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

CARUTH HEALTH EDUCATION CENTER
7200 66th Street North
Pinellas Park, FL 33781-4005
Telephone 727-341-4772

TARPON SPRINGS CAMPUS
600 Klosterman Road
Tarpon Springs, FL 34689
Telephone: 727-712-5750 or
727-938-3744

ST. PETERSBURG/GIBBS CAMPUS
6605 Fifth Avenue North
St. Petersburg, FL 33710-6801
Telephone 727-341-4772

SEMINOLE CAMPUS
9200 113th Street North
Seminole, FL 33772-2800
Telephone 727-341-4772

SPC DOWNTOWN CENTER
244 Second Avenue N
St. Petersburg, FL 33701
Telephone 727-341-4249

SPC MIDTOWN
1048 22nd Street South
St. Petersburg, FL 33712
Telephone 727-341-7156

St. Petersburg College

(formerly known as St. Petersburg Junior College)

2009-2010 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 727-341-4772

EPICENTER
13805 58th Street North
Largo, FL 33760
Telephone 727-341-4472

SPC CORPORATE TRAINING CENTER
13805 58th Street North
Largo, FL 33760
Telephone 727-341-4445

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

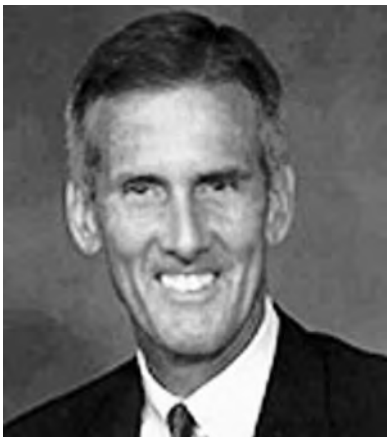
St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college shall not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO, at (727) 341-3261, by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489 or by e-mail at eaeo_director@spcollege.edu.

ACCREDITATION

St. Petersburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award selected Bachelor's degrees in Science and Bachelor's degrees in Applied Science, Associate's degrees in Arts, Associate's degrees in Science, and Associate's degrees in Applied Science, as well as certificates and Applied Technology diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Petersburg College.

Board of Trustees

Evelyn M. Bilirakis



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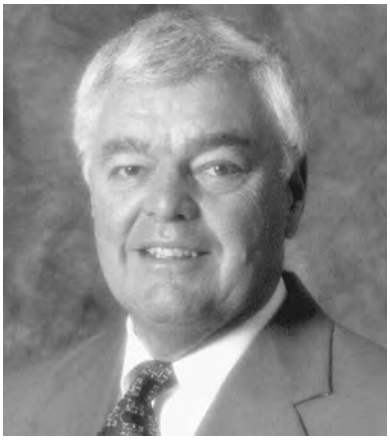

W. Richard Johnston

Carl M. Kuttler, Jr.
President

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ST. PETERSBURG COLLEGE
ACADEMIC CALENDAR**
2009-2010

MySPC IS AVAILABLE 24/7

	FALL TERM 2009 20091-0415 8/24-12/18/2009	SPRING TERM 2010 20092-0420 1/11-5/07/2010	SUMMER TERM 2010 20093-0425 5/17-7/23/2010
STUDY ABROAD			
Last day to apply for Summer 2009 trips			3/14/2010
INTERNATIONAL STUDENTS			
Last day to apply with assurance of requirements	05/29/2009	10/30/2009	3/26/2010
REGISTRATION			
Special Programs	6/01 – 6/02/2009	11/02 – 11/03/2009	3/29 – 3/30/2010
OPEN Registration - Reg, Online, 1st 8 Wk Mod	6/03 – 8/24/2009	11/04 – 1/11/2010	3/31 – 5/17/2010
OPEN Registration - Express Classes	6/03 – 9/21/2009	11/04 – 2/08/2010	3/31 – 6/14/2010
OPEN Registration - 2nd 8 Week Mod	6/03 – 10/19/2009	11/04– 3/15/2010	NOT IN SUMMER
Senior Citizen & State Employee – Regular Classes	8/21 – 8/28/2009	1/08 – 1/15/2010	5/14 – 5/21/2010
Senior Citizen & State Employee – Express Classes	9/18 – 9/25/2009	2/05 – 2/12/2010	6/11 – 6/18/2010
Faculty Professional Development Days	8/20 – 8/21/2009 10/23/2009		
FACULTY REPORT FOR DUTY	8/20/2009	1/08/2010	5/17/2010
FIRST DAY AND LAST DAY OF CLASSES			
Regular Classes	8/24 – 12/17/2009	1/11 – 5/06/2010	5/17 – 7/22/2010
1st 8 Week Mod Classes	8/24 – 10/15/2009	1/11 – 3/04/2010	5/17 – 7/08/2010
Online and Teleweb Classes	8/24 – 12/16/2009	1/11 – 5/06/2010	5/17 – 7/22/2010
Week-end Classes	8/28 – 12/11/2009	1/15 – 4/29/2010	NOT IN SUMMER
Express Classes	9/21 – 12/17/2009	2/08 – 5/06/2010	6/14 – 7/22/2010
2nd 8 Week Mod Classes	10/19 – 12/17/2009	3/15 – 5/06/2010	NOT IN SUMMER
LAST WEEK OF REGISTRATION			
Regular, 1st 8 Week Mod and Online Classes	8/24 – 8/28/2009	1/11 – 1/15/2010	5/17 – 5/21/2010
Week-end Classes	8/31 – 9/04/2009	1/19 – 1/22/2010	NOT IN SUMMER
LAST DAY TO DROP, RECEIVE REFUND AND/OR CHANGE TO AUDIT			
Regular, 1st 8 Week Mod and Online Classes	8/28/2009	1/15/2010	5/21/2010
Week-end Classes	9/04/2009	1/22/2010	NOT IN SUMMER
Express Classes	9/25/2009	2/12/2010	6/16/2010
2nd 8 Week Mod Classes	10/23/2009	3/19/2010	NOT IN SUMMER
CLAST REGISTRATION DEADLINE	9/04/2009	1/22/2010	5/07/2010
CLAST	10/03/2009	2/20/2010	6/05/2010
LAST DAY TO WITHDRAW WITH A GRADE OF "W"			
1st 8 Week Mod Classes	9/24/2009*	2/11/2010*	6/17/2010*
Week-end Classes	10/27/2009*	3/21/2010*	NOT IN SUMMER
Regular Classes, Online and Teleweb Classes	10/29/2009*	3/24/2010*	6/25/2010*
Express Classes	11/09/2009*	4/04/2010*	7/06/2010*
2nd 8 Week Mod Classes	11/20/2009*	4/15/2010*	NOT IN SUMMER

***FINANCIAL AID RECIPIENTS: If you totally withdraw from the College anytime on or before the dates of your Session, you may incur repayment of Federal Financial Aid funds.**

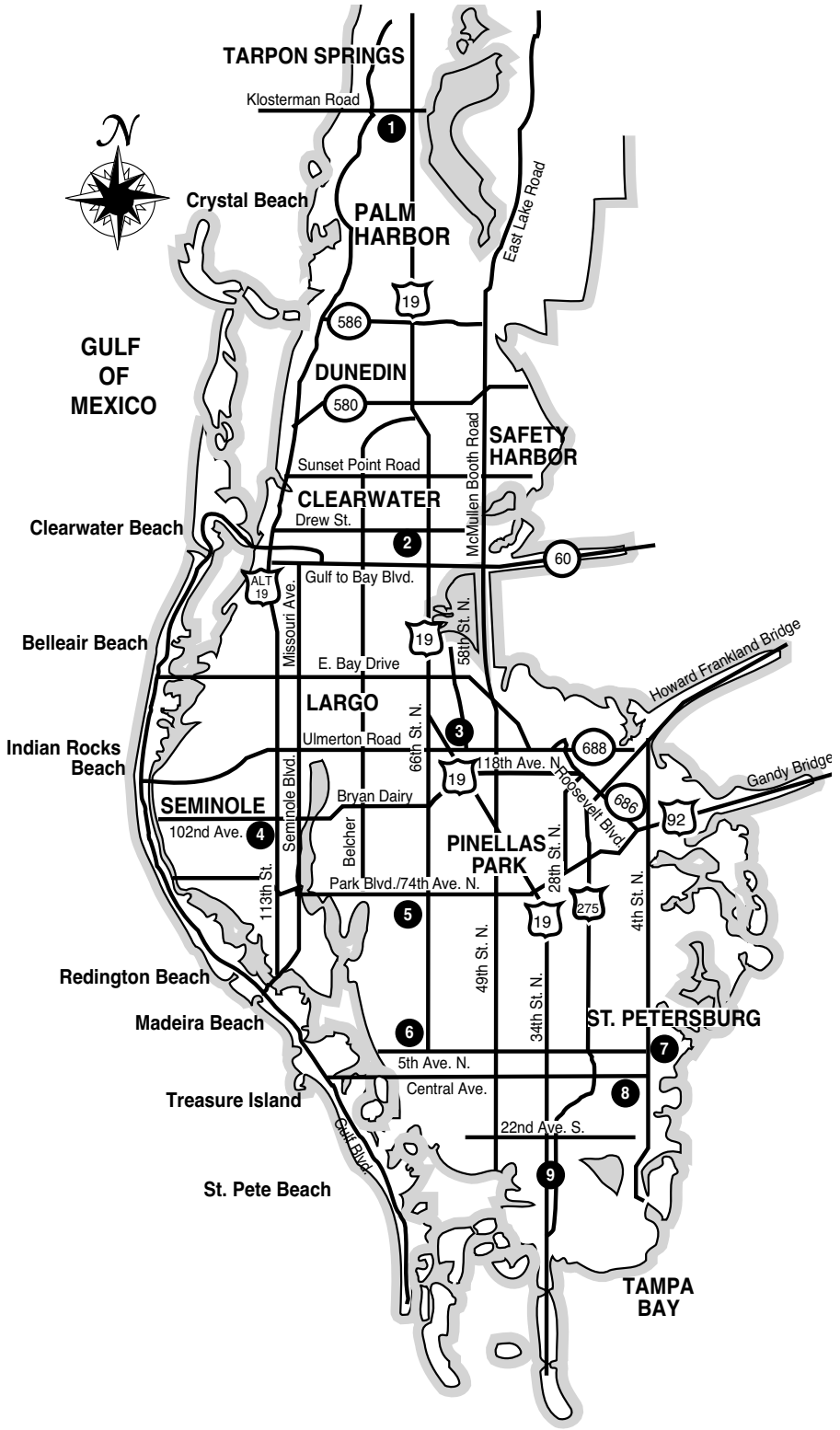
ST. PETERSBURG COLLEGE
ACADEMIC CALENDAR**
2009-2010

MySPC IS AVAILABLE 24/7

	FALL TERM 2009 20091-0415 8/24-12/18/2009	SPRING TERM 2010 20092-0420 1/11-5/07/2010	SUMMER TERM 2010 20093-0425 5/17-7/23/2010
EXAMINATIONS			
Mid-term Examinations for Online and Teleweb	10/15 – 10/17/2009	3/18 – 3/20/2010	6/17 – 6/19/2010
Final Examinations Online & Teleweb Classes	12/10 – 12/12/2009	4/29 – 5/01/2010	7/16 – 7/17/2010
Final Examinations Week-end Classes	12/10 – 12/12/2009	4/30 – 5/02/2010	NOT IN SUMMER
Final Examinations Regular & Express Classes	12/14 – 12/17/2009	5/03 – 5/06/2010	7/21 – 7/22/2010
FINAL GRADES DUE IN PS BY NOON	12/18/2009	5/07/2010	7/23/2010
GRADUATION – Application Deadline	11/06/2009	3/26/2010	6/11/2010
COMMENCEMENT	12/19/2009	5/08/2010	7/24/2010
Florida Teachers Exam	9/12/2009	1/09/2010	7/24/2010
	10/24/2009	2/27/2010	
		4/17/2010	
COLLEGE CLOSED – HOLIDAYS			
Labor Day	9/07/2009		
Veteran's Day Observance	11/11/2009		
Thanksgiving Break	11/25-11/29/2009		
Winter Break*	12/23/2009 – 12/27/2009		
Winter Break	12/30/2009 – 1/3/2010		
Martin Luther King Jr.'s Birthday Observed		1/18/2010	
Spring Holiday		4/02 - 4/03/2010	
Memorial Day Observed			5/31/2010
Fourth of July			7/05/2010
***ACADEMIC & STUDENT AFFAIRS' OFFICES OPEN 3 DAYS IN WINTER BREAK**			
Admissions, Business Office, Central Records,	12/22/2009		
Counseling, Financial Aid, Registration and	12/28/2009		
Testing Offices –ALL OPEN THESE DAYS	12/29/2009		
NO CLASSES FOR STUDENTS			
Faculty Professional Development Day	10/23/2009		
Winter Break	12/19/2009 - 1/10/2010		
Spring Break		3/07 – 3/14/2010	
Summer Break			5/08 – 5/16/2010
FACULTY BREAKS			
Winter Break	12/19/2009 – 1/07/2010		
Spring Break		3/07 – 3/14/2010	
Summer Break			5/08 – 5/16/2010

** Subject to Change 1-16-09

St. Petersburg College • Locations



1. **TARPON SPRINGS CAMPUS**
   600 Klosterman Road
   Tarpon Springs
2. **CLEARWATER CAMPUS**
   2465 Drew St.
   Clearwater
3. **EPICENTER**
   13805 58th St. N
   Largo
4. **SEMINOLE CAMPUS**
   9200 113th St. N
   Seminole
5. **CARUTH HEALTH EDUCATION CENTER**
   7200 66th St. N
   Pinellas Park
6. **ST. PETERSBURG/GIBBS CAMPUS**
   6605 Fifth Ave. N
   St. Petersburg
7. **SPC DOWNTOWN**
   244 Second Ave. N
   St. Petersburg
8. **ALLSTATE CENTER**
   3200 34th St. S
   St. Petersburg

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

TERMS

Academic Year – The fall, spring and summer terms of overlapping years. For example, (Fall 2009) 20091- 0420; (Spring 2010), 20092-0425; and (Summer 2010) 20093-0430 comprise the 2009-10 academic year. This differs slightly from the *reporting year*.

Advanced & Professional (A&P) – A program area with courses designed to provide the first two years of course work leading to an advanced or professional degree (bachelors, first professional, masters, etc.). It includes both the general education and specialized lower-division courses necessary to complete a transfer degree program. It does not include college preparatory or non-credit courses.

Advanced Technical Certificate (ATC) – A program of instruction consisting of at least nine (9) hours or more but less than forty-five (45) credit hours of college-level courses. Students in these programs must have already received an Associate in Science degree or an Associate in Applied Science degree and be seeking an advanced specialized program of study to supplement their associate degree.

Applied Technology Diploma (ATD) – A course of study that is part of an associate in applied science (A.A.S.) or associate in science (A.S.) degree, is less than 60 credit hours, is approximately 50% of the technical component (non-general education) and leads to employment in a specific occupation.

Associate in Applied Science (AAS) – A program of instruction consisting of college-level courses to prepare a student for entry into employment requiring specialized skills. The degree is awarded when a student completes at least 60 hours of college credit as well as specified performance requirements.

Associate in Arts (AA) – A program of instruction consisting of courses offered to freshmen and sophomores in baccalaureate programs. This degree will transfer to the State University System and is awarded when a student completes 60 hours of college credit as well as specified performance requirements.

Associate in Science (AS) – A program of instruction consisting of college-level courses to prepare a student for entry into employment. The degree is awarded when a student completes at least 60 hours of college credit as well as attainment of specified performance requirements.

Bachelor of Science (BS) – A program of instruction consisting of courses offered to junior and seniors in baccalaureate programs. This degree is awarded upon completion of the course requirements in one of the Bachelor of Science (BS) programs offered at SPC.

Bachelor of Applied Science Degree (BAS) – A program of instruction consisting of courses offered to junior and seniors in baccalaureate programs. This program is primarily designed to prepare students to enhance their career. The graduates who possess an earned Associate in Science degree (AS) or an Associate in Applied Science (AAS) accredited degree are eligible for admission. This degree is awarded upon the completion of the course requirements in one of the Bachelor of Applied Science (BAS) programs offered at SPC.

College Credit Certificates — A program of instruction of less than sixty (60) credits of college-level courses, which is part of an Associate in Science degree (AS) or an Associate in Applied Science degree (AAS) program offered in the State of Florida and which prepares students for entry into employment. The degree is awarded when students show evidence of satisfactory completion of the program.

College Preparatory ("Prep") – Courses providing instruction for the development of college-entry competencies in reading, writing, mathematical reasoning and logical thinking and English as a second language (ESOL).

Credit Course – A course in which college credit is awarded that can be applied toward a degree.

Dual Enrollment – A course in which the credits or college credit equivalents earned by a secondary (high school) student are applicable to both secondary and postsecondary programs.

Express Term – The last 8-12 weeks of a term.

First-time-in-college (FTIC) – A student enrolled in a course in an instructional area that leads to a degree or certificate who is attending a college for the first time with no credit toward a degree or formal award from any other postsecondary institution.

Full-time – A student who is registered for 12 or more credit hours in the fall and spring terms or 9 or more credit hours in the summer term.

Part-time – A student who is registered for fewer than 12 credit hours in the fall and spring terms or fewer than 9 credit hours in the summer term.

Non-credit Course – A course that does not award college credit to be applied toward a degree.

Returning Students – Students enrolled for the current major term that were also enrolled in a prior term at the College.

Transfer Students – Students whose last college attendance was at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned.

GENERAL INFORMATION

ST. PETERSBURG COLLEGE'S HISTORY

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. In August 2002, SPC began offering 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.

Additional baccalaureate programs – in Banking, Business Technology Education, Dental Hygiene, International Business, Orthotics and Prosthetics, Paralegal Studies, Public Safety Administration, Technology Education and Veterinary Technology – have been added since 2002.

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

In addition, allied health courses are taught at the Caruth Health Education Center in Pinellas Park, SPC's Southeastern Public Safety Institute is at the Allstate Center in St. Petersburg, and Corporate Training is at the EpiCenter in Largo. Classes convene at two other sites in St. Petersburg as well: the Downtown Center at 244 2nd Ave. N, and in the Midtown Center at 1048 22nd Ave. S.

The college's administrative offices moved in March 2005 – specifically to 13085 58th St. N, one long block north of Ulmerton Road. There, in partnership with Pinellas County's Economic Development division, it occupies 180,000 total square feet in a newly renovated building known as the EpiCenter. The EpiCenter includes a facility for the bay area's business/industrial community that will provide resources for professional development, strategic planning and job training (including mastery of software), plus specialized seminars and conferences. The EpiCenter's new support services building, two doors away, was occupied in fall 2004.

As the college grew, especially the services provided through the EpiCenter, the college's administrative offices had to find a new home. In 2006 the college's administrative offices moved about a mile from the EpiCenter. The District Office, as it is known, is at 6021 142nd St. N.

Besides the 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 four fields.
- Certificates, with credit programs in 60-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 15 universities and colleges are made available to students without having to leave Pinellas County.

Established at SPC in 2004 was the Honors College, headquartered at the Clearwater Campus, and the St. Petersburg Collegiate High School, located on the St. Petersburg/Gibbs Campus. The latter is a charter school for ambitious and motivated high school students (grades 10-12) aiming to receive a high school diploma and an associate's degree at the same time.

St. Petersburg College stands astride an 80-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.

Its alumni include a former astronaut, an astronaut in training, the first woman aquanaut, war heroes, film stars, Major League Baseball players, judges, CEOs, a rock star, a Merrill Lynch senior vice president, a Davis Cup captain and a co-founder of the Peace Corps. But SPC's proudest legacy is the difference it has made for hundreds of thousands of men and women who, through their studies, have acquired what they needed to better their lives and thereby embellish their communities.

Opening unduplicated headcount enrollment in credit classes for Session I of 2008-2009 was 8,903 full-time students and 18,173 part-time students for a total of 27,076. Unduplicated headcount enrollment by lower division students was 24,266 and enrollment by upper division students was 2,810. Enrollment for all of 2007-08 numbered 36,985 in credit classes and 25,215 in non-credit. Total: 62,200.

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 beginning 2001 to award Bachelor of Science degrees in Education (Business Technology, Elementary, Exceptional Student, Secondary Science, Secondary Mathematics and Technology) and Nursing and Bachelor of Applied Science Degrees in Banking, Dental Hygiene, International Business, Orthotics and Prosthetics, Paralegal Studies, Public Safety Administration, Technology Management and Veterinary Technology. Thus it is possible for students to have credits transferred to any college or university that accepts transfer students.

ST. PETERSBURG COLLEGE'S MISSION

(**College Rule 6Hx23-1.02)** (3/20/07)

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 providing students with advanced teaching and learning technologies in the classroom,

distance education courses, international programs, innovative teaching methods, and a comprehensive library for promoting literacy and research. St. Petersburg College embraces continuous institutional self-evaluation to assure a climate for student success and an enduring commitment to excellence.

ST. PETERSBURG COLLEGE'S GOALS

(**College Rule 6Hx23-1.02)** (3/20/07)

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 and universities through St. Petersburg College's University Partnership Center;
- prepare lower-division students for transfer into baccalaureate programs through the Associate in Arts 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 Diploma programs;
- provide opportunities for under-prepared students to achieve college entry-level skills in reading, writing and mathematics through the college preparatory programs and opportunities for exceptionally dedicated students to maximize the development of their academic abilities and talents through honors courses and service projects;
- provide challenging educational opportunities for area high school students through dual enrollment, charter school 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 and cultural development for the state through special education and training programs including collaborative labs initiatives, technical courses, and workshops, promotion of the arts 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 additional services to students and the community through partnerships with government, businesses and other academic institutions, through grants and through Foundation projects;
- enhance student learning and assist with career planning, goal-setting and financial aid to maximize student's opportunity to succeed; 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; and
    - analyze and assess personal values and future goals.

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. The College will not discriminate on the basis of race, color, religion, sex, age, national origin, 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 College Rules: the College will not tolerate such conduct.

SUPPLEMENTAL SERVICES

Bookstore

http://www.efollett.com

A College bookstore is located at the Clearwater, Seminole, St. Petersburg/Gibbs, and Tarpon Springs Campuses and Health Education Center where all books and supplies may be purchased. The cost of books and supplies varies with the student's program. Students attending the SPC Downtown Center may purchase their textbooks at the St. Petersburg/Gibbs bookstore or during the first week of the term at the SPC Downtown Center.

Computer Labs(**College Rule 6Hx23-4.9111)** (10/20/93)

Computer laboratories on any campus, center or site are to be used only by students currently registered. The use is restricted to college-related educational matters.

Food Service

On the Clearwater Campus, The Hard Drive Café is open Monday – Thursday 7:30 AM to 8:30 PM, on Friday 7:30 AM to 2 PM and on Saturday 11 AM to 2 PM. On the Seminole Campus there are two cafés. The full service Connections Café in the library is open Monday – Thursday 7AM to 9 PM, Friday 7 AM to 4 PM, Saturday 9 AM to 5 PM and Sunday Noon to 5 PM.

The more limited menu Gigabyte Café in the University Partnership Center Building is open Monday – Thursday from 8:30 AM to 9 PM, Friday 8:30 AM to 2 PM and is closed on the weekends. At the Health Education Center, the Cardio Cafe' is open Monday-Thursday 7 AM to 7 PM, Friday 7 AM to 1 PM and closed on the weekends. Snack vending machines are available at the Tarpon Springs Campus, the Allstate Center, the SPC Downtown Center and the SPC Midtown Center.

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.

Housing (College Rule & Procedure 6Hx23-4.41) (8/31/90)

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.

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 grant permission to the College, its agents and staff to use video and photographs taken of them for SPC promotional/advertising materials without charge. No promises have been made and no consideration is involved for their use. If a student does not want SPC to use video and photographs of himself/herself then he/she must inform the Associate Provost on his/her home campus.

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 fee is charged. 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.

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, in the Learning Support Centers at the Tarpon Springs Campus and the SPC Downtown 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; they 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.

Transportation

There are no free buses providing transportation to any campus. Public buses are available to the Clearwater, St. Petersburg/Gibbs, Seminole Campuses and the Allstate, Health Education and SPC Downtown 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 (727) 341-4303.

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) and Sunday afternoons at Seminole and Tarpon Springs campuses. The library collections exceed a quarter of a million items and 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, CDs and DVDs are included in the collections. Facilities and services are available for disabled users. Tarpon Springs Campus and Health Education Center libraries include tutoring services. College of Education curriculum libraries are part of the Tarpon Springs, Clearwater, and St. Petersburg/Gibbs campus libraries. Seminole Campus is served by a joint-use library with the City of Seminole. St. Petersburg /Gibbs Campus is served by a joint-use library with the City of St. Petersburg. Students at SPC Downtown can use library resources at any of the campus libraries, at the USF-SP library or any city libraries.

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

Monday – Thursday	7:30 AM - 9 PM
Friday	7:30 AM - 4PM
Saturday	10 AM - 5 PM
Sunday	1 PM - 5 PM Tarpon Springs and Seminole
ALLSTATE	Monday & Wednesday 11 AM – 7 PM Tuesday & Thursday – Friday 7:30 AM – 4 PM

The Library Online – http://www.spcollege.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.spcollege.edu/central/libonline. More than 25,000 electronic journals and periodicals are available online in full text and more than 57,000 electronic books can be accessed online through the NetLibrary collection. Use the

Library Online address to connect to **LINCC,** (Library Information Network for Community Colleges), the community college online catalog which lists the book, audio visual and journal holdings of the College libraries. **LINCC** also connects to the library collections of other colleges and universities and state licensed databases. College and state provided databases are accessed through the Library Online and require either a login (your student number) or a password available at all of the libraries.

Joint Use Libraries at St. Petersburg College

St. Petersburg College has two joint use libraries with local public library systems. These libraries serve both students, the community and offer services such as children's libraries, youth services and community programs. The combined library collections of print and online resources are available for all users.

In August 2003, the College and the City of Seminole opened a joint use library on the Seminole Campus, the Dennis L. Jones Library. The library features a café, art gallery, Friend's of the Library store, children's area and a teen area called the Zone.

In spring 2005, the College and the City of St. Petersburg opened a second joint use library on the St. Petersburg/Gibbs Campus, the West St. Petersburg Community Library. It features an 8000 square foot children's area, a Friend's of the Library store and a teen area called the Oasis. An extension of the Pinellas Trail connects to the library. The library houses the Special Collections of the College including the Gibbs Junior College Archives.

Research and Information Literacy Instruction

Individual and group instruction in research and information literacy is available in person in the campus libraries and at any other campus location requested. Online tutorials are a part of the Library Online. Every library provides in person reference assistance. Librarians teach credit courses such as LIS 1002 *Electronic Research Strategies for College Students* both on campus and via eCampus. Computer and Information Literacy is a graduation requirement for AA and AS students. The requirement can be fulfilled by completing specific courses, such as LIS 1002, or by demonstrating competency through an online Computer and Information Literacy test administered through the campus Testing Centers.

