RTE 1418. Corequisite: RTE 1473L. The objective of this course is to provide advanced, comprehensive instruction and discussion in principles of radiographic exposure. Topics include detailed instruction in the control of exposure and quality using KVP, MAS, FFD, geometric factors, autotiming devices, beam restrictors, grids, filters, and screens, properties of x-ray tubes, principles of image intensification and fluoroscopy, and the production and characteristics of radiation. Tube rating charts, technique charts and selected topics in quality assurance are included. Three hours weekly.

RTE 1473L   RADIOGRAPHIC QUALITY
ASSURANCE LABORATORY .... 1 credit
Prerequisite: RTE 1418. Corequisite: RTE 1458. This course is a laboratory course providing the student an opportunity to apply radiographic principles and accessories in the energized laboratory. Topics include radiographic density, contrast, definition, distortion, radiographic grids, filters, film, processing, beam restrictors, screens, and the application of basic principles and radiologic physics, exposure and quality assurance, quality control and quality improvement. 32 contact hours.

RTE 1503C   RADIOGRAPHIC PROCEDURES I .... 3 credits
This course is a study of radiographic anatomy, physiology, and positioning for radiologic examinations of the chest, abdomen, pelvis, bony thorax, spine and extremities. 62 contact hours.

RTE 1503L   RADIOGRAPHIC PROCEDURES I LAB .... 1 credit
Corequisite: RTE 1503C. This course is a laboratory study of basic anatomy and positioning of the chest, abdomen, pelvis, bony thorax, spine and extremities for radiographic procedures. 47 contact hours.

RTE 1513C   RADIOGRAPHIC PROCEDURES II .... 2 credits
Prerequisites: RTE 1503C. This course is a study of radiographic anatomy, physiology, and positioning of radiologic examinations of the skull and facial bones. Procedures requiring the use of contrast materials within the digestive system, and urinary system, as well as the pharmacology of contrast agents will also be studied. 47 contact hours.

RTE 1513L   RADIOGRAPHIC PROCEDURES II LAB .... 1 credit
Prerequisites: RTE 1503, RTE 1503L. Corequisite: RTE 1513C. This is a laboratory study of basic radiographic anatomy. The course includes the positioning of the urinary system, digestive system, breasts (mammography), and cranium. 47 contact hours.

RTE 1804   RADIOGRAPHIC CLINICAL EDUCATION I .... 3 credits
Prerequisites: RTE 1000, RTE 1503C, and RTE 1418. This is an introductory clinical course meeting at local hospitals to give the student an opportunity to apply theoretical concepts taught in classroom courses. Topics include basic positioning of the chest, abdomen, extremities and GI contrast examinations. Basic patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced. 227 contact hours.

RTE 1814   RADIOGRAPHIC CLINICAL EDUCATION II ...... 5 credits
Prerequisites: RTE 1804, RTE 1513C. This course is a continuation of RTE 1804. Topics include positioning of the urinary tract, spine and basic skull exams. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. 377 contact hours.

RTE 2385   RADIATION BIOLOGY .... 2 credits
The objective of this course is to provide the student with fundamental principles of radiobiology. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation with biological systems, factors modifying the body's response to radiation, principles of radiation protection and radiation monitoring. 32 contact hours.

RTE 2563   ADVANCED MEDICAL IMAGING .... 3 credits
Prerequisites: RTE 1513C. This course is the study of sectional anatomy, special radiographic procedures and advanced radiologic modalities. Topics specifically addressed include invasive and noninvasive specialized radiographic studies, Computed Tomography (CT), Magnetic Resonance Imaging (MR) and Cardiovascular procedures (CV) and Mammography. 47 contact hours.

RTE 2613   RADIATION PHYSICS .... 2 credits
The objective of this course is to introduce fundamental principles of radiologic physics including atomic and sub-atomic theory, interactions or radiation with matter, the nature of electricity and magnetism and properties of x-rays, diagnostic x-ray tubes, x-ray circuits, units of measurements and the structure of matter and the atom. 32 contact hours.

RTE 2782   RADIOGRAPHIC PATHOLOGY .... 2 credits
The objective of this course is to introduce the disease processes most frequently encountered in the radiology department. The etiology, pathogenesis, treatment, and resolution of each disease is discussed with an attempt to relate recent advances in these areas. Emphasis is placed on radiologic diagnosis and the relationship of the radiographic appearance of the disease to its anatomic, physiologic, and pathologic characteristics. 32 contact hours.