AskALibrarian

AskALibrarian is a service of the Library Online. It provides email, telephone and chat reference services. The library is part of the statewide virtual library chat reference project that provides extensive hours of online reference service to library users throughout the state.

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 all of the public libraries in Pinellas County and in the libraries participating in the Tampa Bay Library Consortium. Students enrolled in the Paralegal Studies program have privileges at Stetson University College of Law Library. Students enrolled in the 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 is also used to gain admission to student computer labs, wellness centers and other college activities, and is a debit card for library copiers and printers. The University Partnership Center (UPC) also issues identification cards to students from partnering colleges and universities.

ADMISSIONS

Enrollment: Step-by-Step

Step 1. Submit Application and Fee – On-line at http://myspcollege.edu or at a Campus Admissions Office

Step 2. Request ***official*** High School, G.E.D./College Transcripts from every high school/GED and college previously attended. Receipt of these records is required for degree-seeking students

Step 3. Apply for Financial Assistance if desired

Step 4. Create your MySPC password at http://www.my.spcollege.edu. Your USER ID is your Student ID number.

Step 5. Complete the New Student Orientation at http://webiso.spcollege.edu.

Step 6. Take the Computerized Placement Test (CPT)

Step 7. Meet with a Counselor or Academic Advisor to discuss your educational goals.

Step 8. Register for Classes – On-line or In-Person

Step 9. Pay Registration Fees – On-line or In-Person

Step 10. Get Student Photo ID Card

Step 11. After you receive your SPC One Card in the mail, activate it online at www.spconecard.com

Step 12. Buy Textbooks – On-line or In-Person

Step 13. Attend Classes! – On-line or In-Person

STUDENTS, ADMISSION, PROGRAMS AND ACTIVITIES – GENERAL

(**College Rule 6Hx23-4.01**) (11/20/07)
(Complete rule can be found at www.spcollege.edu)

This Rule describes the general admission policies of the College but must be read in conjunction with Board Rule 6Hx23-4.02 Admission Requirements.

I. Admission policies and modifications to those policies are reviewed on an ongoing basis by the Academic and Student Affairs Council, Provost's Council and the President's Cabinet.

II. Specific and detailed definitions of Rules for admission of students to the College, as approved by the Board of Trustees, shall be published in the College catalog and the upper-division supplement to the College catalog, including Rules for the acceptance of students not meeting all general requirements.

III. 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.

IV. 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. Except when undue hardship exists or where accommodation would result in a fundamental alteration of a program(s), the College shall endeavor to provide accommodation for such services, programs and activities to any qualified individual with a disability in accordance with the Americans with Disabilities Act of 1990, Sections 504 and 505 and the Rehabilitation Act of 1973 and related regulations.

1. College Rules, Procedures, requirements and practices may be modified or waived when necessary and appropriate to meet the requirements of Paragraph IV.B. above.
2. The College shall develop a procedure and/or guidelines for a qualified student with a disability who requests reasonable accommodation.
3. Disabled students who are not satisfied with the accommodations made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.

C. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.V. Each student, by the act of registering, pledges to accept and obey the rules and regulations of the College.

V. A. College employee shall recognize that Florida law requires the College to reasonably accommodate the religious observances, practices, and beliefs of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

B. Religious accommodation includes respect for individual religious beliefs and tolerance of religious differences. Thus, students in the classroom shall not be subjected to harassment or ridicule on the basis of their religious beliefs.

C. Accommodations under A. or B. above shall be made between the individual student and the appropriate member of the faculty or staff.

1. Such accommodation shall provide reasonable alternative means for students to carry out their responsibilities as students.
2. Students must notify instructors in advance of absences to observe religious holy days in their own faith. Such absences shall be permitted without penalty.
3. Students are responsible for material covered during absences under this Rule, but will be given a reasonable period of time in which to complete makeup assignments after such absences.
4. Whenever practicable, major class assignments, major examinations, and official ceremonies shall be scheduled at times which do not conflict with major religious holy days.

D. Students who are not satisfied with the accommodation made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.

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

VII. 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.

VIII. Failure to pay fees on or before the designated due date will result in the student being dropped from all classes.

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

X. For specific requirements for admission to **Bachelors degree in Education Programs** at St. Petersburg College, see BOT Rule 6Hx23-4.72.

XI. For specific requirements for admission to other **bachelor degree programs** at St. Petersburg College, see BOT Rule 6Hx23-4.02.

ADMISSION REQUIREMENTS

(College Rule 6Hx23-4.02) (12/16/08)

I. **To be admitted to a degree, college credit certificate, or applied technology diploma program,** applicants must provide the following items to the College. Priority will be given to applicants who provide required documents and satisfy the requirements herein, at least 14 days before the start date of the session the student is planning to attend. Applicants who cannot provide the following documents may be admitted in a non-degree seeking status. Non-degree seeking students may enroll at the college, but are not eligible for financial aid.

A. An application and a nonrefundable application fee. The application will include 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.

B. Official high school transcript stating that the student received a standard high school diploma, Computerized Placement Test-eligible Certificate of Completion, GED transcript, or home school 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. 1002.41,F.S., with the name of the county public school district to which the applicant is assigned. Students who graduated from high school outside the U.S. must have the equivalent of a high school diploma in the U.S. Students must arrange to have transcripts from all institutions outside the United States evaluated by an approved National Association of Credential Evaluation Services (NACES) agency. Official transcripts from the secondary institution must be received by the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.

C. Official transcripts from all previously attended post-secondary institutions(s). Students who attended a college or university outside the U.S. must arrange to have a course-by-course evaluation of these transcripts completed by an approved National Association of Credential Evaluation Services (NACES) agency.

Official post-secondary transcripts may be sent directly from each school to the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.

Additionally, applicants for admission to a degree, certificate or applied technology diploma program must:

1. Complete the Computerized Placement Test (CPT), SAT, or ACT or other approved instrument. Test scores are valid for two years. Transfer work from other colleges may satisfy part or all of this requirement.
2. Complete the New Student Orientation.

II. 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 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 a Computerized Placement Test-eligible certificate of completion. Students with the CPT eligible certificate of completion may be eligible to receive Student Financial Assistance through meeting the "ability to benefit" (ATB) requirement. If the ability to benefit is not demonstrated through the appropriate demonstration of skills on an approved ATB test, per federal regulations, students will NOT be eligible to receive federal aid until they either earn a high school diploma, GED or meet the ATB testing requirement; or

D. the student submits a home school 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. 1002.41, F.S., with the name of the county public school district to which the applicant is assigned.

E. receives an approved waiver.

III. **Returning Students**

Students who have not been in attendance at St. Petersburg College for three or more consecutive terms are required to provide updated contact information, information about colleges and universities attended since last enrolling at SPC, and residency for tuition purposes information before re-enrolling to ensure that the College has accurate information on file. Returning students are not required to pay an additional application fee.

IV. **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 1002.41, F.S., 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 Florida Comprehensive Assessment Test (FCAT).
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**
a. 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 and non-refundable application fee, 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 term for which a student wishes to enroll at the College.
b. 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.
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 Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
d. Requirements for high school students who are younger than the normal age are as follows:
(1) The student and parent(s) must meet with the campus provost or associate provost, and program director or designees to discuss rules and requirements of academic and student life to determine the applicant's level of adaptability to an adult academic setting.
e. Credit Bank students who wish to enroll at the College in degree-seeking status following high school graduation will be required to meet the admission requirements in section I above.

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 1002.41, F.S., 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 while attending a private high school or home education program within the Pinellas County school district.
(2) The student has completed the 10th grade while attending a public high school within the Pinellas County school district.
(3) 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.
(4) 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.
(5) 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.

V. **Students Admitted By Waiver**

The College's general policy is not to admit students without a standard high school diploma, CPT eligible certificate of completion, completed home education program pursuant to the requirements of F.S. 1002.41, or GED; however students may be admitted by waiver include:

A. **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.

B. **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 compe-

tency indicating the ability to function in college-level classes, and/or recommendations from prior teachers and/or other professionals.

2. If the student and the Associate Provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions/Registration, other individuals involved, the vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing, within 5 working days. If no agreement is reached, the issue will be referred to the vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the vice president may be appealed to the President, in writing, within 10 working days of receipt of the decision. The President's decision shall be final.
3. Credits or degrees awarded by other regionally or nationally accredited postsecondary institutions as a result of substitute requirements established under the provisions of State Board of Education Rule 6A-10.041 may be accepted by St. Petersburg College, so long as all other requirements are met.

C. **Students Who Have Previously Demonstrated Competency in College Credit Post-secondary Coursework.**

When High School transcripts reflecting the date for graduation are unavailable because of reasons beyond the applicant's control, a waiver may be granted by the Associate Provost's office which will serve as adequate documentation for meeting this requirement in accordance with the instructions below. The following requirements must be met for the waiver to be granted:

1. earned 12 college-level credits from St. Petersburg College or through the transfer of academic credit from another qualified post-secondary institution.
2. demonstrate the ability to benefit by achieving minimum passing scores on the arithmetic, reading comprehension and sentence skills portions of the computerized placement test.
3. minimum cumulative GPA of 2.0.

VI**.** **Transfer Students**

A. St. Petersburg College Policy on Transfer of Academic Credit

St. Petersburg College will seek to make the transfer of credit as easy as possible for students while continuing to honor its commitment to academic quality and integrity. As such, St. Petersburg College regularly seeks guidance from its accrediting agency as well as other higher education councils (American Association of Collegiate Registrars and Admissions Officers, American Council on Education, and Council for Higher Education Accreditation) on academic credit transfer policies.

Transfer credit may be accepted from degree granting institutions that are accredited at the collegiate level by an appropriate regional or national accrediting agency that is recognized by the U.S. Secretary of Education. Courses may also be accepted from institutions recognized and participating in the Florida Department of Education Statewide Course Numbering System. Transfer courses are subject to a course-by-course evaluation process to determine if the course is equivalent to courses offered at St. Petersburg College.

B. Transfer students are subject to the same admissions requirements as listed in section I above.

C. A student who has previously applied to, been accepted and registered at a regionally or nationally accredited postsecondary institution(s) is classified as "transfer" even if the student withdrew before earning any credits.

D. For courses that are initially deemed nontransferable to St. Petersburg College, the transfer student has the option of seeking an alternative method for obtaining credit. The following supporting documentation must be submitted by the student for each course requested for reconsideration: (1) a copy of each course syllabus must include course title, course length, course description, text used and (2) verification of faculty credentials including college transcripts, professional licensure and/or certifications, and work experience in the field. The course syllabus must be the syllabus from the specific course section and semester that appears on the transcript. The faculty credentials must reflect the credential at the time that the professor taught the course specified on the transcript. The student should submit this supporting documentation to: College Registrar, St. Petersburg College, P.O. Box 33089, St. Petersburg, FL 33733.

E. 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 regionally accredited postsecondary institution shall be presumed to have met all general education requirements for the associate degree at the College. In addition, any transfer student who has graduated from a regionally accredited institution with an Associate in Applied Science degree or higher shall be exempt from the admission requirement of a standard high school diploma.

F. All transfer work is evaluated by the person(s) designated to perform the task on a college wide basis by the College registrar.

G. All courses listed on the transcript(s) are evaluated, including those with incomplete or failing grades, except as noted in paragraph I. below. Courses from which the student withdrew without penalty are not evaluated. When the course is equivalent to a course in the College catalog, it is transferred in with the College prefix and course number. However, the course title and credit hours will be those of the transfer institution. Quarter hours will be converted to semester hours on the basis that 3 quarter hours equal 2 semester hours. Fractional hours resulting from the conversion will be carried to two decimal places and rounded to nearest hundredths.

H. For purposes of meeting general education and program requirements, 2.5 credits will satisfy a 3 credit course requirement and .67 will satisfy a 1 credit course.

I. Upper division courses are not evaluated for lower division programs. If a student later matriculates into an upper division program, all upper division work will be evaluated at that time.

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 associate provost.

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 requirements. A change to degree-seeking status must be completed prior to applying for graduation.

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. Non-degree students fall into two categories.

1. Those who initially enroll as non-degree students, and

Students who initially enroll as non-degree students do not intend to follow a degree program at the College. They do desire to earn credit in the courses for which they register and to have transcripts issued showing such credit. They include teachers taking a limited number of courses for recency of credit or extension of certificate; individuals possessing advanced degrees who take specified job-related courses and require evidence of credit earned for reimbursement by their employers; individuals who require evidence of course completion for licensing purposes (e.g., ambulance drivers); and individuals who may desire to take courses for credit but cannot meet regular admission requirements or who expect to meet GED requirements at some date in the session.

2. Those whose status has been changed from degree-seeking to non-degree-seeking through failure to meet admission requirements.

Students applying as degree-seeking students under published criteria who have not furnished all required transcripts are classified as non-degree until their file is complete. This protects the student's investment, permitting the earning of credit for the course(s) registered. Upon the College's receipt of the required transcript(s) or other material, the student's status is changed from non-degree status to degree-seeking status.

Admission with non-degree status is not considered a waiver of the requirement for high school graduation for later admission to degree programs.

While all credits earned in non-degree status are recorded, a student may not be awarded a degree while classified as a non-degree student. A non-degree student desiring to graduate must change to a degree-seeking status before registering for the session in which graduation would be earned.

H. Students are not eligible to receive financial assistance while enrolled as a non-degree seeking student.

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 two classifications of International students:

1. Foreign (F-1) students – those who enter the College with the intention of receiving a degree.
2. Students who are admitted to enroll full-time in the English for Academic Purposes Program only (usually in F-1 visa status).

B. International student applicants who are applying for the Foreign Student (F-1) Visa must complete the International Student Packet which includes the application for admission, supplemental data sheet, the financial ability form with bank statement (a translated foreign bank statement is acceptable), and pay the application fee. For more information, contact International Student Services or visit the college website: www.spcollege.edu/central/international. The student must prove sufficient funds for one full year which includes: matriculation and tuition fees, books, and supplies, personal expenses, off campus room and board, and medical insurance for a full academic year. Proof of medical insurance must be received after arrival in the U.S. and before initial registration into classes.

C. Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample.

Students whose scores indicate placement into EAP classes shall be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP course is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.

D. International students must provide proof of high school graduation, as evidenced by evaluated transcripts from an approved source directly to International Student Services. A request for evaluation of non-U.S. transcripts must be submitted to one of the approved National Association of Credential Evaluation Services (NACES) agency.

E. International student applicants seeking transfer from another U.S. regionally accredited postsecondary institution must complete all SPC application documents and provide official transcripts from all prior institutions directly to International Student Services. The prospective student must submit to the school they are transferring from an SPC Clearance form and request the school to transfer the I-20 through the SEVIS system. An I-20 will be issued by the International Student Services only after the official transcripts have been received.

F. International student applicants who have attended international institutions and wish to attend the College on F-1 visas must submit transcripts and course-by-course evaluations from all colleges or universities attended directly to International Student Services, or Central Records. Requests for evaluation of transcripts must be submitted to one of the approved services as indicated in section D.

G. Students with international degrees certified by an approved credential evaluation agency of having met requirements for an Associate in Arts degree or higher from a regionally accredited U.S. institution shall be exempt from further general education requirements. The exception is that students with degrees from a non-English speaking country will be required to complete SPC's General Education Communication requirements.

H. Final acceptance of International student applicants who wish to attend the College on an F-1 student visa or approved student status will not be made until all of the following items have been received:
   1. Completed application for admissions
   2. Payment of application fee
   3. Payment of international student fee
   4. Required transcripts
   5. Financial Ability form with bank statements or bank letter. (For U.S. sponsors a completed and notarized I-134, Affidavit of Support and the required documentation)
   6. Supplementary data sheet form

X. **Resident Aliens, Refugees, Asylees and Citizens who are Non-Native Speakers of English**

Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample. Students whose scores indicate placement into EAP classes shall be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP courses is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.

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 further 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.
   4. If the student and the associate provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions/Registration, other individuals involved, and the associate vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing within 5 working days. This written communication will include notification of the nature of the course substitution and/or waiver and limitations of acceptability and procedures for requesting assistance in transferring to a public community or state university. If no agreement is reached, the issue will be referred to the associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The

decision of the associate vice president may be appealed to the senior vice president of Academic and Student Affairs in writing, within 10 working days of receipt of the decision. The senior vice president's decision shall be final.

B. For purpose of this Rule, the following definitions apply: (go to www.spcollege.edu for complete definitions)
   1. Hearing Impairment
   2. Visual Impairment.
   3. Specific Learning Disability.

C. 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. For requirements for admission to **Bachelors degree in Education Programs** at St. Petersburg College see BOT Rule 6Hx23-4.72.

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 regionally 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 appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.

F. The following is an admission requirement for the RN-BSN Program:

   Computer/Information Literacy Competency (no minimum credit hours required.) Computer/Information literacy competency may be demonstrated by completing one of the following:
   1. Passing a College approved Basic Computer/ Information Skills Competency Test; or
   2. Successful completion of at least one of the following:
      a. CGS 1060 Basic Computer and Information Literacy.
      b. CGS 1100 Microcomputer Applications (as revised in 2002) or LIS 1102, CGS 1510 and OST 1741.
      c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.

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 approved Associate in Science degree from a regionally accredited postsecondary institution.

   For information on specific approved Associate in Science degree programs of study, students should consult the dean of the College of Technology & Management.

   Students with an A.S. degree that is not approved 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 regionally or nationally 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 appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.

F. Non-degree seeking baccalaureate students may enroll in no more than twelve (12) credit hours of upper-division courses in the major without permission of the dean.

XV. Students will be eligible for admission to the **Bachelor of Applied Science in Dental Hygiene Program** at St. Petersburg College as follows:

A. Completion of a degree in Dental Hygiene from an institution accredited by the Commission on Dental Accreditation (CDA).

   Students with an A.S. degree from a non-CDA accredited institution may be admitted with permission of the dean.

B. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division dental hygiene program.

C. Presentation of a valid and current Dental Hygiene 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 appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.

XVI. Students will be eligible for admission to the **Bachelor of Applied Science in Veterinary Technology Program** at St. Petersburg College as follows:

A. Completion of an Associate in Science or Associate in Applied Science degree in Veterinary Technology at an AVMA Accredited program at a regionally accredited college or university.

   or

   1. Completion of an A.S. or A.A.S. degree in Veterinary Technology from a non-AVMA accredited program and
   2. Completion of required courses as indicated in the Veterinary Technology Program Guide.

B. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division veterinary technology program.

C. Completion of a minimum of 15 semester hours of transferable general education coursework.
D. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.
E. Non-Degree Seeking baccalaureate students may enroll in no more than 12 credit hours of upper division courses in the major without permission of the Dean.

XVII. Students will be eligible for admission to the **Bachelor of Applied Science in Public Safety Administration Program** at St. Petersburg College as follows:
A. Completion of a Public Safety degree at a regionally accredited postsecondary institution.
1. Admission requires an A.S. degree of 60 credits in a public safety discipline with at least 15 credit hours in transferable general education credits.
2. Students with an A.S. or A.A. degree from a non-regionally accredited postsecondary institution may be admitted to the upper-division program with permission of the dean.
3. Students may be admitted with an A.A. degree with approval by the dean. If general education hours for an A.A. degree have been completed, students must complete twenty-four (24) credits in a single public safety discipline in place of additional education required of A.S. students.
4. Student with 60 credits but no degree may be admitted to the upper-division program only with permission of the dean.
B. Cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary course work (including common prerequisite coursework).
C. Completion of a minimum of 15 semester hours of transferable general education coursework.
D. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.
E. Non-degree seeking baccalaureate students may enroll in no more than 12 credit hours of upper division courses in the major without permission of the Dean.

XVIII. Students will be eligible for admission to the **Bachelor of Applied Science degree in International Business** at St. Petersburg College as follows:
A. Completion of an approved Associate in Science degree from a regionally accredited postsecondary institution. For information on specific approved Associate in Science degree programs of study, students should consult the dean of the College of Technology & Management.
1. Students with an A.S., A.A.S., or A.A. degree may be admitted to the upper-division program with permission of the dean.
2. Students with 60 credits but no degree may be admitted to the upper-division program only with permission of the dean.
B. Completion of the following state required pre-requisites:

International Business Prerequisites

ACG 2021	Financial Accounting
ACG 2071	Managerial Accounting
CGS 1100	Microcomputer Applications
ECO 2013	Macroeconomics
ECO 2023	Microeconomics
MAC 2233	Applied Calculus
STA 2023	Elementary Statistics

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 appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.
F. Non-degree seeking baccalaureate students may enroll in no more than twelve (12) credit hours of upper-division courses in the major without permission of the dean.

XIX. Students will be eligible for admission to the **Bachelor of Applied Science degree in Orthotics and Prosthetics** at St. Petersburg College as follows:
A. Completion of an Associate in Science degree in a health science area from a regionally accredited postsecondary institution.
1. Students with an A.A.S. or A.A. degree may be admitted to the upper-division program with permission of the dean.
2. Students with 60 credits but no degree may be admitted to the upper-division program only with permission of the dean.
B. Cumulative grade point average of 2.5 on a 4.00 scale. Students who are not admitted may resubmit their application for subsequent enrollment periods. Applications are accepted from September 1st to March 1st. The deadline for application for fall enrollment will be March 1st. Determination of admission status will be made by April 1st. For fall admission, students whose applications are complete on March 1st will be considered for the first applicant pool and be notified of their status by April 1st. An applicant whose file is incomplete on March 1st will be notified and will have until May 1st to complete their application and be considered for the second applicant pool. Remaining open spaces will be admitted from the second applicant pool.

Completion of the following prerequisites or equivalents with a "C" or better in each of the following:

Biology or higher	BSC 1005/1005L
Chemistry or higher	CHM 1045/1045L
Physics or higher	PHY 1053/1048L
Psychology or higher	PSY 1012 or 1020H
Trigonometry or Higher Math	MAC 1114
Human Anatomy & Physiology with Lab	BSC 2085/2085L and BSC 2086/2086L
Elementary Statistics	STA 2023
Introduction to Speech Communication	SPC 1017

C. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.
D. Submission of a letter of introduction, outlining career goals, objectives, and related work, service or academic experience.
E. Submission of a letter of recommendation. Students may submit a second letter from a certified orthotist, certified prosthetist, or certified prosthetist orthotist.
F. A valid Health Care Provider C.P.R. certificate from the American Heart Association, the American Safety and Health Institute or the American Red Cross.
G. Non-degree seeking baccalaureate students may enroll in no more than 12 credit hours of upper division courses in the major without permission of the Dean.

H. If the number of eligible students exceeds the positions available, other selection criteria will be used. If the student is not selected in their initial application, a letter of intent wishing to remain in the applicant pool must be received by the date of the next application deadline. The initial application deadline for the program will be March 1st each year.

I. Students will comply with any clinical affiliation requirements for the clinical experience and pay any related expense.

J. A background check and a drug screening are required for each Orthotics and Prosthetics program applicant. The student will pay the background check and drug screening fees directly to the vendor. Upon request, fee waivers may be approved by the Health Education Center's associate provost or provost to documented economically disadvantaged applicants (AFDC, Pell, Workforce, etc.)

K. 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 who do not successfully pass the drug screening on the first attempt will be allowed to reapply for admission to a health program for a following semester. A student who fails the drug screening a second time will not be permitted to reapply for admission to the Orthotics and Prosthetics program for the period of one year from the date of the most recent application. Students must remain drug-free throughout the tenure in their program at the College. Students may be subject to drug screening pursuant to placement at a clinical site. Failure to do so shall be grounds for dismissal from the program. A student who fails the background check will not be admitted into the program.

XX. Students will be eligible for admission to the **Bachelor of Applied Science degree in Paralegal Studies** at St. Petersburg College as follows:

A. Completion of an approved Associate in Science degree in Paralegal or Legal Assisting from a regionally accredited college or university or
   1. Completion of an Associate in Science degree from a non regionally accredited program and
   2. Completion of PLA 1003, PLA 1104, PLA 1763, PLA 2114, and PLA 2203, at SPC or another regionally accredited institution, or successful passing rate on the Paralegal Entrance Exam, and other courses as may be determined necessary.

B. Cumulative grade point average of 2.00 on a 4.00 scale in postsecondary coursework.

C. Completion of a minimum of 15 semester hours of transferable general education coursework.

D. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all post-secondary institutions attended.

E. Submission of a concise two to three page typewritten Personal Statement addressing personal, professional and academic goals.

F. Students possessing an Associate in Arts degree from a regionally accredited university or college may be admitted with approval from the dean. If general education hours for the A.A. degree have been completed, the student must complete fifteen (15) credits consisting of the following PLA courses: PLA 1003, PLA 1104, PLA 1763, PLA 2114, and PLA 2203, plus three (3) credits of any other lower-division PLA course required of an A.S. Degree student.

G. Non-Degree seeking baccalaureate students may enroll in up to twelve (12) credit hours of upper-division courses in the major with permission from the dean.

XXI. Students will be eligible for admission to the **Bachelor of Applied Science degree in Banking** at St. Petersburg College as follows:

A. Completion of an approved Associate in Science degree from regionally accredited postsecondary institution. For information on specific approved Associate in Science degree programs of study, students should consult the dean of the College of Technology & Management.
   1. Students with an A.S., A.A.S., or A.A. degree may be admitted to the upper-division program with permission of the dean.
   2. Students with 60 credits but no degree may be admitted to the upper-division program only with permission of the dean.

B. Cumulative grade point average of 2.00 or 4.00 scale in lower-division A.S. program.

   Completion of the following prerequisites or equivalents

   Banking/Financial Services Prerequisites:

ACG 2021	Financial Accounting
ACG 2071	Managerial Accounting
CGS 1100	Microcomputer Applications
ECO 2013	Macroeconomics
ECO 2023	Microeconomics
MAC 2233	Applied Calculus
STA 2023	Elementary Statistics

C. Completion of a minimum of 15 semester hours of transferable general education coursework.

D. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all post-secondary institutions attended.

E. Non-degree seeking baccalaureate students may enroll in no more than twelve (12) credit hours of upper-division courses in a major without permission of the dean.

XXII. Students will be eligible for admission to the **Bachelor of Applied Science degree in Management and Organizational Leadership** as follows:

A. Completion of an approved Associate in Science degree from a regionally accredited postsecondary institution. For information on specific approved Associate in Science degree programs of study, students should consult the Dean of the College of Technology & Management.
   1. Students with an A.A.S. or A.A. degree may be admitted to the upper-division program with permission of the dean.
   2. Students with 60 credits but no degree may be admitted to the upper-division program only with permission of the dean.

B. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division A.S. program.

C. Completion of a minimum of 15 semester hours of transferable general education coursework.

D. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all post-secondary institutions attended.

E. Non-degree seeking baccalaureate students may enroll in no more than twelve (12) credit hours of upper-division courses in a major without permission of the dean.

XXIII. Students will be eligible for admission to the **Bachelor of Applied Science degree in Health Services Administration** as follows:

A. Completion of an approved Associate in Science degree from a regionally accredited postsecondary institution. For information on specific approved Associate in Science degree programs of study, students should consult the Dean of the School of Dental Hygiene.
   1. Students with an A.A.S. or A.A. degree may be admitted to the upper-division program with permission of the dean.
   2. Students with 60 credits but no degree may be admitted to the upper-division program only with permission of the dean.

B. Cumulative grade point average of 2.00 on a 4.00 scale in lower-division A.S. program.

C. Completion of a minimum of 15 semester hours of transferable general education coursework.

D. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all post-secondary institutions attended.

E. Non-degree seeking baccalaureate students may enroll in no more than twelve (12) credit hours of upper-division courses in a major without permission of the dean.

COLLEGE OF EDUCATION PROGRAMS

(College Rule 6Hx23-4.72) (12/16/08)

INTENT AND PURPOSE:

This College of Education Rule is applicable both to Certification and Non-Certification Tracks as described below.

I. UNDERGRADUATE STUDENTS – Certification Track

A. Admission Requirements for Undergraduate Students Seeking the Florida Professional Educator Certificate.

Admission to the **College of Education** is based on applicants meeting all of the following criteria: GPA, Mastery of General Knowledge, and the AA degree or 60 hours.

1. To be eligible for upper-division education courses, students must have earned an overall cumulative 2.5 GPA on a 4.0 scale in a lower-division program of study.
2. Effective March 2006, Florida Statute 1004.04(4)(b)2 Florida Statutes requires pre-service candidates to demonstrate mastery of general knowledge, including the ability to read, write and compute. Students can demonstrate this mastery in one of several ways including: by passing the General Knowledge Test (GK) of the Florida Teacher Certification Examination (FTCE), the College Level Academic Skills Test (CLAST), a corresponding component of the National Teachers Examination series, or a similar test pursuant to the rules of the State Board of Education.
   a. Students who submit CLAST scores for admissions may not use waivers, exemptions or alternative satisfactions to meet this requirement. The CLAST remains as a graduation requirement from the SPC A.A. and B.S. programs (waivers, exemptions or alternative satisfactions permitted).
   b. The General Knowledge Test remains an approved program completion requirement, along with the Professional Education and Subject Area subtests of the FTCE.
   c. Students who submit the College Level Academic Skills test, a corresponding component of the National Teachers Examination series, or a similar test pursuant to the rules of the State Board of Education scores for admission must also submit passing scores on the General Knowledge (GK) test prior to enrolling beyond 22 credits in the College of Education.
   d. If a candidate failed one or more CLAST subtest(s) and did not retake and pass the subtest(s) before July 1, 2002, the candidate must register for and pass the appropriate corresponding subtests(s) of the General Knowledge Test. The Bureau of Educator Certification has no authority to accept a CLAST subtest taken after June 30, 2002, for certification credit.
3. Section 1004.04(4)(b)2, Florida Statutes permits teacher education programs to waive the GPA and General Knowledge requirements for up to 10% of the students admitted into each program.
4. Completed all general education requirements leading to the A.A. degree or equivalent coursework in an education-related program of study. All lower-division Florida-mandated prerequisites for the specified Teacher Education Programs of study must also be met.
   a. Students must have completed all SPC general education requirements (36 hours) or general education courses on the approved State of Florida list at other fully accredited post-secondary institutions within the prescribed cumulative GPA; i.e., 2.5 or higher (on a 4.0 scale). Students must have completed all college preparatory courses prior to admission into the College of Education.
   b. Students must have completed the lower-division common education prerequisites: EDF 1005 Introduction to Education, EDF 2085 Teaching Diverse Populations and EME 2040 Intro to Educational Technology with grades no lower than a "C" in each course. Equivalent college-level courses with equivalent semester credit hours with a grade no lower than "C" in each course will be considered.
   c. Students transferring from Pasco-Hernando Community College (PHCC) will be advised to complete their A.A. degree at PHCC.
5. Submitted all completed application materials and forms.
   a. Baccalaureate Application Supplement.
   b. Official academic transcripts from all past post-secondary institutions attended.
      1. **Transfer Students**

         Transfer students will be required to sign a release of information/education records form at the point of applying for admission to the College of Education. This form releases educational records from the previous institution(s) and authorizes those persons within the institution(s) having knowledge, custody or control of said records to disclose information to the College Registrar, or Dean of the College of Education, or other appropriate college

personnel. Transfer students must be in good academic and disciplinary standing with all previous Education programs and must be eligible to return to all previous College of Education attended.

Transfer students admitted with equivalent upper division coursework are required to fulfill all Florida Educator Accomplished Practices (FEAPS) and English for Speakers of Other Languages (ESOL) Competencies as identified in College of Education syllabi. College of Education faculty will determine if competencies have been met or if additional assignments are to be submitted.

2. **Transient Students**

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 must 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 of Admission and fee, to the Admissions/Registration Office on the campus he/she expects to attend. Approval from the Dean is required prior to enrollment.

B. **Progression Requirements for Undergraduate Students Seeking Florida Professional Certificate**

The following progression requirements apply to undergraduate students admitted into the teacher certification programs in the College of Education, except where specifically noted:

1. Successful progression through a student's program of study depends on maintaining a minimum cumulative GPA of 2.5 and demonstrating the knowledge, skills, and dispositions of the profession, while maintaining good moral character (Section 1012.56 (2)(3), Florida Statutes). Students who do not maintain these requirements will be placed on academic probation, suspended or dismissed. Please refer to Section 9 below. Students must work with the Baccalaureate Program Specialist (or College of Education advisors) and College of Education faculty advisor or Education Specialist to develop an academic plan.
2. Florida Teaching Certification Exam (FTCE)
   a. Students who present test scores (College Level Academic Skills Test, a corresponding component of the National Teachers Examination series, or a similar test pursuant to the rules of the State Board of Education) for admission into the College of Education must present passing scores on all the sections of the General Knowledge (GK) test in order to be able to enroll in additional coursework beyond the 22 credits. Students must have the results of the GK sent/released to SPC prior to being permitted to enroll in additional coursework beyond the 22 credits.
   b. The Professional Education section of the FTCE must be passed prior to final internship placement. Students must have the results of the FTCE exams sent/released to SPC prior to registration for the final internship.
   c. The appropriate Subject Area exam of the FTCE must be passed prior to program completion, although students are urged to take this test prior to the final internship semester. Students must have the Subject Area Exam results sent/released to SPC.
      1. Required Subject Area Exams (SAE) for undergraduate degree-seeking students

         The following Florida Teacher Certificate Exams are required for the corresponding majors for undergraduate degree-seeking students:
         - Biology 6-12 program major: Biology (6-12) (002) Subject Area Exam
         - Business Education 6-12 program major: Business Education 6-12 (051) Subject Area Exam
         - Elementary Education K-6 program major: Elementary Education K-6 (060) Subject Area Exam
         - Exceptional Student Education K-12 program major: Exceptional Student Education K-12 (061) Subject Area Exam
         - General Science, 5-9 program major: Middle Grades General Science 5-9 (004) Subject Area Exam
         - Mathematics 5-9 program major: Middle Grades Mathematics 5-9 (025) Subject Area Exam
         - Mathematics 6-12 program major: Mathematics 6-12 (026) Subject Area Exam
         - Technology Education 6-12 program major: Technology Education 6-12 (055) Subject Area Exam
      2. Students who take a certification test other than the one specified for their program major will not be eligible for program completion until passing scores on the required tests are presented.
3. The final internship is a process separate from admission to the College of Education. To obtain an approval for an internship placement, students must have earned a cumulative GPA of 2.5 or higher and demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character (Section 1012.56(2) (3), Florida Statutes). All FEAP, ESOL, and other coursework not part of the final internship must be completed and submitted prior to receiving permission to begin internship.
4. Students whose GPA is less than a cumulative 2.5 after the completion of the final internship will be required to take additional appropriate courses until their cumulative GPA is 2.5 or higher.
5. All students must complete the school-based experiences associated with a course at preassigned sites within the semester's time frame.

6. During the final internship semester, undergraduate (degree-seeking) students are not permitted to enroll in additional coursework.
7. All students must earn a grade of "C" or higher in all COE courses including core courses, major requirement courses, ESOL courses, practica, methods, and the College of Education internship so that the cumulative GPA remains 2.5. This requirement has been the intent of this Rule since the inception of the College of Education.
8. Permission to attend another institution on a transient basis will be granted to St. Petersburg College students on a case-by-case basis. Eligibility for transient status and acceptability of courses is determined by the Baccalaureate Program Specialist, Faculty for the College of Education and the Coordinator of Baccalaureate Records. The student is urged to provide course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given to any student for consecutive sessions.

   Students granted permission to take courses on a transient basis must complete a Transient Form with the Baccalaureate Program Specialist for the College of Education. Only those courses listed on the Transient Form will be accepted as equated on the form. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.
9. **Academic Probation, Suspension and Dismissal for Undergraduate Students Seeking the Florida Professional Educator Certificate**
   a. **Academic Probation**
      1. Students who fail to maintain the 2.5 overall GPA or demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character (Section 1012.56(2)(e), Florida Statutes) will be placed on academic probation.
      2. The student will remain on probation for one session until the deficiency is rectified. Failure to rectify the deficiency within this time will result in suspension for one session.
      3. Students receiving VA benefits may lose some or all of such benefits as a result of being placed on probation, suspended or dismissed.

   b. **Academic Suspension**
      1. A student who has not met the terms specified by the Probation Contract will be suspended at the end of the session.
      2. While under academic suspension, the student is ineligible from enrolling in the College of Education.
      3. Following the completion of an academic suspension (one session), the student is required to consult with the Baccalaureate Specialist prior to re-admission.
      4. Upon return from academic suspension, the student must maintain a 2.5 overall GPA and demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character (Section 1012.56(2)(3), Florida Statutes).

   c. **Academic Dismissal**
      1. A student who has been suspended for at least one session, and who returns and then fails to meet the terms of the Suspension Contract will be dismissed.
      2. A student who has been academically dismissed is not eligible for further enrollment for at least one calendar year (12 months) following such dismissal.
      3. Following the completion of an academic dismissal, a student must consult with the Baccalaureate Specialist prior to re-admission.
      4. Upon return from academic dismissal, the student must reapply to the College of Education.

C. **School-Based Experience Requirements for Undergraduate Students Seeking the Florida Professional Educator Certificate**
   1. Placement of College of Education students in local school districts is governed by State and local guidelines. All students enrolled in courses with school-based experiences will be required to successfully complete and have on file a background check for any district in which students are placed by the College of Education. Students will not be permitted to participate in school-based experiences until they demonstrate evidence of having cleared the background check .It is the student's responsibility to follow up with the school district to determine if the identified infraction precludes them from participating in school-based courses.
      a. Prior to the start of the session, all students enrolled in COE school-based experiences (courses, practica, and final internship) must submit a Disclosure of Background information form each semester to the Office of School Partnerships that updates background information. All students are required to report any changes to their Disclosure of Background Information form within 48 hours of the event and contact the Office of School Partnerships.
         1. All students enrolled in the College of Education must provide complete information regarding prior employment and work history. All pending litigation, criminal arrests, and convictions must be reported even if records have been sealed, or expunged, or occurred when the student was a minor.
         2. Failure to disclose complete information may result in the student not being eligible to continue enrollment in the College of Education.
      b. The fee(s) for the FDLE, FBI background check is required to be paid by each applicant. Upon request, fee waivers may be approved by the Office of Scholarships and Student Financial Assistance to document economically disadvantaged applicants (AFDC, Pell, Workforce, etc). Each school district requires a separate background check.
      c. Students who disclose background information that may preclude them from gaining a teaching certificate or teaching position in the State of Florida may not be permitted to participate in school-based experiences and will not be eligible to continue enrollment in

the College of Education. If a student discloses the information prior to registration that precludes them from working with children, they may be eligible for a tuition refund following an appeals process. If a student did not disclose background information prior to registration, they may be withdrawn from any and all school-based courses without a refund. Students may continue their coursework for the remainder of the semester in non school-based classes.

d. Any allegations of misconduct that surface about a student enrolled in any COE school-based experience course will result in the student's placement being put on hold until such time as all allegations or pending investigations are resolved.

e. Students with unacceptable background check (FDLE, FBI) results will not be eligible to continue enrollment in the College of Education. These students will be withdrawn from all courses, including the final internship, without a refund of any previously paid tuition or fees.

f. All students will be required to meet and maintain the current background hiring guideline standards set forth by the County School Boards where their placement for school-based experiences occur in order to remain eligible to continue enrollment in the College of Education.

2. The College of Education has the right to place on probation, suspend or dismiss any student, in school-based environments, who does not exhibit the competencies required by the Florida Educator Accomplished Practices (knowledge, competencies, dispositions or ethics) at the pre-professional level in accordance with Board Rule 6Hx23-4.721.

3. A student who does not successfully complete the final internship after the second attempt must submit a detailed written document requesting permission to repeat the final internship for a third time. The request may be denied by the Dean of the College of Education. If the request is denied by the Dean of the College of Education, a student may appeal following the guidelines outlined in BOT Rule 6Hx23-4.36 Student Grievances and Appeals, Appeals to Waiver Requirements of CLAST, Appeals to Exclude Coursework from Grade Point Calculations, and Student Body Governance and Recommendations. Grounds for overriding the decision of the Dean would be based on the decision being made in a capricious or arbitrary manner.

4. Program completion within the College of Education does not necessarily guarantee certification by the Florida Department of Education.

D. **Completion/Graduation for Undergraduate Students Seeking the Florida Educator Professional Certificate**

1. The following graduation requirements apply to undergraduates seeking the Florida Educator Professional Certificate:

a. Students must have earned a cumulative GPA of 2.5 or higher in order to be eligible to graduate and must earn a minimum overall GPA of 2.5 on a 4.00 scale in upper-division courses in College of Education.

b. Students must have completed (with passing grades) two sequential years of a single foreign language in high school or 8 to 10 semester hours of a single foreign language at the college or university level (s.1007.262, F.S., and Rule 6A-20.02412, FAC).

c. For the purposes of conferring the Bachelor's degree in Education, students must complete at least 40 semester hours of courses numbered 3000 level or above. At least 30 of the 40 hours including internship must be earned at St. Petersburg College.

d. Students must complete the general education requirements for the Associate in Arts degree including any assessment of education outcomes that are required by the College.

e. Students must pass all sections of the Florida Teacher Certification Examination (FTCE) or other instrument authorized for certification within the State of Florida prior to being eligible for program completion and/or graduation.

f. Students must complete six hours of coursework with an international/multicultural focus. This is automatically met with the AA degree for native SPC students. This is met with the AA degree or Bachelor's degree for transfer students.

g. While the College catalog governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.

h. The Florida State Board of Education requires all College of Education students to demonstrate competency in all the Florida Educator Accomplished Practices and Reading Competencies as well as appropriate ESOL standards, if applicable, as a condition of graduation.

i. College of Education students must apply for graduation the semester prior to the final internship. Fall graduates must apply no later than March 1 of the preceding semester. Spring graduates must apply no later than October 1 of the preceding semester.

j. Students must successfully complete all program requirements including courses, school based hours, the final Internship, and successfully pass all portions of the FTCE as a condition of graduation and program completion.

k. Graduation requirements as set forth in St. Petersburg College's Board of Trustees' Rule 6Hx23-4.01, 6Hx23-4.02 and 6Hx23-4.24 will also apply.

II. UNDERGRADUATE STUDENTS – Non-Certification Track

A. **Admissions Requirements for Undergraduate Students-Non-Certification Programs**

Admission to the College of Education is based on applicants meeting all of the following criteria:

1. To be eligible for upper-division education courses, students must have earned an overall cumulative 2.0 GPA on a 4.0 scale in a lower-division education-related program of study.

2. Completed the A.A. degree or equivalent coursework and all SPC general education requirements. Students transferring from Pasco-Hernando Community College (PHCC) will be advised to complete their A.A. degree at PHCC.
3. Submitted all completed application materials and forms.
   a. Baccalaureate Application Supplement.
   b. Official academic transcripts from all past post-secondary institutions attended.
      1. **Transfer Students**
         Transfer students will be required to sign a release of information/education records form at the point of applying for admission to the College of Education. This form releases educational records from the previous institutions(s) and authorizes those persons within the institution(s) having knowledge, custody or control of said records to disclose information to the College Registrar, or Dean of the College of Education, or other appropriate college personnel. Transfer students must be in good academic and disciplinary standing with all previous Education programs and must be eligible to return to all previous Colleges of Education attended.
      2. **Transient Students**
         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 must 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. Approval from the Dean is required prior to enrollment.

B. **Progression Requirements for Undergraduate Students-Non-Certification Programs**

The following progression requirements apply to undergraduate students admitted to the College of Education Non-Certification Programs:

1. Successful progression through a student's program of study depends on the maintaining a minimum cumulative GPA of 2.0 and demonstrating the knowledge, skills and dispositions of the profession, while maintaining good moral character (section 1012.56(2)(E), Florida Statutes). Students who do not maintain these requirements will be placed on academic probation, suspended or dismissed. Please refer to Section 6 below. Students must work with the Baccalaureate Program Specialist (or College of Education advisors) and College of Education faculty advisor or Education Specialist to develop an academic plan.
2. All students must complete the field-based experiences associated with a course at pre-assigned sites within the semester's time frame.
3. All students must earn a grade of "C" or higher in all COE courses including core courses, major requirement courses, ESOL courses, practica, methods, and capstone course.
4. No student may enroll in any college preparatory courses while enrolled in the College of Education.
5. Permission to attend another institution on a transient basis will be granted to St. Petersburg College students on a case-by-case basis. Eligibility for transient status and acceptability of courses is determined by the Baccalaureate Program Specialist, Faculty for the College of Education, and the Coordinator of Baccalaureate Records. The student is urged to provide course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given to any student for consecutive sessions.

   Students from institutions other than St. Petersburg College will be granted permission to take courses on a transient basis must complete a Transient Form with the Baccalaureate Program Specialist for the College of Education. Only those courses listed on the Transient Form will be accepted as equated on the form. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.
6. Academic Probation, Suspension and Dismissal for Undergraduate Students-Non-Certification Programs
   a. **Academic Probation**
      1. Students who fail to maintain the 2.0 overall GPA or demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character (Section 1012.56(2)(e), Florida Statutes) will be placed on academic probation.
      2. The student will remain on probation for one session until the deficiency is rectified. Failure to rectify the deficiency within this time will result in suspension for one session.
      3. Students receiving VA benefits and/or other forms of financial assistance may lose some or all of such benefits as a result of being placed on probation, suspended or dismissed.
   b. **Academic Suspension**
      1. A student who has not met the terms specified by the Probation Contract will be suspended at the end of the session.
      2. While under academic suspension, the student is ineligible from enrolling in the College of Education.
      3. Following an academic suspension (one session), the student is required to consult with the Baccalaureate Specialist prior to re-admission.
      4. Upon return from academic suspension, the student must maintain a 2.0 overall GPA and demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character (Section 1012.56 (2)(e), Florida Statutes).
   c. **Academic Dismissal**
      1. A student who has been suspended for at least one session, and who returns and then fails to meet the terms of the Suspension Contract will be dismissed.

2. A student who has been academically dismissed is not eligible for further enrollment for at least one calendar year (12 months) following such dismissal.
3. Following the completion of an academic dismissal, a student must consult with the Baccalaureate Specialist (or College of Education advisors/Education Specialist) prior to re-admission.
4. Upon return from academic dismissal, the student must reapply to the College of Education.

C. **Field-Based Experience Requirements for Undergraduate Students – Non-Teaching Track**

1. Placement of College of Education students in local school districts is governed by State and local guidelines. All students enrolled in courses with school-based experiences will be required to successfully complete and have on file a background check for any district in which students are placed by the College of Education. Students will not be permitted to participate in school-based experiences until they demonstrate evidence of having cleared the background check. It is the student's responsibility to follow up with the school district to determine if the identified infraction precludes them from participating in school-based courses.
   a. Prior to the start of the session, all students enrolled in COE school-based experiences (courses, practica, and final internship) must submit a Disclosure of Background Information form each semester to the Office of School Partnerships that updates background information. All students are required to report any changes to their Disclosure of Background Information form within 48 hours of the event and contact the Office of School Partnerships.
      1. All students enrolled in the College of Education must provide complete information regarding prior employment and work history. All pending litigation, criminal arrests, and convictions must be reported even if records have been sealed, or expunged, or occurred when the student was a minor.
      2. Failure to disclose complete information may result in the student not being eligible to continue enrollment in the College of Education.
   b. The fee(s) for the FDLE, FBI background check is required to be paid by each applicant. Upon request, fee waivers may be approved by the Office of Scholarships and Student Financial Assistance to document economically disadvantaged applicants (AFDC, Pell, workforce, etc). Each school district requires a separate background check.
   c. Students who disclose background information that may preclude them from gaining a teaching certificate or teaching position in the state of Florida may not be permitted to participate in school-based experiences and will not be eligible to continue enrollment in the College of Education. If a student discloses the information prior to registration that precludes them from working with children, they may be eligible for a tuition refund following an appeals process. If a student did not disclose background information prior to registration, they may be withdrawn from any and all school-based courses without a refund. Students may continue their coursework for the remainder of the semester in non school-based classes.
   d. Any allegations of misconduct that surface about a student enrolled in any COE school-based experience course will result in the student's placement being put on hold until such time as all allegations or pending investigations are resolved.
   e. Students with unacceptable background checks (FDLE, FBI) results will not be eligible to continue enrollment in the College of Education. These students will be withdrawn from all courses, including the final internship, without a refund of any previously paid tuition or fees.
   f. All students will be required to meet and maintain the current background hiring guideline standards set forth by the County School Boards where their placement for school-based experiences occur in order to remain eligible to continue enrollment in the College of Education.
2. The College of Education has the right to place on probation, suspend or dismiss any student, in school-based environments, who does not exhibit the competencies required by the Florida Education Accomplished Practices (knowledge, competencies, dispositions or ethics) at the pre-professional level in accordance with Board Rule 6Hx23-4.721.

D. **Completion/Graduation for Undergraduate Students – Non-Teaching Track**

1. The following graduation requirements apply to students admitted to undergraduate degree-seeking program majors within the College of Education:
   a. Students must have earned a cumulative GPA of 2.0 or higher in order to be eligible to graduate and must earn a minimum overall GPA of 2.0 on a 4.00 scale in upper-division courses in the College of Education.
   b. Students must have completed (with passing grades) two sequential years of a single foreign language in high school or 8 to 10 semester hours of a single foreign language at the college or university level (as required by s.1007.262, F.S., and Rule 6A-10.02412, FAC).
   c. For purposes of conferring the Bachelor's degree, students must complete at least 40 semester hours of courses numbered 3000 level or above. At least 30 of the 40 hours including internship must be earned at St. Petersburg College.
   d. Students must complete the general education requirements for the Associate in Arts degree including any assessment of education outcomes that are required by the College.
   e. Students must complete six hours of coursework with an international/multicultural focus. This is automatically met with the AA degree for native SPC students. This is met with the AA degree for Bachelor's degree for transfer students.

f. While the College catalog governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
g. College of Education students must apply for graduation the semester prior to the final capstone project. Fall graduates must apply no later than March 1 of the preceding semester. Spring graduates must apply no later than October 1 of the preceding semester.
h. Students must successfully complete all program requirements including courses and field based hours, as a condition of graduation and program completion.
i. Graduation requirements as set forth in St. Petersburg College's Board of Trustees' Rules 6Hx23-4.01, 6Hx23-4.02 and 6Hx23-4.24 will also apply.

III. NON-DEGREE SEEKING AND POST BACCALAUREATE STUDENTS

A. **Admissions Requirements for Non-Degree Seeking and Post Baccalaureate Students**

Enrollment in any College of Education course/program is based on applicants meeting the criteria under an appropriate category.

1. Post-Baccalaureate Students [Not Enrolling in SPC's Educator Preparation Institute (EPI)]
Students who already hold a Bachelor's Degree and wish to enroll in upper-division courses leading to teacher certification, are encouraged to obtain certification guidance from the Florida Department of Education and/or a school district.
   a. **Additional certification:**
   Post-Baccalaureate students, possessing a teaching certificate, who wish to enroll in an upper-division course must provide proof of an earned Bachelor's Degree (official transcript), and the recommended certification program of study from the Florida Department of Education Bureau of Educator Certification or from a school district. Students must also complete the Baccalaureate Application Supplement.
   b. **Re-certification:**
   Post-Baccalaureate students who wish to enroll in an upper-division course must provide proof of an earned Bachelor's Degree (official transcript) and verification of teacher certification or employment in a school district. Students must also complete the Baccalaureate Application Supplement.
   c. **Alternative Certification:**
   Post-Baccalaureate students who wish to enroll in an upper-division course must provide proof (of an earned Bachelor's Degree official transcript) and the recommended certification program of study from the Florida Department of Education Bureau of Educator Certification or from a school district.
   d. Other non-degree seeking students must seek permission of the Dean.
2. **Post-Baccalaureate Students [Enrolling in SPC's Educator Preparation Institute (EPI)] Baccalaureate Application Supplement**:
   a. Official academic transcripts from all past post-secondary institutions attended;
   b. Status of Eligibility letter from the Florida Department of Education for U.S. Citizens. International students may present the Status of Eligibility during their first semester in the College of Education.
   c. Students must demonstrate mastery of general knowledge, including the ability to read, write, and compute by passing the Florida Department of Education General Knowledge Test (GK) of the Florida Teacher Certification Examination (FTCE) prior to admissions into the program. International students must present passing scores on the General Knowledge Test (GK) during their first semester in their program.
   d. Students seeking Mathematics (6-12), Middle Grades Mathematics (5-9), Secondary Biology (6-12), and Middle Grades General Science (5-9) certification must present passing scores in the appropriate SAE certification areas prior to admission into the program.

B. **Progression Requirements for Students Enrolled in SPC's Educator Preparation Institute (EPI)**

The following progression requirements apply to Post-Baccalaureate students admitted into the College of Education's EPI, except where specifically noted:

1. Students must maintain a cumulative GPA of 2.5 and a College of Education GPA of 2.5. Students who do not maintain the GPA requirements will be placed on academic probation, suspended or dismissed. Please refer to Section 8 below. Students must work with the Baccalaureate Program Specialist and College of Education faculty advisor or Education Specialist to develop an academic plan.
2. Florida Teacher Certification Exam
   a. Post-Baccalaureate EPI Students must pass the General Knowledge (GK) prior to admission and the Professional Education and appropriate Subject Area exams prior or during their final semester in which they are seeking program completion. Mathematics (6-12), Middle Grades Mathematics (5-9), Secondary Biology (6-12), and Middle Grades General Science (5-9) EPI students must have passed the appropriate Subject Area Section prior to admission into the program. Students must have the results of the FTCE exams sent/released to SPC prior to the end of their program's final semester in which they are seeking program completion.
   b. Required Subject Area Exams for Post-Baccalaureate EPI students
   The following Florida Teacher Certification Exams are required for the corresponding majors for the Post Baccalaureate EPI students:
      - Biology 6-12 program major: Biology (6-12) (002) Subject Area Exam
      - Elementary Education K-6 program major: Elementary Education K-6 (060) Subject Area Exam
      - Exceptional Student Education K-12 program major: Exceptional Student Education K-12 (061) Subject Area exam
      - Mathematics 6-12 program major: Mathematics 6-12 (026) Subject Area Exam

- General Science, 5-9 program major: Middle Grades General Science 5-9 (004) Subject Area Exam
- Mathematics 5-9 program major: Middle Grades Mathematics 5-9 (025) Subject Area Exam

c. Students who take a certification test other than the one specified for their program major will not be eligible for program completion until passing scores on the required tests are presented.