RTE 2824   RADIOGRAPHIC CLINICAL EDUCATION III ..... 6 credits
Prerequisites: RTE 1814, RTE 1458, RTE 1473L. This course is a continuation of RTE 1814. Topics include advanced skull exams, contrast media exams, special procedures in the radiology department, adaptation of technical factors and positioning for difficult patients, advanced radiation protection procedures, and advanced patient care techniques. 360 contact hours.

RTE 2834   RADIOGRAPHIC CLINICAL EDUCATION IV ..... 4 credits
Prerequisite: RTE 2824. This course is a continuation of RTE 2824. Topics include positioning of the traumatized patient, adaptation of technical factors to obtain optimum film quality, advanced specialized radiologic procedures, mobile radiography and surgical procedures. 240 contact hours.

RTE 2844 RADIOGRAPHIC CLINICAL EDUCATION V ...... 6 credits
Prerequisite: RTE 2834. This course is a continuation of RTE 2834. The objective of this course is to prepare the student for a career as a medical radiographer. All clinical aspects are reviewed and emphasis is placed on radiography of the difficult patient, good radiation protection practices and application of sound patient care procedures in the radiology department. Three hundred sixty contact hours.

SLS 1101 COLLEGE SUCCESS SKILLS .... 3 credits
This course is designed to strengthen skills essential to success in college, with further applications to post-college plans. Included are study and test-taking strategies; effective interpersonal skills; time management techniques; creative and critical thinking skills; college services and resources; educational policies, procedures, regulations and terminology; sound personal health and financial practices; and library resources, research strategies, and information skills. 47 contact hours.

SLS 1264 LEADERSHIP DEVELOPMENT SEMINAR .... 3 credits
This course focuses on the development of leadership skills. It provides a basic understanding of leadership and group dynamics theory and will assist the student in developing a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership. Topics include decision making, leadership ethics, goal formation, building trust, empowering others, conflict resolution, and managing organizational change. The course will integrate readings and films from classic works of literature, contemporary multi-cultural writing, and experiential learning exercises with current leadership theories and practices. Three hours weekly.

SLS 1301 CAREER AND LIFE PLANNING .... 1-3 credits
This course assists students in identifying aptitudes, interests, and values as related to career decision-making and is individualized to personal life styles. Employment and future trends in careers will be explored. 16 to 47 contact hours.

SLS 1401 STRATEGIES FOR ENHANCING
SUCCESS OF PATHWAY STUDENTS IN
HEALTH-RELATED PROGRAMS .... 2 credits
This course is designed for the Pathway student with emphasis given to implementing and strengthening skills essential to success in required health science courses with adaptation to health programs. Topics include study skills, time and budget management, learning styles, test-taking, stress management, ethics, professionalism, and computer literacy. Two hours weekly.

SLS 1501C STUDY SKILLS FOR ACADEMIC SUCCESS ..... 1 credit
This is a course to develop academic study skills, including strategies for time management, vocabulary building, reading, listening, note-taking, test-taking, memory, library research skills, and coping with test anxiety. It is designed to increase students' confidence and competence in study skills techniques. Recommended for students who wish to improve the skills necessary for academic success. 17 contact hours.

SLS 1711 PEER CLASSROOM/LABORATORY
TUTORING AND PROCTORING .... 2-3 credits
Under the supervision of an instructor, the student (hereafter called "tutor") does peer tutoring/proctoring in individualized classroom or laboratory learning situations. Emphasis is on the one-to-one helping relationship in an academic area in which the peer tutor/ proctor has competence. A maximum of 6 credits can be received for this course. 4 contact hours, 2 credit hours; 6 contact hours, 3 credit hours.

SLS 2221 ASSERTIVENESS TRAINING .... 1 credit
This course is designed to promote the growth of an individual's self-esteem and self-worth through the clarification, understanding, and development of assertive behavior. The classroom sessions will focus on interventions which enable students to recognize and change unsatisfying forms of behavior. 16 contact hours.

SLS 2223 STRESS MANAGEMENT .... 1 credit
This course is designed to assist the student in understanding the concept of stress, identifying the causes and effects of stress, and identifying and implementing methods of modifying and coping with stress. Emphasis will be placed on promoting self-awareness of personal stresses and choosing appropriate interventions for the management of stress. 17 contact hours.

SOP 2002 SOCIAL PSYCHOLOGY .... 3 credits
Prerequisite: PSY 1012 or SYG 2000. This course is an introduction to the subject and methods of social psychology. Emphasis is placed on the socialization process, the formation of attitudes, changes in attitudes, social interaction, and behavior in groups in one's culture and in other sub-cultures and communities. This course has a substantial writing requirement. 47 contact hours.

SOS 1102 SOILS AND FERTILIZERS .... 3 credits
This course is designed to introduce students to the study of soil and fertilizer types and properties as each affects the growth and maintenance of turfgrass and ornamental plants. This course fulfills part of the eligibility requirement to sit for the Florida Nurseryman and Growers Association certification exam. 47 contact hours.

SPA 1612 BASIC AMERICAN SIGN LANGUAGE .... 3 credits
Corequisite: SPA 1612L. This is an introduction to American Sign Language (ASL) as used in the deaf community. There will be general discussion of ASL structure and an introduction to a variety of manual communication systems and philosophies. Emphasis will be on building a basic vocabulary of approximately three hundred signs and the manual alphabet. 47 contact hours.

SPA 1612L BASIC AMERICAN SIGN LANGUAGE
LABORATORY .... 1 credit
Corequisite: SPA 1612. Basic American Sign Language Laboratory is a course designed to reinforce in a lab setting material presented in SPA 1612. Students will have directed practice with audiovisual materials, emphasizing beginning level receptive and expressive conversational practice. 32 contact hours.

SPA 1613 INTERMEDIATE AMERICAN
SIGN LANGUAGE .... 3 credits
Prerequisites: SPA 1612, SPA 1612L. Corequisite: SPA 1613L. This course is a continuation of the basic course and expands the student's signing skills and explores ASL idioms. 47 contact hours.

SPA 1613L INTERMEDIATE AMERICAN
SIGN LANGUAGE LABORATORY .... 1 credit
Prerequisites: SPA 1612 and SPA 1612L. Corequisite: SPA 1613. This laboratory course is designed to reinforce in a lab setting material presented in SPA 1613, through the use of directed practice with audio-visual materials. Access to laboratory materials will provide opportunities for students to practice and improve receptive and expressive sign skills, reinforcing intermediate level receptive and expressive American Sign Language (ASL). 32 contact hours.

SPA 1614 ADVANCED AMERICAN
SIGN LANGUAGE .... 3 credits
Prerequisites: SPA 1613, SPA 1613L, SPA 1626, EHD 1000. Corequisite: SPA 1614L. This course is a continuation of Intermediate American Sign Language designed to develop signing skills to an advanced level. Included are idiomatic usage, cultural issues and professional option in deafness. 47 contact hours.

SPA 1614L ADVANCED AMERICAN
SIGN LANGUAGE LABORATORY .... 1 credit
Prerequisites: SPA 1613, SPA 1613L, SPA 1626 and EHD 1000. Corequisite: SPA 1614. This course is a continuation of Intermediate American Sign Language designed to develop signing skills to an advanced level. Included are idiomatic usage, cultural issues and professional option in deafness. 32 contact hours.

SPA 1617 STRUCTURE OF
AMERICAN SIGN LANGUAGE .... 3 credits
Prerequisites: SPA 1613, SPA 1613L, SPA 1626, EHD 1000. This is a course for the intermediate or advanced signer with limited exposure to American Sign Language (ASL). American Sign Language, as used by deaf adults, is studied with an emphasis on the phonological, morphological, semantic, syntactical, idiomatic and metaphorical aspects of ASL. Current research in the field is examined and discussed. 47 contact hours.

SPA 1626 FINGERSPELLING .... 2 credits
Prerequisites: SPA 1612, SPA 1612L, EHD 1000. This course introduces students to fingerspelling and numbers in ASL. The

course covers topics such as techniques and forms of fingerspelling, when people fingerspell and how they use fingerspelling to meet their needs. It also includes numerical systems in American Sign Language (ASL). Emphasis on both receptive and expressive development. 32 contact hours.