3. All students must complete the school-based experiences associated with their program at pre-assigned sites within the semester's time frame.
4. Post-Baccalaureate EPI students will complete online pre-assessments within the first two weeks of the semester in which they are admitted. Failure to complete the online pre-assessment within the stated timeframe may result in a delay of progress through the program. Post-Baccalaureate EPI students will also complete online post-assessments during the final semester of their program. Failure to complete the post-assessments may result in a delay of program completion.
5. All students must earn a grade of "C" or higher in all COE courses, including core courses, major requirement courses, ESOL courses, practica, methods, and the College of Education internship so that the cumulative GPA remains 2.5. This requirement has been the intent of this Rule since the inception of the College of Education.
6. No student may enroll in any college preparatory courses while enrolled in the College of Education.
7. Transient students from St. Petersburg College: Permission to attend another institution on a transient basis will be granted on a case-by-case basis. Eligibility for transient status and acceptability of courses is determined by the Education Specialist for the College of Education and the Coordinator of Baccalaureate Records. The student is urged to bring the Coordinator of Baccalaureate Records course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given to any student for consecutive sessions.

   Students granted permission to take courses on a transient basis must complete a Transient Form with the Education Program Specialist for the College of Education. Only those courses listed on the Transient Form will be accepted as equated on the form. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.
8. Academic Probation, Suspension and Dismissal

   a. **Academic Probation**

      1. Students who fail to maintain the 2.5 overall GPA or demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character (Section 1012.56(2)(e), Florida Statutes) will be placed on academic probation.
      2. The student will remain on probation for one session until the deficiency is rectified. Failure to rectify the deficiency within this time will result in suspension for one session.
      3. Students receiving VA benefits and/or other forms of financial assistance may lose some or all of such benefits as a result of being placed on probation, suspended or dismissed.

   b. **Academic Suspension**

      1. A student who has not met the terms specified by the Probation Contract will be suspended at the end of the session.
      2. While under academic suspension, the student is ineligible from enrolling in College of Education.
      3. Following an academic suspension (one session), the student is required to consult with the Baccalaureate Specialist prior to readmission.
      4. Upon return from academic suspension, the student must maintain a 2.5 overall GPA and demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character (Section 1012.56 (2)(e), Florida Statutes).

   c. **Academic Dismissal**

      1. A student who has been suspended for at least one session, and who returns and then fails to meet the terms of the Suspension Contract will be dismissed.
      2. A student who has been academically dismissed is not eligible for further enrollment for at least one calendar year (12 months) following such dismissal.
      3. Following the completion of an academic dismissal, a student must consult with the Baccalaureate Specialist (or College of Education advisors/Education Specialist) prior to re-admission.
      4. Upon return from academic dismissal, the student must reapply to the College of Education.

C. **School-Based Experience Requirements for Non-Degree Seeking and Post Baccalaureate Students**

1. Placement of College of Education students in local school districts is governed by State and local guidelines. All students enrolled in courses with school-based experiences will be required to successfully complete and have on file a background check for any district in which students are placed by the College of Education. Students will not be permitted to participate in school-based experiences until they demonstrate evidence of having cleared the background check. It is the student's responsibility to follow up with the school district to determine if the identified infraction precludes them from participating in school-based courses.

   a. Prior to the start of the session, all students enrolled in COE school-based experiences (courses, practica, and final internship) must submit a Disclosure of Background Information form each semester to the Office of School Partnerships that updates background information. All students are required to report any changes to their Disclosure of Background Information form within 48 hours of the event and contact the Office of School Partnerships.

1. All students enrolled in the College of Education must provide complete information regarding prior employment and work history. All pending litigation, criminal arrests, and convictions must be reported even if records have been sealed, or expunged, or occurred when the student was a minor.
2. Failure to disclose complete information may result in the student not being eligible to continue enrollment in the College of Education.

b. The fee(s) for the FDLE, FBI background check is required to be paid by each applicant. Upon request, fee waivers may be approved by the Office of Scholarships and Student Financial Assistance to document economically disadvantaged applicants (AFDC, Pell, Workforce, etc). Each school district requires a separate background check.

c. Students who disclose background information that may preclude them from gaining a teaching certificate or teaching position in the State of Florida may not be permitted to participate in school-based experiences and will not be eligible to continue enrollment in the College of Education. If a student discloses the information prior to registration that precludes them from working with children, they may be eligible for a tuition refund following an appeals process. If a student did not disclose background information prior to registration, they may be withdrawn from any and all school-based courses without a refund. Students may continue their coursework for the remainder of the semester in non school-based classes.

d. Any allegations of misconduct that surface about a student enrolled in any COE school-based experience course will result in the student's placement being put on hold until such time as all allegations or pending investigations are resolved.

e. Students with unacceptable background checks (FDLE, FBI) results will not be eligible to continue enrollment in the College of Education. These students will be withdrawn from all courses, including the final internship, without a refund of any previously paid tuition or fees.

f. All students will be required to meet and maintain the current background hiring guideline standards set forth by the County School Boards where their placement for school-based experiences occur in order to remain eligible to continue enrollment in the College of Education.

2. The College of Education has the right to place on probation, suspend or dismiss any student, in school–based environments, who does not exhibit the competencies required by the Florida Educator Accomplished Practices (knowledge, competencies, dispositions or ethics) at the pre-professional level in accordance with Board Rule 6Hx23-4.721.
3. A student who does not successfully complete the final internship after the second attempt must submit a detailed written document requesting permission to repeat the final internship for a third time. The request may be denied by the Dean of the College of Education. If the request is denied by the Dean of the College of Education, a student may appeal following the guidelines outlined in BOT Rule 6Hx23-4.36 Student Grievances and Appeals, Appeals to Waiver Requirements of CLAST, Appeals to Exclude Coursework from Grade Point Calculations, and Student Body Governance and recommendations. Grounds for overriding the decision of the Dean would be based on the decision being made in an capricious or arbitrary manner.
4. Program completion within the College of Education does not necessarily guarantee certification by the Florida Department of Education.

D. **Completion Requirements for Non-Degree Seeking and Post-Baccalaureate Students**

The following completion requirements apply to Post-Baccalaureate students admitted to EPI certification programs within the College of Education:

1. Students must have earned a cumulative GPA of 2.5 or higher in College of Education coursework to be eligible to complete the program.
2. Students must pass all sections of the Florida Teacher Certification Examination (FTCE) or other instrument authorized for certification within the State of Florida prior to being eligible for program completion and/or graduation.
3. Students must successfully complete all program requirements including courses, school based hours, the final internship experience (if applicable), and successfully pass all portions of the FTCE as a condition of program completion.
4. While the College catalog governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
5. The Florida State Board of Education requires all College of Education students to demonstrate competency in all the Florida Educator Accomplished Practices and Reading Competencies as well as all appropriate ESOL standards, if applicable, as a condition of program completion.

RE-ADMISSION TO ST. PETERSBURG COLLEGE

Students who have not been in attendance at St. Petersburg College for three or more consecutive terms, are required to provide updated contact information before re-enrolling to ensure that the college has accurate information on file. Returning students are not required to pay an additional application fee.

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.

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 Provost's Office at the Health Education Center.

HOME CAMPUS

(College Rule 6Hx23-4.21) (6/20/00)

I. Students are required to select a home campus, Clearwater, Seminole, St. Petersburg/Gibbs or Tarpon Springs at the time of application.
II. All actions — such as dropping courses, changing from credit to audit, and withdrawal from college — should be accomplished at that home campus.

TESTING OF STUDENTS

(College Rule 6Hx23-4.45) (11/20/07)

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 Computerized Placement Test, 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:

A. transient students from other colleges and universities;
B. students who have earned an Associate in Arts, Bachelor, or higher degree;
C. non-degree seeking students;
D. students transferring to St. Petersburg College with sufficient evidence for course placement in reading, writing or mathematics from the transferring institution;
E. 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;
F. English as a Second Language students who take an approved Placement Test for ESL (i.e.CELT, LOEP).

II. **Assessment Testing**

A. All students pursuing a certificate or an A.S. degree will be required to complete an End of Program Assessment which shall be used in certifying attainment of the standards of performance established for the program.
B. Associate in Arts degree students must satisfactorily pass the College-Level Academic Skills Test (CLAST) unless exempt and/or waived.
C. Students pursuing all degrees and certificates may be required to participate in an Assessment of General Education Outcomes.

III. 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 Computerized Placement Test, with passing scores in all three areas of reading comprehension, sentence skills, and arithmetic.

RESIDENCY

(**College Rule and Procedure 6Hx23-4.14)** (11/20/07)
(Section 1009.21, F.S. & Rule 6A-10.044, F.A.C)

Classification as a Florida resident for tuition purposes shall be based upon Section 1009.21, Florida Statutes and the Guidelines on Florida Residency for Tuition Purposes adopted by the Articulation Coordinating Committee September 6, 2006.

Every applicant for admission to St. Petersburg College shall be required to make a statement as to his or her length of residence in the state, and further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

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. If evidence of 12 months of residency cannot be established by the first day of the term but can be established before the start of the express session, residency may be granted for the express session provided that the student is not enrolled in any classes which start before the beginning of the express session.

I. The College shall follow Residency Guidelines adopted by the statewide Articulation Coordinating Committee on September 6, 2006 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 her or his parent as dependent under the Federal Income Tax Code.
      2. Institution of higher education is any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.
      3. 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.
      4. Parent means the natural or adoptive parent or legal guardian of a dependent child.
      5. Resident for tuition purposes is a person who qualifies as provided within this policy for the in-state tuition; and nonresident for tuition purposes is a person who does not qualify for the in-state tuition rate.
   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 bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher learning.
      3. With respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during

which time the adult relative has exercised day-to-day care, supervision, and control of the child.

4. The legal residence of a dependent child whose parents are divorced, separate or otherwise living apart will be deemed to be this state if either parent is a legal resident of the state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
5. An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state rate until she/he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher learning from which she/he seeks the in-state tuition rate.

II. Every applicant for admission to the College must complete one or more of the application forms for admission and must show two pieces of evidence of having lived in Florida for at least 12 consecutive months before the first day of classes of the term for which Florida residency is sought.

A. **Evidence That Can Be Used To Establish Residency**
At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

1. **First Tier** (at least one of the two documents submitted must be from this list)
   a. Florida's driver license (if known to be held in another state previously, must have been relinquished **OR** a State of Florida identification card (if evidence of no ties to another state)
   b. Florida voter registration card
   c. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
   d. Proof of purchase of permanent home in Florida that is occupied as a primary residence of the claimant
   e. Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
   f. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 month period)
   g. Benefit histories from Florida agencies or public assistance programs
2. **Second Tier** (may be used in conjunction with one document from First Tier)
   a. A Florida professional or occupational license
   b. Florida incorporation
   c. Documents evidencing family ties in Florida
   d. Proof of membership in Florida-based charitable or professional organizations
   e. Any other documentation that supports the student's request for resident status
3. Examples of "other" documentation:
   a. Utility bills and proof of 12 consecutive months of payments
   b. Lease agreements and proof of 12 consecutive months of payments
   c. State or court documents evidencing legal ties to Florida
4. Unacceptable Documents (may not be used)
   a. Hunting/fishing license
   b. Library cards
   c. Shopping club/rental cards
   d. Birth certificates
   e. Passport

III. **Reclassifiction:**
Students classified as "nonresident for tuition purposes" 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 under oath the Florida residency affidavit section of the Application for Admission form.

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. Bureau of Citizenship and Immigration Services with no date certain for departure shall be considered eligible to establish Florida residency for tuition purposes.

Nonimmigrants holding one of the following visas shall be considered eligible to establish Florida residency for tuition purposes. Persons in visa categories not listed herein shall be considered ineligible to establish Florida residency for tuition purposes. Eligible Visas for residency: A, E, G, H-1, H-4, I, K, L, N, O-1, O-3, R, NATO1-7, T, V and non-U.S. citizens who fall within the following categories shall also be considered eligible to establish Florida residency for tuition purposes.

a. Citizens of Micronesia and/or the Marshall Islands.
b. Beneficiaries of the Family Unit Program.
c. Individuals granted - temporary protected status; withholding of deportation status; suspension of deportation status or cancellation of removal; a stay of deportation status; deferred action status; deferred enforced departure status.
d. Applicants for adjustment of status.
e. Asylum applicants with the Bureau of Citizenship & Immigration Service (BCIS) receipt or Immigration Court stamp.

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 Rule 6Hx23-5.20) (8/19/08)

The president shall waive fees for Senior Citizens (persons 60 years of age or older who are residents of the state of Florida) – tuition, financial aid, student activities and services, and capital improvement 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 two business days prior to the close of registration for any eligible modmester or flexible format classes. Senior citizens who enroll in courses prior to the published dates for senior citizen registration will forfeit their right for the waiver of tuition and fees. Classes that will not be available include Weekend Computer Institute classes, Corporate Training classes, non-credit classes, limited access classes, options for study abroad programs, and classes that are within limited access and four-year programs.

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. Information on the type of documentation needed may be obtained from the Learning Specialist on any campus. 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 determine eligibility and authorize academic accommodations and to help students obtain other necessary support services.

Students who present acceptable documentation will receive an 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 Accommodation Form(s) to their instructor(s) at the beginning of the course.

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 SCIENCE DEGREE: The Bachelor of Science degree is awarded upon the completion of the course requirements in one of the following programs: Business Technology Education, Education Studies, Elementary Education, Exceptional Student Education, Middle Grades General Science Education (5-9), Middle Grades Mathematics Education (5-9), Secondary Mathematics Education, Secondary Biology Education, Technology Education or Nursing.

BACHELOR OF APPLIED SCIENCE DEGREE: The Bachelor of Applied Science degree is a baccalaureate degree primarily designed to prepare students to enhance their career. The graduates who possess an earned Associate in Science degree (A.S.) or an Associate in Applied Science (A.A.S.) accredited degree are eligible for admission. The Bachelor of Applied Science degree is awarded upon the completion of the course requirements in one of the following programs: Banking, Dental Hygiene, Health Services Administration, International Business, Management and Organizational Leadership, Orthotics & Prosthetics, Paralegal Studies, Public Safety Administration, Sustainability Management, Technology Management or Veterinary Technology.

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 in Management, Marketing or Industrial Management Technology.

TECHNICAL CERTIFICATE: The Technical Certificate is awarded upon completion of the course requirements of a program of instruction that is less than sixty (60) credits of college-level courses, and is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.) program and which prepares students for entry into employment.

APPLIED TECHNOLOGY DIPLOMA: The Applied Technology Diploma is awarded upon completion of the course requirements of the diploma. The course of study is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, and leads to employment in a specific occupation.

ADVANCED TECHNICAL CERTIFICATE: The Advanced Technical Certificate consists of a program of instruction of nine (9) hours or more but less than forty-five (45) credit hours of college-level courses. The ATC may be awarded to students who have already received an associate in science degree or an associate in applied science degree and are seeking an advanced specialized planning program of study to supplement their associate degree.

REGISTRATION

Each semester continuing students admitted to a program are mailed an appointment card to register in person or on the Web.

MySPC (STUDENT PORTAL FOR WEB-BASED REGISTRATION AND STUDENT RECORDS)

http://my.spcollege.edu

The MySPC online portal allows a student to apply for admission, register for courses, drop and add courses, change address and phone numbers on file, browse course schedules, display the student's registered schedule, review the student's Educational Plan, check grades, review financial assistance awards and pay fees with a VISA, American Express or MasterCard credit card. Students also have access to services such as Online Career Development and MySPC student email via MySPC.

Student number and password are needed to log-in.

Students who have never used the web system can Create a Password using the link below the log-in fields. Non-students will find links on the log-in page to browse the course schedules or apply for admission. Visit the SPC web site and look for the MySPC link to take advantage of this service. Questions regarding MySPC should be referred to 727-341-4SPC (4772).

MySPC ANSWER PLACE (MAP)

St. Petersburg College has implemented a new model for delivery of some student process services.

This model represents a one-stop approach where students or prospective students can go to one place to have their questions answered regarding admissions, advising, testing and financial assistant services.

Located within MAP is a self-service lab (with someone available to provide assistance, if assistance is needed), where students can access information regarding graduation requirements, the status of their financial assistance, seek career development services, register for classes and **even** pay their tuition on-line avoiding having to go from office to office and wait in long lines! If you are an SPC student or prospective student and have questions or need directions, you should **first "Go to the MAP!"**

If you are taking classes on either the St. Petersburg/Gibbs or Clearwater campuses, please stop by the **MAP**!

Learn how you can access academic progress reports, financial assistance information and much more online and at your convenience. SPC is Keeping it REAL (Responsible Engagement for Active Learning) by empowering students! MySPC Answer Places (MAPs) are located in the Administration Buildings and are coming soon to Seminole and Tarpon Spring campuses.

MAXIMUM COURSE LOAD

(College Rule 6Hx23-4.161) (11/21/06)

The maximum student load is eighteen (18) semester hours of credit in each of Terms I and II and twelve (12) semes-

ter hours of credit in Term 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 terms. More clock hours per week are required during the abbreviated terms such as the Express and Summer. 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 Terms 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**			
No More Than Hours Per Week	Term I or II 16 Weeks	Express Term 12 Weeks	Term III Summer 10 Weeks	Express Term 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 Credits	3-5 Credits
40 Hours	6-9 Credits	3-6 Credits	3-5 Credits	2-4 Credits

AUDIT STUDENTS

(College Rule 6Hx23-4.20, II.E) (12/17/07)

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 terms.

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.

ACADEMIC AVERAGE AND REPEATED COURSES

(**College Rule 6Hx23-4.15)** (9/18/06)

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 more than once, only the grade on the last attempt will be used in computing the average.

I. Effective with **college level** courses taken beginning in Session I, 1997-98, a student may not repeat a 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 student enrolled in the same college-level course more than twice will be assessed fees at 100 percent of the full cost of instruction equal to the rate charged non-Florida residents. Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost or designee. 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 class on an individual basis contingent upon the student's financial hardship, pursuant to definitions and fee levels established by the State Board of Education. An attempt shall be defined as each enrollment in a college/college preparatory course past the drop/add period regardless of the grade received. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances as defined below. In addition, at the third or any subsequent attempt, the student may not receive a grade of "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 credits will not be granted for the same course.

Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond the control of the student, are accompanied by appropriate documentation and 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 qualifying disability;
F. English as a second language background;
G. documented change in conditions of employment; or
H. other emergency circumstances of 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.

II. Credit for previous attempts will not be taken away until the course has been repeated the maximum number of times allowable for credit.

III. After the maximum has been reached, the loss of credit for earlier attempts will be applied first to the attempt with the lowest grade, then successively to the next highest grade, etc.

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 (Non-Credit)
C	2 grade points	Average	X	Audit
D	1 grade point	Poor	I	Incomplete
F	0 grade points	Failure	N	No Credit (College Prep)
WF	0 grade points	Failure (Attendance Policy Violation)	P	Passing (College Level)

Grades are submitted by instructors electronically using a secure, password protected grade roster.

The computer program records the grade, 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:

A. Hours earned: Actual hours earned (whether grade points are assigned or not; e.g., "S" grades.)
B. Hours attempted for GPA: Includes all courses in which the assigned grade has a grade point value of 0-4.
C. Total grade points.
D. Grade point average: The GPA is the ratio obtained by dividing total grade points by hours attempted for GPA.

The program then searches the permanent record file to determine if any of the courses in the current term 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 Term 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 2.4162 obtained by dividing 29 by 12.

Course	Sem. Hours	Grade	Academic Hours Attempted	Hours Passed	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

$$\text{GRADE POINT AVERAGE} = \frac{\text{QUALITY POINTS}}{\text{ACADEMIC HOURS ATTEMPTED}} = \frac{29}{12} = 2.4162$$

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 Rule 6Hx23-4.20) (12/17/07)

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)
P passing (credit courses)
S satisfactory (non-credit courses only)
SP showing progress (non-credit courses only)
U unsatisfactory (non-credit courses only)
W withdrawal
WF withdrawal after the "W" period awards 0 quality points
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. A grade of "WF" indicates that a student voluntarily withdrew from a course after the deadline to receive a grade of "W." The "WF" grade is punitive and has the same impact on the student's GPA as a grade of "F.".
D. "P" may be used as follows:
   1. 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.
   2. 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.
   3. 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."
   4. Satisfactory completion of the following credit courses in the Physical Therapist Assistant program will be graded on a "P/F" basis.
      PHT 1801L – Physical Therapy Clinical Practice I
      PHT 2810L – Physical Therapy Clinical Practice II
      PHT 2820L – Physical Therapy Clinical Practice III
   5. Satisfactory completion of the following credit courses in the College of Education IMPACT Program will be graded on a "P/F" basis.
      MAE 4942 Instructional Methods in Secondary Mathematics Field Experience: IMPACT
      MAE 3941 Interactive Middle School Mathematics Field Experience: IMPACT
      EDE 4942 Literacy Field Experience: IMPACT
      EDE 4943 Integrated Mathematics and Science Elementary (K-6) Field Experience: IMPACT

SCE 4940 Secondary Science Field Experience Grades 9-12: IMPACT

6. Satisfactory completion of SLS 0003 by students who tested into all three areas of remediation upon admission to the College will be graded on a "P/F" basis.

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. An Incomplete grade ("I"), 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 term.

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

ACADEMIC WARNING, PROBATION, SUSPENSION, DISMISSAL

(**College Rule 6Hx23-4.46**) (11/20/07)

I. **Academic Warning**
   A. A student must maintain at least a 2.0 cumulative GPA in college level coursework. Failure to do so will result in the student being placed on academic warning.
   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 term 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 may lose some or all of such benefits under the provisions of the Rule regarding probation and suspension.

III. **Academic Suspension**
   A. While on academic probation, a student will be suspended at the end of any term for which his/her term GPA is below 2.0.
   B. While under academic suspension, the student is ineligible to reenroll for a period of 1 term.
   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 term 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 term and who returns and then fails to maintain a minimum GPA of 2.0 each term will be dismissed.
   B. A student who has been academically dismissed is not eligible for further enrollment for one 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 term GPA of 2.0 each term 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 Rule 6Hx23-4.30) (12/17/07)

Attendance taking throughout the term is not required but is strongly encouraged. Attendance throughout the term may be taken in the ANGEL Learning Management System Attendance Manager module. It will be the responsibility of each instructor to insure that all students are informed of his/her class attendance and excessive absence policy in writing via the course syllabus. The instructor determines when the absences of a particular student have become "excessive." During the first two weeks of each class, the instructor is required to take attendance in the college's student information system. During a period of one week just after the sixty (60) percent point in the term, instructors shall determine any student enrolled in his or her class who is not actively participating in his or her class. Instructors are required to identify and record any of his or her students who are not actively participating in his or her class in the college's student information system by the end of the one week period just after the sixty (60) percent point in the term.

Each instructor shall exercise his or her professional judgment to determine if a student is actively participating in his or her class. Examples of active participation include: completion of a recent exam, submission of a class assignment, attendance in a scheduled class meeting, and participation in online discussion groups.

Instructors will be notified via email when no attendance has been taken for a student during the first two weeks and when it is time to determine active participation (just after the sixty (60) percent point in the term).

Recognizing that the college offers courses of varying length (express, eight week, and dynamically dated classes), the instructor will have one week to take attendance at the beginning of such classes. Furthermore, the period to determine active participation will be calculated and each instructor will be notified when students who are not participating may be recorded as such in the college's student information system.

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. In the case of extended absences of a week or more, the student should notify, or have someone notify, the office of the associate provost.

II. It is important that the student become aware of each instructor's attendance and excessive absence policy.

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

COLLEGE-PREPARATORY INSTRUCTION

(College Rule 6Hx23-4.451) (6/17/2008)

I. Competency-based preparatory instruction is required for degree seeking students who score below the St. Petersburg College Placement Test cut-off scores in reading, writing and/or mathematics as prescribed by Rule 6A-10.0315, F.A.C., and College Procedure P6Hx23-4.45. Students scoring below the prescribed Computerized Placement Test (CPT) cut-off scores in any of these three (3) areas must begin competency-based preparatory instruction in those identified area(s) within their first twelve (12) credit hours of enrollment. In accordance with Section 1007.263, Florida Statutes, as an alternative to traditional college preparatory instruction, if they so qualify, students may participate in adult basic education, adult secondary education, or other instructional programs, including private provider instruction. Students who place into all three areas of remediation must successfully complete the prescribed academic success coursework during their first term of enrollment.

II. Students scoring below the prescribed CPT cut-off score in more than one college preparatory area have the following additional requirements to enhance their ability to succeed in college-level course work.
   A. Student scoring below the prescribed cut-off score in two college preparatory areas must take either SLS 0003 or SLS 1101 during their first term of enrollment.
   B. Students scoring below the prescribed cut-off score in all three college preparatory areas must take SLS 1101 during their first term of enrollment.

III. In accordance with 6A-10.0315(20), students enrolled in college preparatory instruction shall be permitted to take courses concurrently in areas for which they are qualified. Pursuant to Section 1008.30(4), Florida Statutes, students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required preparatory studies by the time they have accumulated twelve (12) hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in degree earning coursework.
   A. College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory coursework:
      1. College preparatory students who are deficient in mathematics may not enroll in any mathematics courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require mathematics skills that are beyond the skill level of the student.
      2. College preparatory students who are deficient in English and/or reading skills may not enroll in English or Humanities courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require communication skills that are beyond the skill level of the student.
      3. College preparatory students who are deficient in all three (3) areas (i.e. reading, writing and/or mathematics) may enroll in college-level courses such as orientation courses, college success courses, or other courses that are not dependant on college-level computation and communication skills.

IV. Students who have begun required competency-based preparatory instruction must take identified preparatory courses consecutively in their identified skill area(s) during each session they enroll at the College, insofar as possible in conjunction with Section I. above, until such area(s) is/are resolved within the limitations prescribed by Section V. below.

V. Enrollment in competency-based preparatory credit instruction to remediate the skill area(s) identified may not extend beyond three (3) attempts in each required course in each skill area. A fourth attempt may be allowed only through an academic appeals process as set forth in Board of Trustees' Rule 6Hx23-4.26 based on extraordinary extenuating circumstances. 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, pursuant to definitions and fee levels established by the State Board of Education. 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 for the purposes of this Section V. are those circumstances determined by the College to be exceptional and beyond the control of the student, are accompanied by appropriate documentation and 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.