SPC 1016 BUSINESS AND PROFESSIONAL SPEAKING ... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This is a practical and applied course designed to meet the needs of the business and professional community. The course will apply the principles of speaking and listening in the context of business and professional forums with emphasis on preparation, presentation, and evaluation. The course will address skills including interviewing, employing multimedia materials, using parliamentary procedure and group discussion and conflict mediation and resolution. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SPC 1060 PUBLIC SPEAKING .... 3 credits
"G" Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course offers practical experience in a variety of forms of public speaking, with the focus on development of personal communication skills and personal effectiveness with audiences. The course will evaluate the principles of speaking and listening using techniques including rhetorical criticism and parliamentary procedure. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SPC 1600 INTRODUCTION TO
"G" SPEECH COMMUNICATION .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is designed to assist the student in understanding and implementing oral communication skills. Learning is centered in student participation in a variety of speaking-listening situations designed to increase the understanding of the interpersonal nature of all speech communication. This course partially satisfies the Gordon Rule writing requirements outlined in General Education Requirements. 47 contact hours.

SPC 1600 HONORS INTRODUCTION TO SPEECH
"G" COMMUNICATION .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is designed to provide an understanding of the principles and procedures that promote effective communication. The course will be concerned with the functions that speech communication serves as well as examination of the various contexts in which communication occurs and the constraining factors that affect communication. Emphasis will be placed on the exploration of the theory and practice in presenting public speeches; determination of communication purpose, situational materials, language usage, and message orientation to designated listeners. This course partially satisfies the Gordon Rule writing requirements outlined in General Education Requirements. 47 contact hours.

SPC 2594 FORENSICS LABORATORY .... 1 credit
This course offers training and experience in public speaking skills. It provides opportunities to participate in campus speech events and intercollegiate forensics. This course may be taken for credit 4 times. 47 contact hours.

SPN 1120 ELEMENTARY SPANISH I .... 4 credits
The purpose of this course is to introduce students to the four skills (listening, speaking, reading, and writing) of the Spanish language and to teach students to appreciate the cultures of Spanish speaking countries. 62 contact hours.

SPN 1121 ELEMENTARY SPANISH II .... 4 credits
Prerequisite: SPN 1120 or permission of instructor. The purpose of this course is to reinforce the basic Spanish language skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the cultures of Spanish-speaking peoples. 62 contact hours.

SPN 1122 HONORS ELEMENTARY SPANISH I .... 4 credits
Prerequisite: Premission of the instructor. This course is designed to develop the student's Spanish language knowledge and communication skills in the areas of pronunciation, grammar, vocabulary and culture. The student will practice listen-

ing, speaking, reading and writing in Spanish at a functional level of fluency and accuracy. 62 contact hours.

SPN 1123 HONORS ELEMENTARY SPANISH II .... 4 credits
Prerequisite: SPN 1122 or permission of the instructor. This course is the continuation of Honors SPN 1122 and continues to develop the student's Spanish language knowledge and communication skills in the areas of pronunciation, grammar, vocabulary and culture. The student will continue to practice listening, speaking, reading and writing in Spanish at a more sophisticated level of fluency and accuracy. 62 contact hours.

SPN 2200 INTERMEDIATE SPANISH I .... 3 credits
Prerequisite: SPN 1121 or permission of instructor. The purpose of this course is to expand and review the Spanish language skills previously acquired. The content should include more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes, including writing. A variety of reading selections will be introduced. 47 contact hours.

SPN 2201 INTERMEDIATE SPANISH II .... 3 credits
Prerequisite: SPN 2200 or permission of instructor. The purpose of this course is to expand and review the Spanish language skills previously acquired by the students. The content should include, but not be limited to, more advanced linguistic structures and idiomatic expressions, with an emphasis on conversational skills. There should be additional growth in vocabulary for practical purposes. A variety of writing exercises and reading selections will be included. 47 contact hours.

SPN 2240 SPANISH CONVERSATION AND
COMPOSITION I .... 3 credits
Prerequisite: SPN 2201 or permission of the instructor. This intermediate course is designed to improve the student's Spanish language skills in the areas of listening comprehension, reading, speaking and writing, with a concentration on oral and written communication. The student will practice to develop proficiency in oral expression and will produce written assignments at an intermediate level of grammatical accuracy. Course material will include a variety of authentic Spanish language texts. 47 contact hours.

SPN 2241 SPANISH CONVERSATION AND
COMPOSITION II .... 3 credits
Prerequisite: SPN 2240 or permission of the instructor. This intermediate course is a continuation of SPN 2240 and is designed to improve the student's Spanish language skills in the areas of listening comprehension, reading, speaking and writing, with a concentration on oral and written communication. The student will continue to practice developing proficiency in oral expression and will continue to produce written assignments at an intermediate level of grammatical accuracy. Course material will include a variety of authentic Spanish language texts. 47 contact hours.

STA 2023 ELEMENTARY STATISTICS .... 3 credits
Prerequisite: MAT 1033 or satisfactory score on the SPC mathematics placement test. This course includes concepts taken from topics which include descriptive statistics, measures of central tendency and dispersion, probability, probability distributions, relative frequency distributions, sampling distributions, binomial distribution, normal distribution, the student's t distribution, the Chi-square distribution, estimation using confidence intervals, hypothesis testing, linear regression and correlation. 47 contact hours.

SYG 1325 SOCIAL ISSUES CONFRONTING
OUR SOCIETY .... 1 credit
This course will consider varied topics dealing with current research in social issues. It is designed to provide family members, friends and coworkers with the opportunity to update knowledge to more effectively understand these issues associated with the topical issues. Course topics will be selected from: Substance Abuse: Recognition and Recovery; Disrupted Families; The Impaired Spouse; Substance Abuse in the Workplace; Children Living With Substance Abuse; Civilization at Risk: Challenge of the 90s; Paradox of Freedom: A Global Dilemma; 1492-1992: Dynamic of Discovery; Our Complex World: Balancing Unity & Diversity; Science, Humanities & Technology: Shaping a New Creation; Rights, Privileges & Responsibilities: An Indelicate Balance; Family: Myth, Metaphor and

Reality; The Pursuit of Happiness; and others as developed. This course may be repeated for credit. 16 contact hours.

SYG 2000 INTRODUCTORY SOCIOLOGY .... 3 credits
"G"
Prerequisites: (REA 0002 and ENC 0020) or EAP 1695 or a satisfactory score on the SPC placement test. This course is the study of society and its effects upon individual behavior. Emphasis is placed on the group basis of society, points of conflict within societies, and societal trends in regard to increased growth and changing institutions. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2010 SOCIAL PROBLEMS .... 3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. An analysis of major social problems in the United States. Emphasis is placed on the causes of social problems, approaches to the analyses of problems, and the interrelationship of problems. Course topics include crime, mental illness, poverty and inequality, family and marital problems, population and the environment. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2221 WOMEN AND SOCIETY .... 3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. An historical and contemporary examination of the changing political, social, economic, legal, and sexual roles of women in society. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2324 PRINCIPLES OF SUBSTANCE ABUSE .... 3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. An overview of substance abuse. Topics examined include: historical perspectives; identification, intervention and outcome of abusers and their families; treatment techniques; prevention, intervention and rehabilitation resources; types of therapeutic and support groups; and the pharmacology of commonly abused substances. The course is recommended for those persons who would like to gain knowledge about substance abuse and its effect in today's society. Three hours weekly.

SYG 2430 MARRIAGE AND FAMILY .... 3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course deals with the following topics: human sexuality, pair relationships, love, communication, the dynamics of marital interaction, and alternative life styles. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYP 2460 EFFECTS OF DISASTERS ON SOCIETY .... 3 credits
Prerequisite: SYG 2000. This course focuses on human behavior and the stages of human response during and after a natural or man-made disaster; for example, hurricanes, tornados, earthquakes, floods, chemical spills, nuclear power plant accidents, riots, etc. 47 contact hours.

TAR 1271 PROFESSIONAL PRACTICE .... 3 credits
This course is a general survey of office practices for the small entrepreneur in the Building Arts. It includes information on setting up an office, costs, fees, legal implications, local, state and federal regulations, and employee and client relationships. Three hours weekly.

TAR 1941 ARCHITECTURAL DRAFTING PRACTICUM .... 3 credits
Prerequisite: TAR 2122C. This course is an intensive study in an area of special interest to the student in architectural drafting. Six hours weekly.