VI. Students who have not successfully completed their preparatory course requirement(s) in any of the identified skill area(s) within three (3) attempts will be permitted to enroll in additional credit coursework outside those skill area(s) that the student has not successfully completed remediation, but must be concurrently enrolled in the developmental area(s) every term until basic skill mastery has been demonstrated.

VII. Students who complete college preparatory courses may only be given the grade of A, B, C, N, or F.

WITHDRAWAL

(College Rule 6Hx23-4.31) (11/08)

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 academic counseling areas 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 must be submitted to the associate provost.

PROCEDURE FOR COMPLETE WITHDRAWAL

A. Admissions and registration receives a copy of the complete withdrawal from the academic counseling office.

B. After entry of the information into the student information system, the withdrawal is posted to the student's record with the date that the withdrawal was initiated.

II. **COURSE WITHDRAWALS ARE CLASSIFIED AS FOLLOWS:**

A. **INVOLUNTARY WITHDRAWAL** – Students should be familiar with the instructor's attendance policy. Attendance guidelines are presented in rule 6Hx23-4.30. Students who fail to attend and participate in at least one class meeting during the first two weeks of the term will be withdrawn from the course with a grade of "W". If the instructor determines that the student is not actively participating in the course at the sixty percent period of the term, the student will receive a grade of "WF".

B. **VOLUNTARY WITHDRAWAL DURING "W" PERIOD** – A student may elect to withdraw voluntarily from a course through the last day to withdraw with a final grade of "W." Students should refer to these dates in the academic calendar published in the College catalog and on the College's website.

C. **VOLUNTARY WITHDRAWAL AFTER THE "W' PERIOD** – A student may elect to voluntarily withdraw from a course after the last day to withdraw with a grade of "W." Students who voluntarily withdraw after the last day to withdraw with a grade of "W" period will receive a grade of "WF."

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 or college preparatory course(s) where grades of D, F, W, 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 in a college level course will be factored into the overall grade point average (GPA) calculation, even if the last grade is lower than a previous grade. Audit enrollments shall not count as attempts.

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

III. **PROCEDURE FOR VOLUNTARY WITHDRAWAL FROM A COURSE**

The student may withdraw from a class. A withdraw is defined as the action of dropping a class after the drop/add period for the class. Students who withdraw from a class will receive a grade of "W". A drop is defined as the action of dropping a class before or during the drop/add period for the class. Students who drop a class will have that class removed from their academic records.

IV. **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.

V. **PROCEDURE FOR INSTRUCTOR INVOLUNTARY WITHDRAWAL OF A STUDENT FROM A COURSE**

A. 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.

B. The effect of absences upon grades is determined by the instructor. It is important that the student become aware of each instructor's attendance and excessive absence policy. After the end of the voluntary withdrawal period, a grade of "F" will be recorded due to violation of the instructor's attendance policy. Exceptions must be appealed via the program director to the Associate Provost, Provost or Center Administrator.

C. For an instructor who fails to provide a syllabus or who fails to include in his/her syllabus an attendance and excessive absence policy, absences exceeding 20% of the scheduled class hours shall be considered excessive.

VI. **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).

VII. **WITHDRAWAL FOR MILITARY SERVICE**

If a student's military service obligation prevents him or her from completing a term that has already begun, the student should be referred to the Associate Provost's Office to be withdrawn from classes.

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 Rule 6Hx23-4.491) (2/17/05)

Students achieving a minimum grade point average of 3.3 each term, and who are enrolled in at least 12 academic hours for Term I or Term II, or at least 9 academic hours for Term III, shall be included in the President's Honor List.

CLASSIFICATION OF STUDENTS

(College Rule 6Hx23-4.16) (3/26/02)

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 term (Term I or II) or 9 semester hours or more during Term III (summer).
II. **Part-time student** – An enrollee carrying fewer than 12 semester hours during a regular term (Term I or II) or fewer than 9 semester hours during Term III (summer).
III. **Freshman** – An enrollee who has fewer than 24 semester hours of earned credit.
IV. **Sophomor**e – An enrollee who has between 24 and 59 semester hours of earned credit.
V. **Junior** – An enrollee who has between 60 and 89 semester hours of earned credit meeting the admission requirements for admission into the upper division.
VI. **Senior** – An enrollee admitted into the upper division who has 90 semester hours or more of earned credit toward a bachelor degree.

FINAL EXAMINATIONS

(College Rule 6Hx23-4.19) (8/31/90)

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

CREDIT FROM NON-TRADITIONAL SOURCES

(College Rule 6Hx23-4.17) (5/18/99)

Section 240.4015, Florida Statutes, requires the Articulation Coordinating Committee (ACC) to establish passing scores, course and credit equivalents for Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) exams. Public community colleges and universities in Florida are required to award credit for AP, IB, and CLEP as designated in the ACC Guidelines. The ACC Guidelines also address other credit-by-exams such as DANTES/DSST and Excelsior College exam equivalents as authorized by the State Board of Education Rule 6A-10.024.

St. Petersburg College is committed to accepting and granting of college credit based upon the ACC Guidelines. Specific exams, passing scores and course equivalents are published by SPC's Central Records office and information related to credit granted can be obtained in the campus testing and advisement offices. The maximum amount of credit which may be granted from all sources of non-traditional credit is 45 semester hours. This also includes correspondence or extension courses as well as the Experiential Learning Program (ELP). In instances where students utilize only one source of non-traditional credit, 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 Rule 6Hx23-4.28) (5/18/99)

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 (AP)**
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 (IB)**
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 major/core courses. 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 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, 341-4257; St. Petersburg/Gibbs Campus, 341-4640; or Tarpon Springs Campus, 712-5761 or 938-3744.

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. 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.

ELIGIBILITY FOR INTERCOLLEGIATE ATHLETICS

(College Rule 6Hx23-4.18) (8/31/90)

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, (727) 341-4642.

STUDENT HANDBOOK

The College publishes a Student Handbook, which should be consulted by each student. The Student Handbook has 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.

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, and institutions offering specialized training for varied careers, catalogs from colleges and technical schools and career descriptions. Individual career counseling by counselors and the College-wide Coordinator 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) 791-2738
Seminole Campus: (727) 394-6108
St. Petersburg/Gibbs Campus: (727) 341-4640
SPC Downtown Center: (727) 341-2631 and 341-7975
Tarpon Springs Campus: (727) 712-5209

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.spcollege.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. A resume service is available on a fee basis, $10.00 for SPC students and $20 for non-students.

The **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 Bachelor of Applied Science, Associate in Arts, Associate in Science or Associate in Applied Science degree in order to obtain college credit.
B. Is when 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 Rule 6Hx23-4.37) (5/20/03)

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:
   1. Names and dates of attendance of students.
   2. Names of recipients of degrees conferred or to be conferred.
   3. Names of recipients of honors or special awards.
   4. Weight and height of athletic team members.
   5. 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.
   6. Student addresses, of students who have applied for graduation, may be provided to Florida public universities and independent colleges and universities of Florida.
   7. Student addresses upon the request of a local, State or Federal law enforcement agency.
   8. See IV.C.6 for additional information related to armed forces.

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 3rd week after the beginning of classes for any session and shall be effective for 1 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 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 dates and places of birth, addresses, telephone listings, levels of education, prior military experience, major fields of study, most previous educational institution enrollment, and degrees and awards of students and former students.

STUDENT ACTIVITIES

Bulletin Boards

(College Procedure P6Hx23-4.910) (1990)

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, St.

Petersburg/Gibbs and Tarpon Springs Campuses, and Health Education Center. Students interested in affiliating should contact the Coordinator of Student Activities on their home campus.

Intramural and Recreational Activities

The College provides friendly organized competition for men and women in co-recreational tournaments. The Student Activities Coordinator schedules events such as football, table tennis, volleyball, running/jogging and outdoor soccer. A student lounge is also provided for students at some campuses.

Exercise equipment in the student lounge and aerobics rooms are accessible to students after classes Monday through Friday at the various campuses.

Lost and Found

(College Procedure P6Hx23-5.1311) (12/20/94)

1. Lost and Found shall be located in the office of the Student Activities Specialist on each site and shall operate during the hours of 8:00 AM to 4:00 PM Monday through Friday. On weekends and after normal operating hours, the Lost and Found will be located in the Library.
2. 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. All items remaining unclaimed after this time shall be deemed abandoned and shall be sold at public outcry after giving notice of the time and place of sale in a publication of general circulation on the campus and written notice to the owner if known.

Parking and Vehicle Control

(**College Procedure and Rule P6Hx23-1.25 & 6Hx23-4.34)** (1/21/92)

I. Students Parking

Students will park in parking lots labeled by signs marked "Student Parking Only", which have parking areas designated by white stripes. Students riding motorcycles or bicycles will use roadways and not sidewalks. Parking space for motorcycles and bicycles are available on each campus. Students are not authorized to park in faculty lots at any time, or in the visitors' lot Monday through Friday between 7 a.m. and 4:30 p.m. Parking along curbs, on the grass, sidewalks, loading docks, or ramps, areas other than marked spaces and in areas specifically designated and/or barricaded is not authorized.

Students found in violation of parking and driving regulations will be fined. The rate of fines is standard and available in the Student Activities office on campus.

All SPC Downtown students who utilize the SPC Downtown Center parking garage are required to purchase a parking decal from the SPC Downtown Center.

II. Visitors Parking

Green and blue stripes denote visitors parking areas. Faculty, staff and students are not allowed to park in the visitors' lot before 4 p.m.

III. Vehicle Control

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 Honors College, and Tau Alpha Pi, scholastic engineering technology honorary. There are several clubs dealing with special interests such as the Anime Club; Astronomy Club; Alpha Omega, a science club; American Sign Language; Badeya; Bowling Club; Colleges Against Cancer; Co-Motion Dance Theatre Club; Computer Club; Deaf Club; Ethics Club; Florida Future Educators; High Achievers; Hospitality Club; International Club; Latinos United; Math and Sciences Club; Medical Club; Peer Academic Advisory 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 Student Activities Coordinator 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 Student Activities Coordinator 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

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

Intercollegiate Athletics

Intercollegiate athletes are provided excellent opportunities to participate in an intercollegiate athletic experience of the highest quality with the result that their athletics experience becomes an integral and valued component of their total educational experience at the College.

The College provides planned, organized competition for both men and women students.

Men's varsity teams are: basketball and baseball.

Women's varsity teams are: basketball, softball, tennis, and volleyball.

Student Cheerleaders are also a major part of the Intercollegiate Athletics at St. Petersburg College.

Currently there are 104 scholar athletes participating in these sports. Athletic participation includes students who have athletic scholarships that include tuition, room and board to the student who has a chance to make our teams by walking on. All of SPC athletic teams have participated for state or national championships.

Students who are interested in participating in St. Petersburg College athletics should contact the Athletic Department at 727-341-4642 or inquire about us at www.spcollege.edu/athletics.

SPECIALIZED ACADEMIC PROGRAMS AND SERVICES

DUAL ENROLLMENT PROGRAM

North-County office Tarpon Springs Campus: (727) 71-5400
or (727) 712-5281
South-County office Seminole Campus: (727) 394-6023
or (727) 394-6000

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 Enrollment 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 St. Petersburg College's Dual Enrollment Office at (727) 712-5400 or (727) 394-6023 or contact any high school guidance office.

EARLY COLLEGE PROGRAM

Clearwater Campus: (727) 791-5971 or (727) 791-5970
Seminole Campus: (727) 394-6023 or (727) 394-6000
Tarpon Springs Campus: (727) 712-5400 or (727) 712-5281

The Early College Program is a partnership between St. Petersburg College and Pinellas County Schools that offers new and innovative options for high school students. Students entering grades 11 or 12 in Pinellas County high school, as well as private and home-schooled students who meet dual enrollment eligibility requirements and reside in Pinellas County, will have the opportunity to attend the Early College Program. Home school and private school students will be required to enroll in a public high school to participate. Students will remain dual-enrolled in their home high schools (allowing them to participate in all extracurricular activities) and in classes at the college. They will participate in a course progression leading to simultaneous completion of the high school diploma and the Associate in Arts degree.

To find out more, call St. Petersburg College's Early College Program Office at (727) 791-5971 or (727) 394-6023 or (727) 712-5400.

ESL FOR ACADEMIC PURPOSES

Clearwater Campus: (727) 791-2425/2609
St. Petersburg/Gibbs Campus: (727) 341-4743/4370
Seminole Campus (727) 394-6111
Tarpon Springs Campus: (727) 712-5828

The ESL for Academic Purposes program offers a series of English courses to meet the needs of non-native English speakers.

The ESL for Academic Purposes program is designed for those students who are interested in learning to read, write, speak, listen to 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, 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

- EAP 1500 and EAP 1695 are the only courses to be used toward graduation credit.

INTERNATIONAL STUDENT SERVICES

Clearwater Campus: (727) 791-2632
St. Petersburg/Gibbs Campus: (727) 341-4370
Tarpon Springs Campus: (727) 712-5806
www.spcollege.edu/central/international

The International Student Service' offices at the Clearwater, St. Petersburg/Gibbs and Tarpon Springs Campuses offer information, guidance and support to international students during the transition period from their countries to the United States. International Student Services' officers at each center facilitate the admissions process to the College by assisting students with their compliance with the Bureau of Citizenship & Immigration Services (BCIS) 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. 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 ESL for Academic Purposes program as well as certificate and degree programs offered by the College.

The International Student Services' offices. also assist the College and community in understanding the international population and the economic and cultural benefits derived from a diversified population.

INTERNATIONAL PROGRAMS: STUDY ABROAD OPPORTUNITIES

International Program Office: (727) 341-4731
www.spcollege.edu – Search: study abroad

St. Petersburg College's office of International Programs offers a variety of short-term study abroad programs and highly encourages qualified students to study abroad in an educational field experience. Many students describe their study abroad experience as the most meaningful part of their education, impacting their personal growth and enhancing their global per-

spective. International Program qualifications are based on credit hours, residency, good standing, compliance with program rules and procedures, participation in pre-departure class meetings and orientation sessions.

NEW INITIATIVE PROGRAM (NIP)

(727) 341-3724

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, and health courses. Professional tutors are available by appointment for individual or 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

St. Petersburg College is the primary service provider to WorkNet Pinellas, the regional workforce development board for Region 14, Pinellas County. WorkNet Pinellas has several offices conveniently located throughout the county and is also co-located on various campuses of SPC. For a complete listing of all locations, visit www.worknetpinellas.org where you can also view job openings and post your resume.

As the regional workforce development board, WorkNet Pinellas provides the framework for the region's workforce preparation and employment system and is designed to meet the needs of businesses, job seekers, and those who want to further their careers.

Services include career assessment, job search and placement assistance, career counseling, information on the availability of supportive services such as child care and transportation, labor market information and follow-up services. Additional services include occupational skills training, on-the-job training, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy activities and customized training for those who qualify.

Contact a SPC Outreach Specialist for on-campus assistance or additional information about the Pinellas County One-Stop Center locations and services.

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES

Clearwater Campus: (727) 791-2628 (V/TDD)
Seminole Campus: (727) 394-6289
St. Petersburg/Gibbs Campus: (727) 341-4758
Tarpon Springs Campus: (727) 712-5789 (V/TDD)

St. Petersburg College recognizes the importance of encouraging and helping students with disabilities reach their full potential. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities.

Reasonable accommodations both in the classroom and during college-sponsored campus activities and programs are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations. The intent of reasonable accommodations is to provide all students with similar opportunities for success and for mastery of academic skills. These services may include, on a case-by-case basis:

- Adaptive classroom furniture
- Adaptive electronic equipment and software
- Appropriate modifications to online courses
- Assistive listening devices
- Certified/qualified sign language interpreters
- Change of class location
- Individualized tutoring in selected general education courses (offered on a limited basis as a courtesy)
- Modification of testing time and/or location
- Notetakers
- Scribes
- Specialized Academic Advising
- Audio tests or test readers
- Telecommunications devices (TTYs) and amplified phones
- Test and classroom assistants

RESERVE OFFICER TRAINING CORPS (ROTC)

The Department of Military Science and Leadership for the Army Reserve Officers Training Corps (ROTC) was established to prepare, select and commission students to serve as officers in the Regular, Reserve and National Guard components in the United States Army. The curriculum is designed to develop students' leadership potential as well as improve students planning, organizational and conceptual skills. Army ROTC training is divided into two phases: the first two years constitute the Basic Course; which focuses on followership and basic Soldier Skills. The Advanced Course focuses in on leadership evaluated positions and staff operations. During these years physical training and conditioning encompasses this training.

Army ROTC has opened an extension branch at the University of South Florida, St. Petersburg Campus. SPC students interested in enrolling into Army ROTC will no longer have to commute to The University of South Florida, Tampa Campus. USF St. Petersburg now hosts an extension Army program for USF St. Pete, Eckerd, Clearwater Christian and SPC students. Army ROTC is a cross enrolled elective at SPC that students can take along with their required degree coursework. Additionally, the Department of Military Science and Leadership offers various scholarship programs; one, two, three and four year scholarships which pay for tuition and books or room and board. Enrolled Cadets can also enter into the Army Simultaneous Membership Program contract for those students already enlisted in the Army Reserve or National Guard. These scholarships and programs all lead to a commission as a Second Lieutenant (Army Officer) in the United States Army. For more information on cross enrollment and scholarship application, call 727-873-4730 or visit: http://www.stpt.usf.edu/rotc/, or http://armyrotc.com/edu/univsouthfl/index.htm.

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

Sharon Coil, Instructor-in-Charge, CLW (727) 791-2634

Women on the Way is designed to meet the educational and emotional needs of women entering college. 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, and individual and group support sessions. Special workshops covering a variety of topics are offered weekly. Students also may participate in a college chartered special interest club, 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.

MALE OUTREACH INITIATIVE CENTER

Rod Davis, Clearwater Campus (727) 791-2623,
email: davis.rod@spcollege.edu
Davie Gill, St. Pete Gibbs Campus (727) 341-3529,
email: gill.davie@spcollege.edu
Mark Younger, Tarpon Springs Campus, (727) 712-5721,
email: younger.mark@spcollege.edu
Dawn Waechter, Seminole Campus, (727) 394-6158,
email: waechter.dawn@spcollege.edu

The Male Outreach Center works to increase the number of male students on all St. Petersburg College campuses through the creation of a multiple-tier program that focuses on responsibility, leadership and respect. The center's ultimate goal is to create an environment in which male students may network, gain opportunities, graduate and find jobs within their respective fields. Another goal is to identify and recruit potential male students from the community, middle and high schools. Additionally, the program is designed to help students with career assessment and financial needs through mentoring, academic support, and by fostering an educational environment where students learn proper etiquette for success at SPC and in the future.

HOURS OF OPERATION

Students may walk-in, call, e-mail or visit us on ANGEL to get more information or to make appointments.

CLEARWATER CAMPUS

Monday – Thursday	8 a.m. to 5 p.m.
Friday	8 a.m. to 2 p.m.

TARPON SPRINGS CAMPUS

Monday – Thursday	8 a.m. to 4:30 p.m.
Friday	8 a.m. to 2 p.m.

ST. PETERSBURG GIBBS CAMPUS

Monday – Thursday	8 a.m. to 5 p.m.
Friday	8 a.m. to 2 p.m.

SEMINOLE CAMPUS

Monday – Thursday	8 a.m. to 5 p.m.
Friday	8 a.m. to 2 p.m.

HONORS COLLEGE

Nadia Yevstigneyeva, M.D., Assistant Director (727) 712-5247
Email: honorscollege@spcollege.edu
Fax: (727) 712-5834
http://www.spcollege.edu/honorscollege

HONORS COLLEGE CAMPUS ADVISORS:

Danielle Kelly, CLW, (727) 791-2511
Jeff Schering, CLW
Sandra DeCarlo, SE, (727) 394-6130
Maria Drew, SPG, (727) 341-4772
Melissa Mari, TS, (727) 712-5764

HONORS COLLEGE CAMPUS COORDINATORS:

Jimmy Chang, CLW, (727) 791-2714
Tom Derzypolski, SPG, (727) 341-4698

The Honors College is a member of the State, Regional and National Collegiate Honors Councils. The Honors College is an intellectual learning community encompassing honor students, student honorary groups, honors courses, honors programs, interdisciplinary honors program, seminars, service-learning projects, independent study, graduation recognition events, honors scholarships and many other attributes and challenging activities. The Honors College provides a unique opportunity for greater intellectual depth and personal growth for our students. The Honors College provides experience for students searching for AA, AS, and Bachelor degrees at our college.

HONORS COLLEGE MISSION

The mission of The Honors College is to provide an exemplary education and build an intellectual community that encourages creativity, intellectual understanding, leadership qualities, and critical thinking skills for our most talented and motivated students. We achieve this by developing unique educational opportunities and activities to challenge and enhance academic depth and personal growth through:

- Excellent, highly developed, and enriched honors courses and programs, honors curricula, honors seminars and symposia.
- Outstanding faculty to teach Honors courses.
- Assistance with applying for scholarships.
- Transfer opportunities to selective, nationally renowned colleges and universities.
- An outstanding learning environment, facilities and special services.
- A variety of leadership and service-learning opportunities and varied cultural and social activities.

HONORS COLLEGE

College Rule 6Hx23-4.65 (1/17/06)

For academically outstanding and motivated students, St. Petersburg College offers specially enriched honors courses. These specially enriched sections present a more varied and challenging curriculum by which selected students can satisfy some of the general education requirements and achieve and enhance maximum development of their academic ability and talent. Continuation in the Honors College is contingent on maintaining high academic, ethical and service-learning excellence.

I. **Admission for high school graduates to the Honors College** is based on the following requirements:
   A. be in the top ten percent (10%) of their high school graduating class **OR** have earned a high school cumulative grade point average of 3.5 or higher on a 4.00 scale; **OR**
   B. achieved a score of 1200 or higher on the SAT; **OR**
   C. achieved a composite score of 26 or higher on the ACT; **OR**
   D. achieved a score of no less than 100 on the English and Reading portions and 72 on the college Math portion of the College placement test; **AND**
   E. have a satisfactory written essay on the special topic (for high school students, SPC current and transfer students).

II. **Admission for the SPC current and transfer students to the Honors College** is based on the following requirements:
   A. have earned college cumulative grade point average of 3.5 or higher with at least 12 credits of college coursework; **OR**
   B. be an active member of Phi Theta Kappa (for SPC current and transfer students); **OR**
   C. present a recommendation for admission to the Honors Program from a counselor or an instructor who is familiar with their academic work (for SPC current and transfer students); **AND**
   D. have a satisfactory written essay on the special topic (for both high school students, SPC current and transfer students).

III. **Admission of SPC collegiate high school students and early admission high school students to the Honors College** is based on the following requirements:
   A. have earned college cumulative grade point average of 3.5 or higher with at least 12 credits of college coursework; **AND**
   B. present a recommendation for admission to the Honors Program from a counselor or an instructor who is familiar with their academic work; **AND**
   C. have a satisfactory written essay on the special topic.

IV. **Continuation in the Honors College** is based on the following requirements:
   A. have earned a grade point average of 3.3 or greater in honors courses and be enrolled in 3 credit hours of honors courses for each semester;
   B. have earned college cumulative grade point average of 3.25 or greater by the end of the academic year; **AND**
   C. be involved in service-learning projects and/or in one extra-curricular activity each semester.

HONORS COLLEGE BENEFITS FOR STUDENTS

- Enrichment of college studies with specially designed courses and challenging curriculum
- Small classes (average class size is 15-18); class ratio 1:16
- Priority Registration: early and easy registration
- Honors College academic advising

- Faculty mentoring opportunities
- Opportunity to receive Honors College merit scholarships
- Research experience
- Service-Learning Projects
- Co-op experience
- Study Abroad Programs
- Variety of extra-curricular activities such as symposiums, seminars, field trips, etc.
- Students Ambassador Program
- Internship opportunities
- Designation of each honors course on the student's transcript
- Ability to earn Honors Diploma, Honors Certificate, medallion and awards
- Acknowledgement during the graduation ceremony
- Special arrangements for transferring to universities and colleges, with opportunities for scholarships
- Preparation for the graduate school

TYPES OF HONOR COURSES TO BE OFFERED IN THE 2009-2010 ACADEMIC YEAR

- Honors courses – in-class and online
- Interdisciplinary studies program (IDS)
- Honors Freshman Cornerstone Seminar
- Honors Capstone Seminar
- Honors Service-Learning course

ENROLLMENT INTO HONORS

Students do not have to be accepted into the Honors College to enroll in honors courses or honors interdisciplinary studies program, but they must meet course criteria or have program director approval.

CURRENT HONOR COURSES OFFERED

- AML 2010H Honors American Literature I
- AML 2020H Honors American Literature II
- BSC 2009CH Honors Investigating Biology
- ECO 2013H Honors Principles of Macroeconomics
- ECO 2023H Honors Principles of Microeconomics
- ENC 1121H Honors Composition I
- ENC 1122H Honors Composition II
- ENL 2012H Honors British Literature I
- HUM 2210H Honors Western Humanities I (Ancient through Renaissance)
- HUM 2233H Honors Western Humanities II (Baroque to the present)
- HUM 2270H Honors Humanities (East-West Synthesis)
- IDH 2029H Honors College Cornerstone Seminar
- IDH 2028H Honors College Capstone Seminar
- INR 2002H Honors International Relations
- LIT 2110H Honors World Literature I
- LIT 2120H Honors World Literature II
- MAC 2311H Honors Calculus with Analytic Geometry
- MGF 1108H Honors Mathematical Ideas and Explorations
- PHI 1010H Honors Introduction to Philosophy
- PHI 1602H Honors Studies in Applied Ethics
- PHY 2048H Honors Physics I
- PHY 1048LH Honors Physics Lab I
- POS 2050H Honors American Government
- PSY 1020H Honors General Psychology
- SPC 1608H Honors Public Speaking
- SPC 1017H Honors Introduction to Speech Communication
- SPN 1120H Honors Elementary Spanish I
- SPN 1121H Honors Elementary Spanish II
- STA 2023H Honors Elementary Statistics
- WOH 2040H Honors The Twentieth Century

HONORS INTERDISCIPLINARY STUDIES PROGRAM – CLEARWATER CAMPUS

- IDS 1101H: ENC 1121H (Honors Composition I), HUM 2210H (Honors Western Humanities I), SPC 1017H (Honors Introduction to Speech Communication)
- IDS 1102H: LIT 2120H (Honors World Literature II) , HUM 2233H (Honors Western Humanities II) and AMH 2020H (Honors History of the United States from 1865)
- IDS 2103H: POS 2050H (Honors American National Government), and AMH 2010H (Honors History of United States to 1865) **OR**
- IDS 2106H: POS 2050H(Honors American National Government), ECO 2013H (Honors Principles of Macroeconomics), and AMH 2010H (Honors History of the United States to 1865)

HONORS COLLEGE SCHOLARSHIPS

There are several types of Trustees Honors College Scholarships designed for the various levels of achievement for students enrolled in the Honors College. Students must have applied for scholarships to be eligible. Qualification criteria for Honors College scholarships include students' academic scores, involvement in extracurricular activities and/or service-learning project, and other academic achievements.