TAR 2054C INTRODUCTION TO AUTOCAD .... 3 credits
Prerequisite: CGS 1060 or equivalent, or permission of instructor. This course is an introduction to computer-aided drafting, including basic concepts, hardware requirements, software options and applications. Emphasis is on the production of architectural drawings using AutoCAD software. Major topics include utilities, text, editing, dimensioning and plotting. 92 contact hours.

TAR 2055C INTERMEDIATE AUTOCAD .... 3 credits
Prerequisite: TAR 2054C or permission of instructor. This course is a continuation of TAR 2054C using intermediate techniques of AutoCAD software to draft architectural drawings. Topics include the use of the rotation option to draw auxiliary views, plotting by

various methods, extended work with blocks and their attributes, dimensioning, solids, 3-D drawings, system variables and customizing of AutoCAD software to meet user's specific needs. 92 contact hours.

TAR 2056C ADVANCED AUTOCAD .... 3 credits
Prerequisite: TAR 2055C or permission of instructor. This is a continuation of TAR 2055C using advanced techniques of AutoCAD software to draft architectural drawings. Topics include the use of AutoCAD Advanced Modeling Extension (AME) 3-D drawing tools and facilities, and introductory AutoLISP programming techniques to construct 3-D drawings. 92 contact hours.

TAR 2057C AUTOCAD ARCHITECTURAL
DESKTOP .... 2 credits
Prerequisite: TAR 2055C or ETD 1350, or permission of instructor. This course is a hands-on training course for the use of AutoCAD Architectural Desktop, including hardware requirements, software options and applications. Emphasis is on the production of architectural drawings using Desktop software. Major topics include utilities, toolbars, editing and schedules. 62 contact hours.

TAR 2122C ADVANCED CONSTRUCTION DRAWING .... 3 credits
Prerequisite: ARC 1126C or BCN 1251C or permission from instructor after review of previous work. This course covers architectural drawing applied to varied materials and structural systems, such as, prestressed concrete, steel and curtain walls. Emphasis will be on commercial construction. Students with previous computer-aided drafting experience have the option of completing the required assignments using computer-aided drafting systems. Six class and laboratory hours weekly.

TAR 2142C ARCHITECTURAL 3D MODELING
AND RENDERING .... 2 credits
Prerequisite: TAR 2055C or ETD 1350, or permission of instructor. This course focuses on hands-on software applications. Emphasis is on the production of 3D wire frame drawings, modeling, rendering and lighting. Emphasis will be placed on the production of high quality color printed output and video output presentations. 62 contact hours.

TAR 2144C ARCHITECTURAL ANIMATION .... 2 credits
Prerequisite: TAR 2055C or ETD 1350, or permission of instructor. This course is an advanced AutoCAD computer-aided drafting course, including advanced concepts, hardware requirements, software options and applications. Emphasis is on the production of animated architectural models using AutoCAD software. 62 contact hours.

TAX 2000 INTRODUCTION TO BUSINESS TAXES .... 3 credits
Prerequisites: ACG 2001 and ACG 2011, or ACG 2021, or permission of program director. This course is designed to provide an overview of the Federal Corporate, Partnership and individual income tax structure and the State of Florida business related tax structure. This course will provide training in these principles with applications using current tax documents (forms) in a small business environment. 47 contact hours.

THE 2000 INTRODUCTION TO THEATRE ARTS .... 3 credits
A survey course of dramatic theory and history with special emphasis on play reading of representative genre. The essential qualities of actor, director, and the various designers are discussed, and stage terminology is defined. Written compositions are required. Classroom activity includes stage performance. Three hours weekly.

THE 2950C PLAY PRODUCTION .... 3 credit
This is a course introducing the student to the technical aspects of theatre operations. Through classroom lectures and laboratory practice, the student will gain skills in all areas of technical activity including scene construction, costume and makeup, lighting, sound effects and music, and stage management. Participation in a public performance is required. Five lecture and laboratory hours weekly. Additional hours may be required during production weeks.