To learn more about Honors College course offerings, honors faculty, courses syllabi, and honors news visit our Web-site at: http://www.spcollege.edu/honorscollege.

OFFICE OF SPECIAL PROGRAMS

(727) 341-3542
http://www.spcollege.edu/spg/osp/

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.

CENTER OF EXCELLENCE (COE)

(727) 341-3537/3542
http://www.spjc.edu/spg/osp/coe.htm

The Center of Excellence (COE) uses 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.

Center of Excellence includes three components:

- **National Achievers Society** – identifies and acknowledges high-achieving African-American students. Middle and high school students are eligible for membership in this society and 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 and seminars on test taking and study skill strategies, time management, conflict resolution and personal development.
- After-school tutoring

COLLEGE REACH-OUT PROGRAM (CROP)

(727) 341-4376/4716
http://www.spjc.edu/spg/osp/crop.htm

CROP was established in 1983 and funded through the Florida Department of Education. This program is targeted toward financially and academically eligible students in grades 6-12. CROP is designed to motivate students to pursue a post-secondary education, develop basic learning skills, and strengthen parents and student understanding of the benefits of post secondary education, and foster personal and career development through supplemental instruction. The program primarily utilizes employees of Pinellas County Schools to serve as mentors and advisors to student in 13 middle and high schools. In addition to academic engagement students are also involved in college tours, career exploration, and cultural and educational field activities. Students also have the opportunity to participate in the Summer Residential Program on the campus of the University of South Florida.

St. Petersburg College serves as the fiscal tracking agent for the Tampa Bay Consortium which includes Hillsborough Community College, Manatee Community College, University of South Florida.

STUDENT SUPPORT SERVICES (SSS) PROGRAM

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

Student Support Services is a federally funded TRIO program designed to increase student motivation and improve student retention and academic success — ultimately increasing both graduation rate and transfers to SPC's Upper Division, and other 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 or
  b. financially limited according to federal criteria or
  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;
- 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; and
- career exploration opportunities through the Career Networking Program.

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

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 experi-

ence 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 and rules will be effective on the date designated by the Board of Trustees or the President. Selected portions of the Board of Trustees' Rules and Procedures are reproduced below. For the full text of each Rule and/or Procedure please refer to SPC's website at http://www.spcollege.edu/central/botrules.

DISCRIMINATION

(College Rule 6Hx23-4.01 Section IV) (11/18/08)

IV. 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, martial 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 Board of Trustees 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. Except when undue hardship exists or where accommodation would result in a fundamental alteration of a program(s), the College shall endeavor to provide accommodation for such services, programs and activities to any qualified individual with a disability in accordance with the Americans With Disabilities Act of 1990, Sections 504 and 505 and the Rehabilitation Act of 1973 and related regulations.

1. College Rules, Procedures, requirements and practices may be modified or waived when necessary and appropriate to meet the requirements of paragraph B. above.
2. The College shall develop a procedure and/or guidelines for a qualified student with a disability who requests reasonable accommodation.
3. Disabled students who are not satisfied with the accommodations made hereunder may pursue a grievance in accordance with Board of Trustees' Rule and Procedure 6Hx23-1.34.

C. Discrimination grievances shall be processed in accordance with Board of Trustees' Rule 6Hx23-1.34.

RELIGIOUS ACCOMMODATIONS

(**College Rule 6Hx23-4.01 V**) (11/18/2008)

V. A. College employees shall recognize that Florida law requires the College to reasonably accommodate the religious observances, practices, and beliefs of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

B. Religious accommodation includes respect for individual religious beliefs and tolerance of religious differences. Thus, students in the classroom shall not be subjected to harassment or ridicule on the basis of their religious beliefs.

C. Accommodations under A. or B. above shall be made between the individual student and the appropriate member of the faculty or staff.

1. Such accommodation shall provide reasonable alternative means for students to carry out their responsibilities as students.
2. Students must notify instructors in advance of absences to observe religious holy days in their own faith. Such absences shall be permitted without penalty.
3. Students are responsible for material covered during the absences under this Rule, but will be given a reasonable period of time in which to complete makeup assignments after such absences.
4. Whenever practical, major class assignments, major examinations, and official ceremonies shall be scheduled at times which do not conflict with major religious holy days.

D. Students who are not satisfied with the accommodation made hereunder may pursue a grievance in accordance with Board of Trustees Rule 6Hx23-1.34.

HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS

(College Rule 6Hx23-2.010) (4/16/02)
For complete Board Rule go to www.spcollege.edu

I. **POLICY:**

Harassment constitutes discrimination on the basis of race, color, religion, sex, age, national origin, marital status or disability 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.

A. St. Petersburg College maintains a professional work and academic environment wherein all students, staff, faculty and other members of the Collegiate Community are treated with respect and dignity. The goal of the college is to provide an academic and institutional climate that is free of harassment.

B. Forms of harassment that are encompassed by this procedure include harassment based on race, color, religion, sex, age, national origin, marital status or disability.

C. Harassment is specifically prohibited by state and federal law. Instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as the supervisor and the College. The College will not tolerate prohibited harassment of its students and employees on the campus or at off campus events or programs held under the auspices of the College.

II. **DEFINITIONS:**

A. **Racial harassment** is defined as unwelcome conduct relating to an individual's race or color, which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile or offensive working environment. Harassment on the basis of race or color includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, racial slurs, comments or manner of speaking, negative references to racial customs or other intimidating or insulting conduct directed against the individual because his/her race or color.

B. **Religious harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's religion or creed when the conduct has the effect of creating an intimidating hostile or offensive working or academic environment. Harassment on the basis of religion includes derogatory comments regarding surnames, religious traditions, religious clothing, or religious slurs or graffiti.

C. **Sexual harassment** – see Board of Trustees' Rule 6Hx23-2.011.

D. **Age harassment** consists of depriving an individual of terms, conditions, privileges of employment and other opportunities or taking adverse action against an individual because of his/her age.

E. **National origin harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's national origin when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of national origin includes negative comments regarding surnames, manner of speaking, custom, language or ethnic slurs.

F. **Marital status harassment** consists of limiting, segregating or classifying an individual in such a way as to deprive an individual of educational or employment opportunities or otherwise adversely affect an individual because of his/her marital status. This definition does not apply where there is a conflict of interest or where it would be contrary to other law.

G. **Disability harassment** consists of unwelcome physical or verbal conduct relating to an individual's disability when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

III. **EMPLOYEE RELATIONSHIPS** – See complete Board Rule 6Hx23-2.010 www.spcollge.edu/central/botrules.

IV. **STUDENT RELATIONSHIPS**:

The student-student relationship, the student-instructor relationship and the student-staff relationship should at all times be respectful of the rights of others. Conduct by a student which creates an intimidating, hostile or offensive environment violates the College's 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.

V. **INSTRUCTOR/STAFF-STUDENT RELATIONSHIPS:**

In this section, the term "staff" shall include all College employees other than faculty/instructors.

A. In the instructor/staff-student context, the term harassment also has a broader impact. Since the instructor/staff-student relationship is one of professional and client, inappropriate behavior is unacceptable because it is a form of unprofessional behavior that seriously undermines the atmosphere of trust essential to the academic setting and is subject to discipline.

B. This Rule applies to 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 environment.

C. This Rule is not intended to apply when an instructor is teaching in the classroom when the subject matter taught or discussed is done in a tasteful manner and is germane 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 an intimidating, hostile or offensive academic environment in violation of the rights of others is in appropriate and unacceptable and is subject to discipline.

VI. **RETALIATION**:

It is a violation of this Rule to retaliate or to take reprisal against any person who has filed a complaint or who has complained about harassment based on the fact that the employee or student raised an issue about harassment to any other person, entity or human rights agency. It is also a violation of this Rule to retaliate against any person involved in the investigation (including witnesses) of a complaint.

If any reprisals or retaliatory actions occur, they should be reported immediately. Any such reports will be investigated by the college attorney or designee. Reprisals and retaliatory actions will be dealt with through appropriate disciplinary action and steps will be taken to prevent the recurrence of harassment, reprisal, and/or retaliation.

VII. **REPORTING, INVESTIGATION AND RESOLUTION**:

Students and employees are responsible for promptly reporting harassment. The College has established the following procedure for reporting, investigating and resolving complaints of harassment and retaliation.

A. **DUTY TO REPORT:**

1. Complaints of harassment by students or employees are to be promptly reported to individuals designated by the President and published at the beginning of Term I of each year in the College's annual Supplement to the Faculty, Staff and Student Handbooks or such other publications as the President may determine. The complaint may be reported to any one of the individuals designated, regardless of what site the reporting person is associated with. The individual receiving the complaint shall promptly notify the college attorney.
2. Supervisors are to promptly report any conduct that may appear to involve harassment as provided herein.
3. Alternatively, complaints may be reported to the director of Equal Access/Equal Opportunity.

B. **INVESTIGATION:**

Upon receipt of a complaint, the college attorney will have the responsibility for and will direct each investigation of harassment. In directing the investigation, the college attorney may designate other persons to conduct and aid in the investigation.

Upon completion of the investigation, the results of the investigation will be submitted to the President or designee for determination of what action, if any, is appropriate. The complaining party will be advised of the results of the investigation.

C. **RESOULTION OF A COMPLAINT:**
Resolution of a complaint may be accomplished in various ways. The complaint may be resolved by intervention; corrective action being taken by appropriate managers, the President or designee; or by official disciplinary procedures.

D. **DISCRIMINATION GRIEVANCE:**
The victim of the harassment may also bring a discrimination grievance, which shall be processed in accordance with Rule 6Hx23-1.34.

VIII. **FALSE COMPLAINTS:**
Any person who knowingly files a false complaint of harassment or retaliation against another shall be subject to disciplinary action, up to and including dismissal.

IX. **DISCIPLINE PROCEDURE**:
Remedial or disciplinary action will depend on the nature of the incident, but such discipline shall range from one or more of the following: counseling, attendance at a harassment seminar, written admonishment, suspension or dismissal.

A. Career service employees may be subject to disciplinary action as provided for in the Career Service Manual, Board of Trustees' Disciplinary Rule 6Hx23-2.19 relating to career service employees and/or Sections 120.569 and 120.57 of the Florida Statutes.

B. Administrative staff and faculty members may be subject to disciplinary action as provided Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.

C. All instructors who violate this policy with a student presently enrolled in his/her class will be subject to discipline, up to and including dismissal, pursuant to Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.

D. Students may be subject to disciplinary action as provided for in Board of Trustees' Rule 6Hx23-4.35.

X. **REPORT OF ACTION TAKEN**:
The College shall report, to the person making the complaint, the action taken by the College regarding any harassment, reprisal, retaliation or any reoccurrence thereof.

XI. **CONFIDENTIALITY/PUBLIC RECORDS:**
Subject to certain statutory exemptions, College employee records are generally by law subject to public disclosure upon request of a member of the public under Chapter 119 of the Florida Statutes. Records are provided only upon an appropriate request. Student identifiable records are generally protected by Florida Statutes and the Family Education Rights and Privacy Act.

XII. **PUBLICATION**:
The College shall publish and make available to all students and employees its Harassment Rule or pertinent parts thereof and examples of harassment, which are, prohibited conduct.

SEXUAL HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITION

(College Rule 6Hx23-2.011) (11/16/98)
For complete Board Rule go to www.spcollege.edu

I. **POLICY:**
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.

II. **DEFINITIONS:**

A. **Sexual harassment is defined** as:
Conduct including but not limited to, an employee's or a student's unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, sexually related jokes, and/or display of pornographic material in the workplace or an academic or student setting (An academic or student setting includes: all settings on campus, off-campus clinical programs, off-campus courses, and off campus College-sponsored events), when

(1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or an individual's treatment as a student;

(2) submission or rejection of such conduct by an individual is used as the basis for employment decisions or the treatment of a student, affecting the employee or student; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or a student's academic performances or creating a sexually intimidating, hostile or offensive working or academic environment.

B. Except as provided in Paragraph V, the term "staff" shall include faculty/instructors and all other College employees. In Paragraph V. the term "staff" shall include all College employees other than faculty/instructors.

III. **EMPLOYEE RELATIONSHIPS:**
This Rule applies to all employees. No employee shall engage in sexual harassment. For further information you can go to www.spcollege.edu/central/botrules 6Hx23-2.0111.

IV. **STUDENT RELATIONSHIPS:**
This Rule applies to all students. No student shall engage in sexual harassment.

A. 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.

B. 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.

V. **INSTRUCTOR/STAFF-STUDENT RELATIONSHIPS:**
This Rule applies to instructor/staff-student relationships.

A. 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.

B. 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.

C. 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.

D. 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.

VI. **RETALIATION:**

It is a violation of this Rule to retaliate or to take reprisal against any person who has filed a complaint or who has complained about sexual harassment based on the fact that the employee or student raised an issue about sexual harassment to his/her supervisor, to any other supervisor or manager of the college, to any Associate/Assistant Provost or Provost, or to any other person, entity or any human rights agency. It is also a violation of this Rule to retaliate against any person involved in the investigation (including witnesses) of a complaint.

If any reprisals or retaliatory actions occur, these should be reported immediately. Any such reports will be investigated by the College Attorney or his designee. Reprisals and retaliatory actions will be dealt with through appropriate disciplinary action and steps will be taken to prevent the recurrence of sexual harassment, reprisal, and/or retaliation.

VII. **REPORTING,INVESTIGATION AND RESOLUTION:**

All students and employees are responsible for promptly reporting sexual harassment. The College has established the following procedure for reporting, investigating and resolving complaints of sexual harassment and retaliation and has provided a list of some examples of conduct which violate this Rule. (See Exhibit attached to Rule 6Hx23-2011.)

A. **DUTY TO REPORT**:

1. Complaints of sexual harassment by students or employees are to be promptly reported to individuals designated by the President and published at the Beginning of Session I of each year in the College's annual Supplement to the Faculty, Staff and Student Handbook or such other publication as the President may determine. The complaint may be reported to any one of the individuals designated, regardless of what site the reporting person is associate with. The individual receiving the complaint shall promptly notify the College Attorney.
2. Supervisors are to promptly report any conduct that may appear to involve sexual harassment as provided herein.

B. **INVESTIGATION:**

Immediately upon receipt of a complaint, the College Attorney will have the responsibility for and will direct each investigation of sexual harassment. In directing the investigation, the College Attorney may designate other persons to conduct and aid in the investigation and in making such designations, the College Attorney will be sensitive to the gender of the complaining party and reporting relationships.

Upon completion of the investigation, the results of the investigation will be submitted to the President or designee for determination of what action, if any, is appropriate. the complaining party will be advised of the results of the investigation.

C. **RESOLUTION OF A COMPLAINT:**

Resolution of a complaint may be accomplished in various ways. The complaint may be resolved by intervention, corrective action taken by the President or designee, or by official disciplinary procedures.

D. **DISCRIMINATION GRIEVANCE:**

The victim of the sexual harassment may also bring a discrimination grievance which shall be processed in accordance with Rule 6Hx23-1.34.

E. **DUTY TO REPORT ANY RECURRENCE:**

Complaints of any recurrence of conduct involving sexual harassment of retaliation are to be promptly reported as provided herein.

VIII. **FALSE COMPLAINTS:**

Any person who knowingly files a false complaint of sexual harassment or retaliation against another shall be subject to disciplinary action, including dismissal.

IX. **DISCIPLINE/PROCEDURE**:

A. Remedial or disciplinary action will depend on the nature of the incident, but such discipline shall range from one or more of the following: counseling, attendance at a sexual harassment seminar, written admonishment, suspension or dismissal.

B. 1. Career Service employees – go to www.spcollege.edu/central/botrules.
2. Administrative staff and faculty members may be subject to disciplinary action as provided in the Rules of the Department of Education, State Board of Community Colleges Rules 6A-13.0411(4) and/or 6A-14.0411(6).
3. All instructors who violate this policy by having consensual or non-consensual romantic and/or sexual relationships with a student presently enrolled in his/her class, will be dismissed, pursuant to the Rules of the Department of Education, State Board of Community Colleges Colleges Rules 6A-13.0411(4) and/or 6A-14.0411(6).
4. Students may be subject to disciplinary action as provided for in Board of Trustees' Rule 6Hx23-4.35.

X. **REPORT OF ACTION TAKEN:**

The College shall report to the person making the complaint of the action taken by the College in regard to any sexual harassment or any reprisal or retaliation.

XI. **CONFIDENTIALTY/PUBLIC RECORDS:**

Subject to certain statutory exemptions, College employee records are generally by law subject to public disclosure upon request of a member of the public under Chapter 119 of the Florida Statutes. Records are provided only upon an appropriate request. The College may not volunteer disclosure of such records. Student identifiable records are generally protected from the public disclosure law and will be protected as provided in Florida Statutes and under the Buckley Amendment.

XII. **PUBLICATION:**
The College shall publish and make available to all students and employees its Sexual Harassment Rule or pertinent parts thereof and examples of sexual harassment which are prohibited conduct. The Exhibit to this Rule, which can be found at www.spcollege.edu/central/botrules, lists some of the examples that may be used to describe the acts which are considered in violation of this Rule.

SEXUAL MISCONDUCT

(College Rule 6Hx23-4.332) (10/23/96)

I. **SEXUAL MISCONDUCT POLICY AND DEFINITIONS**:
Students or employees found in violation of the following sexual misconduct while on College property or during any College related activity whether on or off campus will be subject to disciplinary action including dismissal.
   A. The College will not tolerate the act of sexual assault/battery or the attempt thereof. Sexual assault/battery means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose or an act done with intelligent, knowing and voluntary consent.
   B. Sexual harassment will not be tolerated by the College. (see rule 6Hx23-2.011 for definition and procedure P6Hx23-2.011 for reporting.)
   C. Public Indecency will not be tolerated by the College. Public indecency means exposing one's body in such a manner that another party reasonably could be offended or engaging in other lewd or lascivious sexual conduct where another party reasonably could be offended.
   D. Voyeurism will not be tolerated by the College. Voyeurism means to trespass, to spy or eavesdrop for sexual arousal.

II. **IMPLEMENTATION**:
The College shall publish in the Student Handbook, College Catalog, Faculty Manual, Adjunct Faculty Manual and Career Services Manual the policy statement that this College will not tolerate sexual assault/battery or an attempt thereof or any other sexual misconduct as defined herein and further inform the students and employees of the College and this policy and their rights and responsibilities. In regards to sexual assault/battery, the annual Supplement to the Faculty, Staff and Student Handbook shall give an explanation of criminal statutes and penalties for such conduct, an explanation of student and employee rights and responsibilities including any College discipline to the offender and the procedure to be used in such disciplinary action, an explanation of the College's commitment to victims' rights as contemplated in Chapters 794 and 960 of the Florida Statutes, an explanation of victims' rights and the resources available to assist victims at the College and in the community. All current and new students and employees shall be given a copy of the annual Supplement to the Faculty, Staff and Student Handbook. The College shall at each of its orientation programs advise students and employees of the problem, the needs and rights of victims, resources available to assist victims, and encourage the reporting of sexual misconduct and familiarize the students with the annual Supplement to the Faculty, Staff and Student Handbook.

III. **CRIMINAL CONVICTON/ON OR OFF CAMPUS CONDUCT:**
The College further has a vital interest in the character of its students and its employees and their on- or off-campus behavior. Should a student or employee be convicted in a state or federal court of sexual assault/battery or other sexual misconduct, whether on or off the campus, that student or employee shall be subject to discipline including dismissal.

IV. **ON-CAMPUS OR COLLEGE RELATED ACTIVITIES NOTIFICATION:**
All allegations of sexual assault/battery or an attempt thereof or other sexual misconduct shall be immediately reported to the Campus Provost or Associate Provost and the Director of Human Resources or their designees. The College employee reporting shall promptly follow such initial report by a detailed written report to the Director of Human Resources or her/his designee.

V. **NOTIFICATION OF LAW ENFORCEMENT AGENCY:**
The appropriate law enforcement agency shall be immediately notified by the Director of Human Resources or her/his designee of any incident where there are allegations of sexual assault/battery or an attempt thereof or other sexual misconduct when occurring on college property or during any College related activity or when requested by an alleged victim. In the event of an emergency the law enforcement agency shall be directly notified by the College employee receiving the information followed by a prompt report to the persons listed in IV. above.

VI. **CAMPUS SECURITY REVIEW**:
Campus security and safety shall be reviewed annually by the Vice President for Academic and Student Affairs and the College's Security Coordinator in consultation with Associate Provosts and provide a report to the Director of Human Resources or her/his designee on or before April 1 of each year.

SEXUAL PREDATOR OR OFFENDER INFORMATION NOTIFICATION/PUBLICATION

(College Procedure P6Hx23-2.013) (10/07/02)

I. Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. The College shall include in its publications to students and employees, information that will advise the student or employee on how to obtain information on sexual predators or offenders from the local law enforcement agency with jurisdiction for the particular campus or by calling the FDLE hotline or by visiting the FDLE website.

II. When a law enforcement agency notifies the College that a sexual predator or sexual offender is enrolled, planning to enroll, employed, or carrying on a vocation at the College or University Partnership Center, such notification shall be delivered to the attention of the President, who shall then deliver it to the senior vice president of Educational and Student Services or designee and director of Human Resources. The senior vice president or designee will notify the College-wide Security supervisor, who will in turn initiate an information check on the student or employee and will advise security personnel at the respective site(s) where the student may be attending classes or the employee may be working. The information shall also be provided to the provost, associate provost or cabinet-level supervisor at the site where the student or employee may be attending classes or may be employed. In consultation with the college attorney, the site administrator or supervisor will (1) coordinate with the site security officer; (2) notify the program director, faculty member, and/or immediate

supervisor. The faculty member will be advised that the information is confidential and provided for safety purposes only, and should in no way affect the student's academic status. In instances where students may be residing in one community and attending classes or receiving support services on multiple campuses, the College-wide security supervisor shall notify all appropriate provosts and/or site supervisors.

III. All instructors will be advised to include in their syllabi, general information on campus safety and security and specific directions on how to obtain information on sexual offenders on campus using the statement provided by the Office of Educational and Student Services. However, such information shall not include a listing of specific offenders.

IV. If a conference with the offender is deemed necessary, it shall be with the understanding that the conference will be conducted in private and scheduled by the appropriate provost, associate provost or site administrator.
   A. A student sexual predator or offender will be advised of the need to comply with student conduct and rights and responsibilities provisions consistent with all students. Failure to comply may result in disciplinary action in accordance with Rule 6Hx23-4.35.
   B. An employee sexual predator or offender will be advised to comply with the law and College rules and procedures. Failure to comply may result in disciplinary action in accordance with Rules 6Hx23-2.19 or 6A-14.0411.
   C. Further, formal actions shall provide that for any on-campus disciplinary action wherein there is an alleged sexual assault, (1) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and (2) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault.

V. Any person who materially alters or distributes public records information referred to herein, including documents, summaries of public records information provided by law enforcement agencies, or public records information displayed by law enforcement agencies on websites or provided through other means of communication, with the intent to misrepresent the information, shall be subject to College disciplinary procedures. Such procedures set forth that the College may impose discipline up to and including dismissal and/or termination. Such individuals may also be subject to a charge of misdemeanor of the first degree, punishable as provided in state statutes.

VI. The College shall, from time to time, provide occasional programs to promote the awareness of rape, acquaintance rape and other sex offenses.

STUDENT AFFAIRS: ACADEMIC HONESTY POLICIES

(College Rule 6Hx23-4.461) (11/21/06)

Honor Code – St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

I. Each student is required to subscribe to the Policies 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.

II. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Policies. Those adjudged to have committed such conduct shall be subject to discipline up to expulsion. Legitimate collaboration between a student and a tutor shall not be considered a violation of the College's academic honesty policy. However, students who receive assistance from a tutor must ensure that any work submitted in class is the student's own. Violations of the Honor Code and Policies include but are not limited to the following:
   A. **Cheating** – the improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:
      1. Copying from another student's test or homework paper.
      2. Allowing another student to copy from a test or homework assignment.
      3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
      4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
      5. Having another individual write or plan a paper, including those bought from research paper services.
      6. Submitting the same paper/project in more than one class.
   B. **Plagiarism** - The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e., music media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

      When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and , if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include:
      1. Quoting another person's actual words.
      2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
      3. Drawing upon facts, statistics, or other illustrative materials – unless the information is common knowledge.
      4. Submitting a paper purchased from a term paper service as one's own work.
      5. Failing to accurately document information or wording obtained on the World Wide Web.
      6. Submitting anyone else's paper as one's own work.

7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.

C. **Bribery** - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.

D. **Misrepresentation** - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

E. **Conspiracy** - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

F. **Fabrication** -The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.
Examples include:
1. Citing information not taken from the source indicated.
2. Listing sources in a Works Citied or reference not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc) prepared totally or in part by another, including on-line sources.
5. Taking a test for someone else or permitting someone else to take a test for you.

G. **Collusion** – The act of working together on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this Rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Polices and Rule.

H. **Duplicate Submission** – Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.

I. **Academic Misconduct** – The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:
1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
2. Selling or giving away all or part of an unadministered test and/or test answers.
3. Asking or bribing any other person to obtain a test or any information about a test.
4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college which relate to grades.
6. Continuing to work on an examination or project after the specified time has elapsed.

J. **Improper Computer/Calculator Use**
Examples of improper computer and/or calculator use include but are not limited to:
1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
2. Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material. ***NOTE TO STUDENTS****: Never save information on the hard drive of a SPC computer.*
3. Sharing a calculator or computer while leaving answers on display or in memory.
4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

K. **Improper Online, TeleWeb and Blended course use include**:
1. Having or providing unauthorized outside help when completing online quizzes or assignments.
2. Obtaining access to confidential test materials or questions before quizzes or assignments.

L. **Disruptive Behavior** – Each student's behavior in the classroom or Web course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or Web pages sites.

The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues.

Cell phones and beepers must not disturb class. Turn off these devices when entering the classroom.

M. **Right to Confidentiality** – The Family Educational Rights and Privacy Act of 1974 provides that any information related to an alleged violation of SPC's disciplinary policy or the outcome of a disciplinary hearing be treated as strictly confidential by faculty members. Further information about STUDENTS' RIGHTS AND RESPONSIBILITIES may be found in the official Student Handbook and the college catalog.

III. **Faculty Determination Process**:

A. When a student is alleged to have violated the Academic Honesty Policies, the faculty member involved should meet with the student and attempt to determine if a disciplinary proceeding is warranted. The faculty member can request that the department chair or other appropriate College official attend this meeting as a witness. The faculty member may impose the sanction of requiring an appropriate educational assignment and/or a Reduced or Failing Grade on the test, assignment or for the course if:
1. The violation is the first offense and the faculty member believes there are no circumstances that require the imposition of a sanction other than a discretionary education assignment and/or a Reduced or Failing Grade and;

2. The student and faculty member reach a written agreement as to the sanctions. No further action is required other than the faculty member forwarding a copy of the written agreement to the associate provost.