TPA 1230C INTRODUCTION TO COSTUME
CONSTRUCTION .... 3 credits
This course offers an introductory study of costume construction techniques including work with costume shop equipment, fabrics, pattern drafting and fabric dyeing and decoration. The course is designed to prepare the student to perform the responsibilities needed to work in and also maintain a costume shop. Through a

working knowledge of costume construction, the student shall understand costume shop hierarchy and the importance of the costume construction in the professional and educational theatre. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPA 2200C   STAGECRAFT I .... 3 credits
This course introduces the student to the technical aspects of theatre operations. Through classroom lectures and laboratory practice, the student will gain skills in the fundamentals of scenery construction, painting and rigging. Participation in a public performance is required. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPA 2204C   STAGECRAFT II .... 3 credits
Prerequisite: TPA 2200C or THE 2950C or permission of instructor. This is a continuation of Stagecraft I, with an emphasis on more advanced construction techniques and problem solving with an introduction to theatrical drafting techniques and Computer-Aided Drafting (CAD). Students will serve in supervisory capacities on productions. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPA 2290   TECHNICAL THEATRE PRODUCTION .... 1-3 credits
This is a course enabling participants in the production operations of a public performance to receive academic credit for their contributions. Through such participation, the student acquires practical skills in such areas of theatre as design, scene construction, lighting, sound and music, stage crew work, costumes, makeup and house management. May be repeated up to 12 credit hours. Credit will be awarded due to the difficulty of the tasks. Approximately 47 contact hours per credit.

TPA 2600C   INTRODUCTION TO STAGE
MANAGEMENT .... 3 credits
This is a course designed to prepare the student to perform the responsibilities of a stage manager for a theatrical production, including organization, delegation, scheduling, and personnel management. Through a working knowledge of stage management, the student shall understand theatre hierarchy and the importance of the stage manager in the professional and educational theatre. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPP 1100   ACTING I .... 3 credits
Prerequisite: THE 2000. Lectures and discussions explain, analyze, and evaluate the theories, techniques, and principles of acting common to the various types of styles of dramatic production. Specific work in the areas of voice and body exercises and improvisations in preparation for scene work are studied. Workshop projects help the student to develop acting skills. Five lecture and laboratory hours weekly.

TPP 1111   ACTING II .... 3 credits
Prerequisite: TPP 1100 or permission of instructor. The second level of acting involves lectures, discussions, and laboratory work to explain, analyze, execute, and evaluate the theories, techniques, and principles of performing various styles of acting before an audience. Specific work in both classical and contemporary styles will be examined. Workshop projectives both in class and for the public will help the student develop acting skills. Five lecture and laboratory hours weekly.

TPP 2192   ACTING REPERTORY .... 1 credit
A course enabling members of a cast of a public dramatic performance to earn academic credit for their participation. Through intensive rehearsal and performance experience, the student will acquire skills in expression, in human understanding, in cooperation, and in self discipline. From 12 to 18 hours per week is the minimum requirement during rehearsal and performance periods.

TPP 2260   INTRODUCTION TO CAMERA
PERFORMANCE .... 3 credits
Prerequisites: TPP 1100, TPP 1111 or permission of the instructor. Lectures, demonstrations and discussions will be used to explain, analyze and evaluate the theories, techniques and principles of performing various styles of acting in front of the camera. Specific problems in voice and body exercises in preparation for auditions, commercials and scene work will be explained. Class projects will help the students develop skills in acting for the camera. Five lecture and laboratory hours weekly.

TPP 2300   INTRODUCTION TO DIRECTING .... 3 credits
Prerequisite: TPP 1100 or permission of the instructor. Lectures, demonstrations and discussions explain, analyze, and evaluate the theories, techniques and principles of directing common to the various types of styles of directing. Specific problems of script analysis and the director's relationship with actors, environment and audience will be studied. Workshop projects help the student to develop a directing style. Five lecture and laboratory hours weekly.

WOH 2040   THE TWENTIETH CENTURY .... 3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. A study of world history surveying the cultural, political, social and economic transitions since 1900. Emphasis is placed on the turn-of-century dominance of Europe, the competitiveness and militarism that led to World War I, and the effects of the peace settlements. Attention is given to the Soviet Revolution, the rise of fascism, Nazism, Asian neo-imperialism, and the malaise of the democracies; the Depression and its consequences; aggression, appeasement and World War II; the Cold War, communist China, the rise of the "Third World" and conflicting issues and values in contemporary society. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.