B. The student shall not be permitted to drop the class once informed of a suspected academic honesty violation. Any class that is dropped in violation of this restriction shall be reinstated until the charges are resolved.

C. The student's agreement to a sanction shall constitute a waiver of all other available adjudicatory procedures or appeals.

D. The faculty member shall forward a copy of the agreement with the student or the imposed sanctions(s) given by the instructor to the associate provost. If the student does not agree that a violation of the Academic Honesty Policy has occurred or that the imposed sanction(s) are appropriate, the student may within 7 days of the imposed sanctions, have the matter reviewed as a grievance by filing a petition pursuant to BOT Rule 6Hx23-4.36(F) alleging arbitrary and capricious actions of the faculty member and stating the reasons or grounds thereof. If the student fails to file a petition within the time set forth above, the sanctions(s) shall become final and shall constitute a waiver of all other adjudicatory procedures or appeals.

IV. The faculty member involved may refer the student to the Associate Provost rather than take action, if the instructor believes disciplinary action may be warranted, and it appears that;

A. The violation would not be a first offense; or

B. In the judgment of the faculty member, a sanction such as Probation, Suspension or Dismissal, or expulsion would be warranted.

The Associate Provost shall then review and handle the matter in accordance with BOT Rule 6Hx23-4.35.

V. A student who is charged with an academic honesty violation by a faculty member and who does not agree to accept the faculty member's sanction or for whom the faculty adjudication process is not appropriate, as stated above, or when the student denies the violation, the student shall meet with the Associate Provost to be advised of the hearing procedures and the student's rights and possible sanctions.

VI. The Associate Provost may assist the faculty member and student in reaching an acceptable agreement.

STUDENT GRIEVANCES AND APPEALS,APPEALS TO WAIVE REQUIREMENTS OF CLAST, APPEALS TO EXCLUDE COURSEWORK FROM GRADE POINT AVERAGE CALCULATIONS, STUDENT BODY GOVERNANCE AND RECOMMENDATIONS

(College Rule 6Hx23-4.36 I and III) (1/23/04)

I. **Student Grievances:**

A. **Definitions**

1. A "grievance" is defined for the application of this Rule to be a complaint, other than a discrimination grievance, alleging that a student's (grievant's) rights have been abridged through 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.1.a. through f. above.
2. A "grievant" (petitioner) must be a student of the College and is the person making the complaint except as in Paragraph c. and d. above.
3. "Other party" is the College person(s) or condition against whom the complaint is filed.
4. "Person directly involved" means the grievant(s), and the other party to the grievance.
5. "The Committee" referred to in this Section is the College Committee on Student Grievances.
6. "Working days" shall include Mondays, Tuesdays, Wednesdays, Thursdays and Fridays and shall exclude Saturdays, Sundays and Board of Trustees' approval holidays.
7. "Calendar days" shall include all days on the calendar including Board of Trustees' approved holidays.
8. "Arbitrary or Capricious" means without rational basis, or done in bad faith or constitutes disparate treatment and/or based on unlawful discrimination.

For the rest of Board Rule 6Hx23-4.36 go to: www.spcollege.edu/central/botrules.

II. **Appeals to Waive Requirements for CLAST** – go to www.spcollege.edu/central/botrules.

III. **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 III.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.

IV. **Student Body Governance and Recommendations** – go to www.spcollege.edu/central/botrules.

STUDENT AND STUDENT ORGANIZATION REGULATIONS

(College Rule 6Hx23-4.33) (10/19/98)

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 tranquility 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, software 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. Vehicle parking and traffic plans shall be approved by the President or designee.
C. Students are expected to be dressed neatly and in good taste at all times while on campus and while attending any College-sponsored activity,.
D. In cases in which there has been a violation of law against the College or any of its officials, legal action may also be brought against the offender.

II. Student organizations are also prohibited from engaging in the conduct listed in I.A. 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. 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 Paragraph I.A. of this 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.

INFORMATIONAL NOTE: Notice of the Informal Preliminary Hearing should be given to the student at the same time the student is noticed of suspension. The student should also be advised of his/her right to testify, offer evidence and witnesses at the hearing.

POLICY FOR THREATS, VIOLENCE, STALKING AND/OR USE OR POSSESSION OF EXPLOSIVES, DESTRUCTIVE DEVICES, FIREARMS AND/OR WEAPONS, ETC.

(College Rule 6Hx23-1.232) (7/20/99)

I. **GENERAL POLICY**

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.

II. **PROHIBITED CONDUCT**

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 him/her as long as that expression is not disruptive, inappropriate, and unprofessional and would not cause a reasonable person to be put in fear of harm.

III. **ACTION TO BE TAKEN**

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.

IV. **DISCIPLINE OF STUDENTS AND EMPLOYEES**
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.

V. **CONFLICT WITH OTHER RULES, ETC.**
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.

VI. **REPORTING OF PROHIBITED CONDUCT AND RESTRAINING ORDERS**
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.

VII. **RESPONSE COMMITTEE** –view www.spcollege.edu/central/botrules for the rest of this rule.

VIII. **DEPARTMENTAL PLANS -** view www.spcollege.edu/central/botrules for the rest of this rule.

IX. **OVERSIGHT COMMITTEE -** view www.spcollege.edu/central/botrules for the rest of this rule.

X. **TRAINING** –view www.spcollege.edu/central/botrules for the rest of this rule.

STUDENT OMBUDSMAN OFFICE RULE

(College Rule 6Hx23-4.362) (5/21/96)

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) (5/18/99)

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. **Assistance.** 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. **Authority on Appeal**. 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. **Alternative Procedure/Election**. 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. **Procedure Before the Student Ombudsman**. 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. **For Review Or Appeal**. 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. **For Decisions**. 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.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

(College Rule 6Hx23-6.900) (6/17/2008)

I. **Intent**

The Board of Trustees shall allow and restrict use of information technology as outlined in the following sections labeled Acceptable Use and Prohibited Use. In cases requiring authorization or approval as required herein, such approval will come from the cabinet member in charge of the area requesting such authorization or approval and the vice president for Information Technology, or their appointed designee.

II. **Scope**

The scope of this policy includes all students, employees, visitors, contractors, consultants, etc. using information technology resources at St. Petersburg College. In appropriate use exposes St. Petersburg College to risks including virus attacks, compromise of network systems and services, and potential legal issues.

III. **General**

While St. Petersburg College's network administration desires to provide a reasonable level of privacy, users should be aware that the College reserves the right to restrict access and protect its systems from misuse or damage.

IV. **Acceptable Use**

A. Information technology use that supports and enables the effective and efficient completion of job description duties and assigned tasks is acceptable.

B. Information technology use by faculty (and students under the direction of faculty) that contributes to scholarly research and academic work within the boundaries of the approved curriculum is acceptable.

C. Occasional and infrequent personal use by employees that does not interfere with job duties, superseded work responsibilities, or add additional costs to the College is acceptable. The cost to the employee per page for printing shall be the same as the cost per page for a photo copy as set forth in Board of Trustees' Rules 6Hx23-5.17.1 and 6Hx23-5.28.

D. Occasional and infrequent personal use by students that does not interfere with teaching or add additional costs to the College is acceptable. The cost to the student per page for printing shall be the same as the cost per page for photo copy as set forth in Board of Trustees' Rule 6Hx23-5.171.

V. **Prohibited Use**

A. Use of College information technology at any time, or use of personal non-College owned technology while connected to the College network, to break any international, federal, state or local law (or to aid in any crime) is prohibited.

B. Use of College information technology for creation, storage, display or transmission for a profit-oriented, commercial, political or business purpose is prohibited.

C. Consistent with the College's sexual harassment policy, creating, viewing, storing, transmitting or publicly displaying pornographic (as defined by the U.S. Supreme Court), obscene, defaming, slanderous, harassing, or offensive data (including sound, video, text, and graphics data) is prohibited.

D. Circumventing established College software security procedures or obtaining information system access and passwords to which one is not entitled is prohibited.

E. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated"or other software products that are not licensed for ruse by St. Petersburg College is prohibited.

F. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) is prohibited.

G. Revealing your account password to others or allowing use of your account by others is prohibited.

H. Effecting security breaches or disruptions of network communications is prohibited. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged folds, packet spoofing, denial of service, and forged routing information for malicious purposes.

I. Port scanning or security scanning is expressly prohibited unless prior notification to Information System - networks department is made.

J. Unauthorized alteration, modification, or removal of College hardware security systems is prohibited.

K. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam) is prohibited.

L. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type is prohibited.

M. Unauthorized use, or forging, of email header information is prohibited.

N. Unauthorized access, alteration, or destruction of another employee's data, programs, or electronic mail is prohibited.

O. Connecting or installing unauthorized personal or non-College owned information technology hardware or software to the College network without prior approval is prohibited.

P. Installing non-College owned software without prior approval and documented proof of legal licensure is prohibited.

VI. **Notification and Acceptance**

A. Electronic banners will be implemented wherever possible as a means of communicating the Information Technology Acceptable Use Policy Rule 6Hx23-6.900 to students, faculty and staff.

B. Printed posters and other means of notification of the Information Technology Acceptable Use Policy Rule6Hx23-6.900 will also be posted in common areas, computer labs and information commons where possible.

C. Student handbooks shall include information regarding the College's information Systems rules and procedures including the Information Technology Acceptable Use Policy Rule 6Hx23-6.900.

D. Faculty and staff are required to participate in security awareness training class or video streamed presentation. This shall be done at least once during employment or at time of employee orientation.

E. Faculty and staff are required to sign an acceptance waiver acknowledging his/her understanding of the Information Technology Acceptable Use Policy Rule 6Hx23-6.900 and other applicable Information Technology security rules and procedures.

VII. **Inspection**

A. The Board reserves the right to review and inspect all data and materials on any computer, server, network or other information systems furnished by the College to any student or employee.

B. St. Petersburg College reserves the right to audit or monitor networks and systems on a periodic basis to ensure compliance with this policy.

C. For equipment not furnished by the College, permission to inspect must be granted by the owner, unless otherwise provided by law. In the event of suspected criminal activity local, state or federal law enforcement will be notified.

VIII. **Consequences of Unacceptable Use**

A. Unacceptable use may result in the revocation of access to College information technology.

B. Employees and students who violate this Rule shall be subject to discipline from reprimand to dismissal. The following disciplinary procedures shall apply:

1. Career Service Employees
   Career service employees may be subject to disciplinary action as provided in the Career Service Manual, Board of Trustees' Disciplinary Rules relating to career service employees and Section 120.57 of the Florida Statutes.
2. Administrative and Faculty Members
   Administrative staff and faculty members may be subject to disciplinary action as provided in the rules of the Department of Education, Florida Administrative Code and Board Procedure P6Hx23-2.012.
3. Students
   Students may be subject to discipline as provided in Board of Trustees' Rule 6Hx23-4.33 and 6Hx23-4.35.

C. Remedial or disciplinary action will depend upon the nature of incident(s).

STUDENT FEES

COLLECTION OF FINANCIAL OBLIGATIONS AND DELINQUENT ACCOUNTS

(College Rule 6Hx23-5.27) (9/18/06)

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, prevention 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, or a check cashed by an employee, is returned by the financial institution on which it was drawn, the President shall attempt collection with due diligence. The President shall establish procedures to carry out such collection. Student will be assessed a collection amount equal to that which is payable to the collection agency if said account is turned over to the collection agency.

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

IV. Students 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 registration fee.

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.

STUDENT FEE SCHEDULE

Changes to course numbers and titles are made by the State Department of Education on a regular basis. Such changes to any course 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)

All student fees and charges shall be approved by the Board of Trustees. Unless otherwise designated, the effective date shall be prior to the starting date of registration for the term in which the fee is being assessed. A schedule of student fees and charges shall be updated immediately following Board action and published in the online version of the College catalog for reference by students and College staff.

The following fees shall be assessed per credit hour/credit hour equivalent. The 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. Unless otherwise indicated, fees listed in this schedule shall apply to the lower and upper division**.. Prepayment will not relieve students of additional charges approved prior to the start of classes.**

A. **U.S. Citizen application fee** (original application only) .....$ 40.00
   Graduation Application Fee .....$ 30.00
B. International Study Abroad application fee..... 200.00
C. Special admission fee for entering International students(applies only to students who plan to attend the college on F-1 visa status).....100.00
D. Payment Plan Application Fee 20.00
E. Online courses are subject to the following Distance Learning Fee (per credit hour):
   1. Lower Division Online Courses.....12.50
   2. Upper Division College of Technology and Management Online Courses.....25.00
   3. All Other Upper Division Online Courses 15.00
F. **Registration Fees** – lower-division courses (per credit hour)
   1. FLORIDA RESIDENTS 77.54
   2. NON FLORIDA RESIDENTS 280.39
G. **Registration Fees** – upper-division courses (per credit hour)
   1. FLORIDA RESIDENTS…….85.20
   2. NON FLORIDA RESIDENTS ……322.70
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. The full cost of instruction is defined as four times the matriculation fee (per credit hour) and other fees. For additional information regarding the actual cost, students should contact the Business Office on their home campus. Other fees, in these cases, shall mean the special fees charged to Non-Florida resident students together with fees associated with the taking of a particular course, if any.
I. Fees for use of lab equipment will not be assessed for online courses with a distance learning fee. Also, 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. Laboratory fees set forth in this section and other sections in this Rule may be charged for all classroom and blended courses to cover unusual expenses associated with offering a class including the following: laboratory supplies and other consumables; specialized instructional equipment and software; additional support personnel required to offer the class; differential faculty pay when market adjustment is necessary; instructor certification programs; and other unusual expenses. Fees in all of the foregoing categories will require Board of Trustees' approval.

1. **Architecture Course Fees:**

ARC 1126C	Architectural Drawing I	20.00
ARC 1301	Architectural Design I	20.00
ARC 2461	Materials & Methods of Construction I	20.00
BCN 1251C	Construction Drawing	20.00
BCN 2055	Concrete Construction Methods	10.00
TAR 2054C	Introduction to AutoCAD	75.00
TAR 2055C	Intermediate AutoCAD	75.00
TAR 2057C	AutoCAD Architectural Desktop	75.00
TAR 2142C	Architectural 3D Modeling and Rendering	75.00

2. **Art and Graphics Course Fees**:

ART 1201C	Design I	50.00
ART 1203C	Design II	50.00
ART 1300C	Drawing I	40.00
ART 1330C	Drawing II	50.00
ART 1750C	Ceramics I	75.00
ART 1751C	Ceramics II	80.00
ART 2400C	Printmaking I	50.00
ART 2500C	Painting I	50.00
ART 2501C	Painting II	50.00
CGS 2525	Introduction to Multimedia	60.00
COP 2840	Scripting for Browsers	50.00
DIG 2030	Survey of Digital Video	60.00
DIG 2091	Legal Issues in Media Development	30.00
DIG 2109	Digital Graphics	60.00
DIG 2115C	Digital Imaging	90.00
DIG 2141	Encoding and Streaming Media	90.00
DIG 2200	Basic Video Camera	120.00
DIG 2205	Basic Video Editing	120.00
DIG 2284	Advanced Videography	120.00
DIG 2285	Adv Multimedia/Digital Media Using Director	90.00
DIG 2360	Advanced Adobe Flash	60.00
DIG 2410	Basic Scripting for Video	60.00
DIG 2545	Media Planning	40.00
DIG 2560	Planning and Management of Digital Media Authoring	60.00
DIG 2580	Digital Media Portfolio	30.00
GRA 1104C	Typography	90.00
GRA 1330	Applied History of Graphic Design	10.00
GRA 2103C	Introduction to Computer Graphics	35.00
GRA 2111C	Graphic Design I	60.00
GRA 2151C	Computer Illustration	90.00
GRA 2201C	Digital Publishing	90.00
GRA 2203C	Pre-Press Production	90.00
GRA 2746C	Illustration	35.00
GRA 2951C	Professional Practices/Internship	30.00
GRA 2952C	Graphic Design Portfolio	90.00
PGY 2107C	Large Format Photography	110.00
PGY 2110C	Color Photography	55.00
PGY 2201C	Photography Studio Lighting	60.00
PGY 2401C	Photography I	55.00
PGY 2410C	Intermediate Photography	40.00
PGY 2446C	Alternative Processes/Photography	110.00
PGY 2470C	Themes for Photographers	30.00
PGY 2473C	Portfolio Development	110.00
PGY 2801C	Digital Photography	75.00
PGY 2940C	Professional Practices/Internship	60.00

3. **Astronomy Course Fees:**

AST 1022L	Observational Astronomy Lab	35.00

4. **Wellness and Human Performance Course Fees**:

HLP 1080	Personal Wellness	$10.00
HSC 2400	First Aid	5.00
PEL 2341	Tennis I	5.00
PEL 2342	Tennis II	5.00
PEN 2136	Skin and Scuba Diving - per course	65.00
PEN 2137	Advanced Scuba Diving - per course	65.00
PET 2622	Sports Medicine/Athletic Training	10.00

5. **Class Music Course Fees:**

MUS 1360	Music and Computers	$50.00
MVK 1111	Class Piano I	25.00
MVK 2121	Class Piano II	25.00
MVV 1111	Class Voice I	25.00
MVV 2121	Class Voice II	25.00

6. **Applied Music Course Fees** (payable at registration after department permission has been given by the department of Humanities/Fine Arts on the St. Petersburg/Gibbs Campus):

	Music Majors	Non-Majors
One-half hour length classes per course	$60.00	$120.00
One hour length classes per course	$120.00	$240.00

Courses with set fees regardless of whether student is a Music Major or Non-Major:

MUC 1101	Applied Music Composition	$240.00
MUC 1311	Studio Music Applications	240.00
MVK 1125	Popular Piano Techniques (1 credit)	120.00
MVK 1125	Popular Piano Techniques (2 credit)	240.00

NOTE: Class and applied music fees include the use of a practice room one hour daily.

7. **Nursing Course Fees:**

NUR 1001C	Orientation to Technical Nursing Therapy Clinical Experience	285.00
NUR 1021L	Nursing I Clinical Experience	285.00
NUR 1211L	Nursing II Clinical Experience	285.00
NUR 2293C	Perioperative Nursing	79.00
NUR 2462L	Nursing III Clinical Experience	285.00
NUR 2731L	Nursing IV Clinical Experience	265.00
NUR 3066C	Health Assessment and Physical Appraisal	100.00

8. **Veterinary Technology Course Fees:**

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 Practice II	87.00
ATE 1671L	Laboratory Animal Medicine	87.00
ATE 1943	Veterinary Work Experience I	23.00
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
ATE 2945	Veterinary Work Experience II	23.00

9. **Health Information Management Course Fees:**

HIM 1000	Introduction to Health Information Management	$53.00
HIM 1031C	Medical Transcription I	30.00
HIM 1110	Classification Systems, Indexes & Registries	24.00
HIM 1211	Health Information Technologies	27.00
HIM 1800	Professional Practice Experience I	27.00
HIM 2003	Healthcare Informatics Practicum	23.00
HIM 2032C	Medical Transcription II	24.00
HIM 2033C	Medical Transcription III	24.00
HIM 2034C	Medical Transcription IV	24.00
HIM 2222	Basic ICD Coding	16.00
HIM 2234	Advanced ICD Coding & Reimbursement	41.00
HIM 2253	Basic CPT Coding	41.00
HIM 2500	Organization & Supervision	24.00
HIM 2510	Quality & Performance Improvement	24.00
HIM 2652	Electronic Health/Medical Record Systems	50.00

10. **Engineering Technology Course Fees:**

CET 1114L	Digital Fundamentals with Lab	$35.00
CET 1486	Introduction to LANs	75.00
CET 1600	Network Fundamentals	200.00
CET 1610	Routing Protocols and Concepts	400.00
CET 2615	LAN Switching and Wireless	400.00
CET 2620	Accessing the WAN	300.00
CET 2627	Building CISCO Multilayer Switched Networks	400.00
CET 2628	CISCO Internetworking Troubleshooting Support	400.00
CET 2665	Secure PIX Firewalls	400.00
CET 2670	Scalable Routing Protocols and IPV6	500.00

CET 2682	Fundamentals of Voice Over IP (VoIP)	400.00
EET 1015C	DC Circuit Analysis with Laboratory	35.00
EET 1025C	AC Circuit Analysis with Laboratory	35.00
EET 1205C	Electronic Instrumentation	35.00
EET 2140C	Sold State Electronics with Lab	35.00
EET 2155C	Linear Integrated Circuits with Lab	35.00
EGS 2122C	Geometric Dimensioning & Tolerancing	75.00
ETD 1320C	Introduction to CAD	75.00
ETD 1340C	AutoCAD II	75.00
ETD 1355C	AutoCAD III: 3-D Modeling	75.00
ETD 2364C	Introduction to SolidWorks	75.00
ETD 2368C	Advanced Solidworks	75.00
ETI 1688C	Network Cabling Fundamentals	75.00

11. **Radiography Science Course Fees**:

RTE 1000	Orientation to Radiography	$45.00
RTE 1418L	Principles of Imaging I Lab	200.00
RTE 1473L	Radiographic Quality Assurance Lab	200.00
RTE 1804L	Radiographic Clinical Education I	20.00
RTE 1814L	Radiographic Clinical Education II	30.00
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 2824L	Radiographic Clinical Education III	45.00
RTE 2834L	Radiographic Clinical Education IV	20.00
RTE 2844L	Radiographic Clinical Education V	30.00

12. **Dental Hygiene Course Fees**:

DEH 1003L	Dental Hygiene I Clinic	$77.00
DEH 1800L	Dental Hygiene II Clinic	81.00
DEH 2802L	Dental Hygiene III Clinic	68.00
DEH 2804L	Dental Hygiene IV Clinic	104.00
DEH 2806L	Dental Hygiene V Clinic	105.00
DEH 4854	Leadership in Dental Hygiene	23.00
DES 1200L	Dental Radiography Laboratory	33.00
DES 2100L	Dental Materials Lab	33.00

13. **Emergency Medical Services Program Course Fees**:

EMS 1119L	Fundamentals of Emergency Medical Care Lab	$81.00
EMS 1411	Fundamentals of Emergency Care Clincal Experience	28.00
EMS 1421	EMT Field Internship	131.00
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

14. **Respiratory Care Course Fees**:

RET 1874L	Clinical Practice I	$38.00
RET 1875L	Clinical Practice II	15.00
RET 2876L	Clinical Practice III	75.00
RET 2877L	Clinical Practice IV	323.00
RET 2878L	Clinical Practice V	175.00

15. **Computer Course Fees:**

CAP 2134	Database Security	140.00
CET 1171C	Personal Computer Systems Repair I	60.00
CET 1172C	Personal Computer Systems Repair II	60.00
CET 2691	Laws and Legal Aspects of IT Security	140.00
CGS 1060	Basic Computer and Information Literacy	23.20
CGS 1000	Introduction to Computers & Programming	40.00
CGS 1100	Microcomputer Applications	40.00
CGS 1172	E-Commerce Site Designer I	60.00
CGS 1178	Web Scripting with CGI/PERL & JavaScript	60.00
CGS 1510	Electronic Spreadsheet I	23.20
CGS 1515	Spreadsheet Tech. & Programming	40.00
CGS 1520	Microcomputer Business Presentation/Graphics	23.20
CGS 1540	Microcomputer Database Mgmt. I	23.20
CGS 1545	Database Techniques & Programming	40.00
CGS 1560	Microcomputer Operating System	40.00
CGS 1822	Web Site Essentials	60.00
CGS 1823	Web Site Design Concepts	60.00
CGS 1874	Introduction to Flash	60.00
CGS 1930	Micro Systems Software	23.20
CGS 1937	CGI Scripts Using PERL II	60.00
CGS 2103	Advanced Microcomputer Applications	60.00
CGS 2173	E-Commerce Site Designer II	60.00
CGS 2402	Programming in C++ for Business	40.00
CGS 2811	Incident Response & Disaster Recovery	140.00
CIS 1358	Operating System Security	140.00
CIS 2352	Ethical Hacking	140.00
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 2222	Advanced C ++ Programming for Business	40.00
COP 2224	C++ Windows Programming for Business	40.00
COP 2250	Java Programming I	60.00
COP 2349	Shell Programming for System Admin	200.00
COP 2360	Introduction to C# Programming	40.00
COP 2800	JAVA Programming II	60.00
COP 2801	JavaScript	60.00
COP 2806	Java Server Pages and Servlets	40.00
COP 2823	Advanced Web Page Creation	90.00
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
CTS 1120	Intro to Network Security Foundations	140.00
CTS 1302	Designing a Windows Server Active Directory Infrastructure and Services	500.00
CTS 1303	Configuring and Troubleshooting Windows Server Active Directory Domain Services	500.00
CTS 1306	Planning & Maintaining a MS Windows Server Network Infrastructure	500.00
CTS 1313	Fundamentals of Network Security with MS ISA Server	500.00
CTS 1314	Network Defense and Countermeasures	140.00
CTS 1327	Installing and Configuring MS Windows Client	500.00
CTS 1328	Planning and Administering Windows	500.00
CTS 1330	Implementing & Managing MS Exchange Server	500.00
CTS 1334	Configuring and Troubleshooting a Windows Server Network Infrastructure	500.00
CTS 1437	System Administration for MS SQL Server	500.00
CTS 2106	Fundamentals of the Linux/Unix Operating Environment	200.00
CTS 2205	Advanced Excel (Microsoft Specialist)	60.00
CTS 2213	Outlook (Microsoft Specialist)	23.20
CTS 2220	Advanced Word (Microsoft Specialist)	60.00
CTS 2230	Advanced PowerPoint (Microsoft Specialist)	60.00
CTS 2321	Linux System Administration I	200.00
CTS 2322	Linux System Administration II	200.00
CTS 2332	Linux/Unix Domain Name Service (DNS) Administration	600.00
CTS 2333	Linux/Unix Network Administration	600.00
CTS 2431	Advanced Access (Microsoft Specialist)	60.00
CTS 2434	Programming a Database on Microsoft SQL Server	695.00
EME 2040	Introduction to Educational Technology	40.00
MAN 2582	Introduction to Project Management	40.00
OST 1100	Keyboarding I	40.00
OST 1110	Keyboarding II	40.00
OST 1741	Microcomputer Word Processing	23.20
OST 1793	Internet Orientation	23.20
OST 1810	Desktop Publishing I	23.20
OST 1812	Desktop Publishing II	23.20

16. **Criminal Justice Technology Course Fees**:

CJB 1031C	First Aid for Criminal Justice Officers	$ 30.00
CJB 1040C	CMS Firearms	229.00
CJB 1463	Intro to Computer Applications for Analysis	40.00

CJB	2020C	CMS Vehicle Operations	200.00
CJB	2050C	CMS Defensive Tactics	26.00
CJE	1640	Introduction to Crime Scene Technology	15.00
CJE	1643	Advanced Crime Scene Technology	15.00
CJE	1651	Introduction to Crime Analysis	40.00
CJE	1770	Crime Scene Photography I	70.00
CJE	1772	Crime Scene Photography II	33.00
CJE	2020C	Vehicle Operations	30.00
CJE	2050	Criminal Justice Defensive Tactics	25.00
CJE	2054	Criminal Justice Weapons	175.00
CJE	2640	Introduction to Forensic Science	10.00
CJE	2644	Crime Scene Safety	10.00
CJE	2671	Latent Fingerprint Development	25.00
CJE	2672	Fingerprint Classification	15.00
CJE	2676	Biological Evidence	10.00
CJE	2730	Correctional Emergency Preparedness	10.00
CJL	2610	Courtroom Presentation of Scientific Evidence	10.00

17. **Legal Assistant Course Fees**:

PLA	1730	Computerized Legal Research	$35.00

18. **Physical Therapist Assistant Course Fees**:

PHT	1121L	Functional Anatomy and Kinesiology Lab	$48.00
PHT	1200L	Basic Patient Care Laboratory	112.00
PHT	1217L	Physical Therapy Principles and Procedures Laboratory	95.00
PHT	1801L	PT Clinical Practice I	7.00
PHT	2220L	Therapeutic Exercise in PT Lab	140.00
PHT	2810L	PT Clinical Practice II	7.00
PHT	2820L	PT Clinical Practice III	7.00

19. **English as a Second Language Course Fees**:

EAP	0200	Basic Listening/Speaking	$20.00
EAP	0295	Basic English as a Second Language I	60.00
EAP	0300	Intermediate Listening/Speaking I	20.00
EAP	0395	Basic English as a Second Language II	60.00
EAP	0400	Intermediate Listening/Speaking II	10.00
EAP	0495	Intermediate English as a Second Language	60.00
EAP	1500	Advanced Listening/Speaking	10.00
EAP	1595	Advanced English as a Second Language I	60.00
EAP	1695	Advanced English as a Second Language II	10.00

20. **Funeral Services Course Fees**:

FSE	2101L	Embalming Clinical I	$108.00
FSE	2120L	Restorative Art Laboratory	60.00
FSE	2141L	Embalming Clinical II	85.00
FSE	2946	Professional Practicum	40.00

21. **Sign Language Interpretation Course Fees**:

ASL	1140C	Basic American Sign Language with Lab	$25.00
ASL	1150C	Intermediate American Sign Language with Lab	25.00
ASL	1160C	Advanced American Sign Language with Lab	25.00
INT	1000L	Fundamentals Lab	25.00

22. **Human Services Course Fees:**

HUS	2949	Co-Op work Experience Human Services	$11.50

23. **Medical Laboratory Technology Course Fees:**

MLT	1044L	Phlebotomy Clinical Experience	$23.00
MLT	2807L	Immunohematology Clinical Experience	23.00

24. **Science Course Fees**:

BOT	1000C	Botany with Lab	35.00
BSC	1005L	Biological Science Lab	35.00
BSC	1084C	Essentials Human Anatomy and Physiology	35.00
BSC	2010L	Biology I Lab - Cellular Processes	35.00
BSC	2011L	Biology II Lab - Organisms & Ecology	35.00
BSC	2085L	Human Anatomy and Physiology Lab I	30.00
BSC	2086L	Human Anatomy and Physiology Lab II	30.00
BSC	2250C	Field Biology of Florida 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	2210L	Organic Chemistry Lab I	35.00
CHM	2211L	Organic Chemistry Lab II	35.00
ESC	1000L	Earth Science Lab	30.00
GLY	2010L	Physical Geology Lab	35.00
MCB	2010L	Microbiology Lab	35.00
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
FFP	1832	Emergency Response to Terrorism: Basic Concepts	12.00

25. **Early Childhood Education Course Fees**:

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

26. **College of Education Course Fees:**

BSC	3096C	Human Biology with Lab	$35.00
BTE	4412	Instruction Method for Middle School Business for Technology Education	63.00
BTE	4040	Internship: Business Technology Education	89.00
BTE	4946	Instructional Methods for Secondary Business Technology Education Practicum	63.00
BTE	4948	Curriculum Overview in Business Education	63.00
EDE	4940	Internship: Elementary Education K-6	89.00
EDE	4942	Integrated Language Arts, Children Literature & Social Sciences Practicum	63.00
EDE	4943	Integrated Mathematics & Science Practicum	63.00
EDG	4343	Cognitive Strategies Instruction Practicum	63.00
EEX	4940	Internship: Exceptional Student Education K-12	89.00
EVT	3402C	Materials and Processes w/Lab	70.00
EVT	3403C	Manufacturing and Transportation w/Lab	50.00
EVT	3946	Instruction Methods for Middle School Technology Education Practicum	63.00
EVT	4094	Technological Design	50.00
EVT	4940	Internship: Secondary Technology Education	89.00
EVT	4947	Instructional Methods for Secondary Technology Education	63.00
EVT	4294C	Information & Communication Technology w/Lab	75.00
EVT	4407C	Energy and Power Systems w/Lab	40.00
LAE	4416	Intermediate Literacy 3-6: Writing and Thinking	45.00
MAE	3941	Interactive Middle School Mathematics Projects	63.00
MAE	4940	Internship: Secondary Mathematics	89.00
MAE	4942	Instructional Methods in Secondary Mathematics with Technology Practicum	63.00
MAE	4943	Internship: Middle Grades Mathematics	89.00
PCB	3043C	Ecology with Lab	35.00
PCB	3063C	Genetics with Lab	60.00
PCB	4723C	Comparative Animal Physiology with Lab	35.00
RED	3309	Early and Emergent Literacy K-2	45.00
RED	4324	Reading in Middle School	45.00
RED	4335	Reading in Content Area	45.00
RED	4511	Intermediate Literacy 3-6: Reading and Thinking	45.00
RED	4519	Diagnosis and Intervention in Reading	45.00
SCE	3941	Secondary Science Field Experience	63.00
SCE	4940	Instructional Methods in Secondary Science Assessment with Technology	63.00
SCE	4942	Internship: Secondary Science with Emphasis in Biology	89.00
SCE	4943	Internship: Middle Grades General Science	89.00

27. **Hospitality Management Course Fees:**

FSS	2235C	Introductory Food Production Management	135.00

28. **Technology Management Course Fees**:

BUL 3310	Advanced Legal Environment of Business	$71.28
BUL 3564	Legal Aspects of Managing Technology	71.28
COM 3120	Organizational Communication	71.28
ETI 3116	Quality Assurance Methodology	71.28
ETI 3413	Manufacturing Systems & Processes	71.28
ETI 3647	Supply Chain Management	71.28
ETI 4448	Applied Project Management	71.28
ETI 4621	Lean Essentials	71.28
FIN 3403	Financial Management	71.28
ISM 3232	Software Essentials	71.28
ISM 3320	Core Security Principles	71.28
ISM 3324	Applications in Information Security	71.28
ISM 3330	Information Security Policy, Administration, and Management	71.28
ISM 3930	Seminars in Technology Management	50.00
ISM 4212	Database Design & Administration	71.28
ISM 4220	Network Technologies for Information Professionals	71.28
ISM 4301	Global Information Systems	71.28
ISM 4323	Security Essentials	71.28
ISM 4480	Electronic Commerce Systems & Strategies	71.28
MAN 3240	Applied Organizational Behavior	71.28
MAN 3303	Leadership & Management Practices	71.28
MAN 3504	Operations Management	71.28
MAN 3534	Business Architecture and Process Modeling	71.28
MAN 3949	Cooperative Work Experience Tech Mgmt	50.00
MAN 4915	Senior Capstone Project in Technology Mgmt	85.00
MAR 3802	Marketing for Managers	71.28

29. **International Business Course Fees:**

BUL 3322	Legal Issues in International Business	$ 71.28
MAN 3600	International Business	7l.28
MAN 3930	Seminars in Business and Management	50.00
MAN 4102	Managing Cultural Diversity	71.28
MAN 4570	International Procurement & Outsourcing	71.28
MAN 4625	Managing Global Human Resources	71.28
MAN 4934	Senior Capstone Project (IB)	85.00
MAN 4935	Special Topics in Management Concepts	71.28
MAR 4152	International Sales and Marketing	71.28

30. **Banking Course Fees:**

BRC 3203	Banking Regulation and Compliance	$ 71.28
FIN 3324	Principles of Commercial Bank Management	71.28
FIN 3345	Introduction to Credit Analysis and Loan Structure	71.28
FIN 4140	Financial Planning	71.28
FIN 4244	Money, Banking and Financial Markets	71.28
FIN 4323	Bank Operations and Management	71.28
FIN 4504	Investments	71.28
FIN 4634	International Banking and Finance	71.28
MAN 4520	Quality Management (Six Sigma)	71.28
MAR 4413	Sales, Negotiating and Relationship Management	71.28
MAR 4613	Marketing Research	71.28

31. Orthotics & Prosthetics Course Fees:

PRO 3301C	Transtibial Prosthetics	$ 500.00
PRO 3310C	Lower Extremity Orthotics I	425.00
PRO 3311C	Lower Extremity Orthotics II	500.00
PRO 3801L	O & P Clinical Rotation Practicum	23.00
PRO 4331C	Transfemoral Prosthetics	500.00
PRO 4350C	Spinal Orthotics	500.00
PRO 4361C	Upper Extremity Prosthetics	500.00
PRO 4371C	Upper Extremity Orthotics	500.00
PRO 4802L	Pre residency Intensive Clinical Internship	23.00
PRO 4850L	Senior Capstone Clinical Rotation	23.00

K. **Standardized Testing Fees**:

1. **Health Achievement Tests**

NUR 1001C	Orientation to Technical Nursing Clinical Experience	$170.00
NUR 1021L	Nursing I	100.00
NUR 1211L	Nursing II Clinical Experience	100.00
NUR 2462L	Nursing III Clinical Experience	100.00
NUR 2731L	Nursing IV Clinical Experience	100.00
NUR 4835L	Leadership Practicum	50.00

2. **Student Life Skills Tests:**

SLS 1301	Career and Life Planning	$15.00

3. **Computer/Information Literacy**
   a. Examination Fee $20.00
   b. Examination Retake Fee 20.00
4. Duplicate diploma fee ..... $ 15.00
5. Duplicate transcript fee $5.00
   Students who request more than 5 transcripts at one time will be assessed the $5 charge noted above for each additional transcript.
6. **Certification fees**:
   EMS 1119L Fundamentals of Emergency Medical Care Laboratory $19.00
7. Non-student CLAST administration fee $25.00
8. 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
   ELP fees will be waived for students who have attended SPC's Academy programs.
9. Career Assessment Testing
   a. Students $25.00
   b. Non-students 35.00
   c. Vocational Assessment/Consulting Test 10.00
10. CAT-CLAST Administration Fee per sitting $30.00
12. Replace SPC Access OneCard $20.00

L. **Postsecondary Adult Vocational Courses** (per contact hour)
1. Florida residents ..... $ 1.94
2. Non-Florida residents 7.78

M. **Parking Fees:**
Students who are attending classes at the Downtown Center and elect to park in the parking facility located on site shall pay the College a fee each term, in accordance with the following fee schedule:

Fall Term	$50.00
Spring Term	50.00
Summer Term	25.00
Evening Only	25.00

Upon receipt of payment a Hang Tag shall be issued and prominently displayed from the rear-view mirror at all times while parked in the garage. Failure to display the parking tag may result in a fine, in accordance with Board Rule 6Hx23-4.34.

N. **Miscellaneous Charges (College Policy 6Hx23-5.171)** (9/18/06)
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 and Nonstaff (BOT Rule 6HX23.3.05) $15.00
5. Dental Hygiene (Teeth Cleaning Charges, including Optional bite-wing x-rays) Adults and children $22.00
6. Dental Hygiene – full mouth x-ray, each $10.00
7. Test of English as a Foreign Language (TOEFL) Photo File Record ..... $ 7.00
8. Charge for testing non-SPC students, per test (e.g. correspondence, on-line or distance courses) $20.00
9. Resume writing services (for student) ..... $10.00 (for non-student $20.00
10. Rental of eye protection equipment (per day) – Firing Range $1.00
    Rental of ear protection equipment (per day) – Firing Range ..... $ 2.00

11. Physical Therapy
    Patient Evaluation…….....$10.00
    Patient Treatment Session…….....$ 7.00
12. CLEP Testing Fee (waived for Bright Futures*)$15.00

* Bright Futures includes Florida Merit and Florida Academic Scholars

St. Petersburg College accepts American Express, 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) (4/16/02)

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 term 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 Procedure P6Hx23-5.19 to students who will be unable to attend the term 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.
      3. The President or designated appeals committee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19 to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes to the last day of the regular session.
   C. The drop-add period for credit courses shall be designated as follows:
      1. Term I, II, III and express session(s) course – the dates specified in the official college calendar.
      2. Modmester course – one (1) week after the beginning date of courses scheduled to run longer than one (1) week. Prior to the second class meeting for courses scheduled to run less than one (1) week.
      3. Open enrollment courses – one (1) 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 Procedure 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 cancelled.
   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 (1) 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.

FINANCIAL ASSISTANCE SERVICES

Clearwater Campus, AD Building (727) 791-2485
St. Petersburg/Gibbs Campus, AD Building (727) 791-2485
Seminole Campus, UPC 132, (727) 791-2485
Tarpon Springs Campus, AD 126, (727) 791-2485
SPC's Federal School Code: 001528

Financial assistance consists of grants, scholarships, student employment and/or loans 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 awarded to students "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/or 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 Financial Assistance Services office.

How to Apply

In order to apply for the Federal Pell Grant, Federal Academic Competitiveness 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 Free Application for Federal Student Aid (FAFSA) form.

The FAFSA application is available on line at www.fafsa.ed.gov. It is completed by you and your family and sent to the processor. Results of the federal analysis are sent directly to you in the form of a Student Aid Report (SAR). You must include SPC's Federal School Code of: **001528** in order for SPC to receive the results of your application.

The FAFSA and any other requested documents should be filed according to instructions as soon as possible after January 1 for the upcoming 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; a separate request form is required for summer financial assistance.

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 (at least half time enrollment is required for student loans) and attending classes;
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 Academic Progress – Federal Requirement

Federal regulations require that all students demonstrate that they are moving through their academic program at a reasonable rate or are "making progress" toward their degree. A Standard of Satisfactory Academic Progress (SAP) policy must contain a qualitative measure of progress (minimum GPA requirement), a time frame for completing degree objectives and a measurement of progress toward a degree. A student must meet all three parts of the standard to maintain eligibility. All three parts are cumulative in their measurement.

Students in programs of study of one year or less will be reviewed each term. SAP for students in two-year degree or four-year programs will be reviewed annually after the end of spring term if they are not enrolled in classes at the end of the drop/add period for the summer term. If the student is enrolled in the summer term, the SAP process will run after summer grades are posted to the student's account at the end of summer term. All students are evaluated regardless if they received financial aid in prior terms or not.

The College Registrar office will review transfer transcripts and determine courses which apply based on the academic level of student. (Upper division or lower division). If transfer hours exist on the academic transcript, they will be evaluated to determine a student's eligibility for financial assistance. If the transcript is provided after the student's financial assistance award, the transfer students' satisfactory progress will be reviewed at the end of the currently enrolled term, if pursuing a program of study of one year or less, and at the end of the spring or summer term, if pursuing a degree program greater than one year.

Minimum GPA Requirements:

Students in programs of study of one year or less are required to maintain a 2.00 or greater cumulative GPA at all times.

Students in all other programs are required to achieve a minimum cumulative GPA based on total credit hours earned.

SPC Credit Hours Earned	Academic GPA
1 – 15	1.50
16 - 30	1.75
31 or greater	2.00

- Credit hours earned include all transfer credit hours and credit hours earned at SPC included in Academic GPA.

- Grades used in the computation of the GPA are A, B, C, D, F, and WF.
- Grades of W, X, I, P, and N count as hours attempted but do not affect the GPA computation.
- Financial assistance does not pay for courses which are audited.
- Remedial and ESL courses attempted are counted as credit hours attempted but are NOT in the academic GPA. Two exceptions are: EAP 1500, Advanced Listening/Speaking and EAP 1695, Advanced English as a Second Language II courses are counted as courses attempted and in the academic GPA.
- Non- Credit Continuing Education and Non-Credit Corporate Training Classes are not eligible for financial assistance funding and are not counted as attempted hours.
- If a course is repeated more than once, only the grade on the last attempt will be used in computing the GPA however the hours for all attempts will be counted as hours attempted.
- Some funds awarded through the State of Florida have program specific GPA eligibility requirements that are higher than the minimum SAP requirements:

State Program	Cumulative Academic GPA
Florida Student Assistance Grant (FSAG)	2.00
Florida Academic Scholars (FAS)	3.00
Florida Medallion Scholars (FMS)	2.75
Gold Seal Vocational Scholars (GSV)	2.75
All Others	2.00

Maximum Time Frame for Maintaining Aid Eligibility:

Generally, to maintain aid eligibility students must complete their degree before attempting more than 150% of the total credit hours required for the program to maintain aid eligibility. For example, a student in an AA program that required 60 hours for completion must complete the program by the time he/she has attempted 90 hours.

All attempted hours are counted to determine academic progress. This includes transfer hours, hours attempted for which the student did not receive financial aid, remedial / ESL courses, repeated courses, incomplete courses, withdrawals, and coursework that may have been exempted from calculation of the academic GPA under the Academic Grade Forgiveness Policy.

- If a student exceeds the maximum time frame due to a change in major, an appeal must be filed to request that only credits attempted that count toward the new major are used in the SAP calculations.
- A student wishing to pursue a second degree who has exceeded the maximum time frame for maintaining aid eligibility must file an appeal to determine the number of credits for which financial aid will be awarded toward the new program. **Appeals for pursuit of a second degree will only be approved after all coursework for the first degree has been completed.**

Progress toward Degree:

Students must successfully complete 67 % of all hours attempted to maintain eligibility. This is a cumulative review of all hours attempted. Courses in which a grade of A, B, C, D, P are counted as completed.

67 % Completion Rate:

If you attempt	6	12	15	30	45	60	75	90	150	175
You must complete	4	8	10	20	30	40	50	60	101	117

The completion rate percentage is rounded to a whole number.

Students in programs of study of one year or less will be evaluated at the end of each term.

Some funds awarded through the State of Florida have program specific completion renewal requirements that are different than the minimum SAP completion rate requirements.

State of Florida Programs Renewal Criteria:

State Program	Completion Renewal Requirement
Florida Student Assistant Grant	24 Hours-fulltime enrollment
Florida Academic Scholars (FAS)	6 Hours for every term funded
Florida Medallion Scholars (FMS)	6 Hours for every term funded
Gold Seal Vocational Scholars (GSV)	6 Hours for every term funded

Remedial or ESL For Academic Purposes Courses

Remedial and ESL courses attempted are counted as credit hours attempted but are not counted in the academic GPA. Two exceptions are: EAP 1500, Advanced Listening/Speaking and EAP 1695, Advanced English as a Second Language II courses are counted as courses attempted and in the academic GPA.

SAP Review Process

- The SAP evaluation process is performed after each term for students in program of one year or less. For all others, the SAP evaluation process is performed after the summer term of each academic year to determine a student's eligibility for the next award year. If a student is enrolled in the summer term, the SAP Process will run after summer grades are posted to the student's account at the end of summer term. All students are evaluated regardless if they received financial aid in prior terms or not.
- Failure to meet the minimum cumulative GPA requirement and/or the 67 % progression requirement of the SAP measure will place the student on SAP probation. If they are in a degree program greater than one year the probation period is one year. A student who is enrolled in a certificate program will have a probation period of one term. Students will continue to be eligible for financial assistance while on probation. If the student is not making standards when the next SAP evaluation is reviewed the student will be placed on financial assistance suspension. At this time, the student will lose their eligibility for financial assistance. Students who lose financial aid due to not meeting SAP will remain ineligible until the minimum financial aid SAP standards are met. A student may file an appeal.
- Students may not receive financial assistance after they have attempted more than 150% of the total hours required for the program. The student will immediately be placed on financial assistance suspension. A student may file an appeal if the maximum time frame was exceeded because of a change of major or pursuit of a second degree.
- The College Registrar's office will review transfer transcripts and determine courses which apply based on the academic level of the student. (upper division or lower division) If transfer hours exist on the academic transcript, they will be evaluated to determine a student's eligibility for financial assistance. If the transcript is provided after the student's financial assistance is awarded, the transfer student's satisfactory progress will be reviewed at the end of the currently enrolled term, if pursuing a program of study of one year or less, and at the end of the spring or summer term, if pursuing a degree program greater than one year.
- Students who attended SPC in the past and reenroll will be reviewed based on all previously attempted courses, regardless of how long ago they attended SPC or whether or not aid was received.

- Students may modify their initial course schedule through the drop/add period of the term without the classes which they drop being counted as attempted hours.

SAP Appeals Process

- Students who think extenuating or mitigating circumstances beyond their control have contributed to their failure to maintain SAP may petition their status. For appeals decisions to be reviewed timely appeals must be submitted a minimum of 45 calendar days prior to the first day of the term.
- An appeal may be submitted to the Financial Assistance Services office using the Satisfactory Academic Progress Appeal Form. A verbal appeal will not be accepted. SAP Appeal forms may be obtained from the FAS office or through the FAS website. Extenuating and mitigating circumstances beyond a student's control include but are not limited to:
  - Serious illness;
  - Documented medical condition preventing completion;
  - Death of an immediate family member;
  - Involuntary call to active military duty;
  - Documented learning disability;
  - Documented change in conditions of employment; or
  - Other emergency circumstances of extraordinary situations such as natural disasters.
- An appropriate third party such as a guidance counselor, teacher, therapist, licensed counselor, doctor, lawyer, minister, etc. must document the extenuating circumstance on official letterhead and the documentation must be included with the appeal. The documentation must relate to the term(s) for which the appeal is addressing. Legal/official records are acceptable, i.e., death certificate, hospital record.
- **Appeals submitted without documentation will automatically be denied.**
- The Financial Assistance Campus Appeal Committee, consisting of the Assistant Director and two counselors/ specialists, will automatically review the appeal. The appeal will be reviewed as expeditiously as possible, but within 15 business days of receipt within the FAS campus office.
- If the student does not accept the decision of the Financial Assistance Campus Appeals Committee, the student may request a further review through the Financial Assistance College-wide Appeals Committee. This committee consists of the Director of Financial Assistance Services and the Assistant Directors of Financial Assistant Services. A student's request for an additional review must be a separate request in writing and include a copy of the original SAP appeal form and documentation as an attachment. Additional documentation is not allowed to be presented with the request for the second appeal. The request for a college-wide review should be sent to the college-wide Director of Financial Assistance Services. The Financial Assistance College-wide Appeals Committee will meet to review the appeal as expeditiously as possible; the goal is to review the appeals within 15 business days of receipt of the appeal to the Director's office at EpiCenter.
- Students who are suspended and their appeals are denied or that they never appealed, will have their financial aid eligibility reinstated when a student achieves the minimum GPA and Completion Rate requirements and is not exceeding the maximum time frame of 150%.

Refunds, No Shows and Complete Withdrawals

SPC students receive a 100% refund on all tuition and fees for classes dropped prior to or during the drop/add period for each enrollment period. If the student is receiving financial assistance, any refund will first be credited to the financial assistance programs from which assistance was disbursed and to the Book Line of Credit charges which may have been used by the student prior to any refund being sent.

SPC's tuition refund policy is separate from the federal requirement to return unearned aid when a student withdraws. Whether or not the student receives a tuition refund has no bearing on the amount the student may be required to repay under the Return of Title IV Funds formula.

SPC's No Show policy requires the faculty to take attendance during the first two weeks of classes and report any student who did not attend classes. If a student did not attend at least one class during the first two weeks of the course, they will be reported as a No Show in the class. Prior to the student receiving their financial aid disbursements, their enrollment status will be adjusted and their financial aid award amounts will be adjusted based on the No Show data provided to the FAS office. It is the student's responsibility to attend classes in order to not be classified by the faculty as a No Show. Students are not allowed to receive financial assistance for classes which they were reported as a No Show.

Students who wish to withdraw must follow SPC's official withdrawal procedures. Students who wish to withdraw completely from SPC are required to report to the counseling areas 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. Students are permitted to provide an email or fax to the Associate Provost's office of their home campus if they are unable to come to SPC to notify the college of their intent to withdraw.

Official and Unofficial Withdrawals & Repayments

If the student officially withdraws or stops attending all courses, the student may be required to repay all or part of the financial aid disbursed to them in the term.

Students receiving federal funds may be required to repay aid determined to be "unearned." The earned/unearned calculation is based on the percentage of days the student attended during the term in which they withdrew. The amount of aid the student has earned is determined on a pro-rata basis. That is, if the student completed 30% of the term in which they withdrew, the student earns 30% of the aid received. Once the student has completed 60% of the term, the student is considered to have earned all of their aid.

The difference between the earned federal aid and 100% equals the percentage of unearned federal funds that are subject to repayment. Federal regulations require Title IV aid to be refunded in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Academic Competiveness Grant
6. Federal Supplemental Education Opportunity Grant

Instructors will determine if their students are actively participating in their class at the 61% point of the term. If a student's active participation cannot be determined for a specific course, the student will automatically receive a grade of WF.

If the student does not receive a passing grade at the end of the term, the Return of Title IV Funds calculation will be done after grades are posted for the term and it will be assumed the student unofficially withdrew at the 50% point of that term. Confirmation of active participation at the 61% point will be verified before the R2T4 calculation is processed.

The determination of withdrawal will be made within 30 days after the end of the term. The Return of Title IV Funds calculation will be made within 30 days of the date of determination, and unearned funds that the school is required to return will be repaid no later than 45 days after the date of determination.

Any loan funds the student must return, the student (or their parents for a PLUS Loan) may repay in accordance with the terms of their loan promissory notes. That is, the student makes scheduled payments to the holder of the loan over a period of time. For grants, the law requires the student return 50% of any grant funds they receive. Any amount the student is required to return is a grant overpayment. SPC will repay any grant overpayment to the applicable federal program on the student's behalf and the student will be billed by SPC for any funds returned on their behalf.

SPC will notify the student when a Return of Title IV calculation is performed, and the student may be billed for any outstanding obligations created by the student failing to earn Title IV funds, for which Federal funds were disbursed. Students are not eligible for further aid until all repayments have been made.

SPC will perform R2T4 calculation for students that withdraw after the 60% point to ensure there is no post-withdrawal disbursement.

Withdrawals in Standard Term-Based Programs Using Modules

Students who are enrolled entirely in express classes, 1st and 2nd eight week module terms meet the requirements of the U.S. Department of Education's provisions for Withdrawals from Standard Term-Based Programs Using Modules. If a student completes one course, no R2T4 is required. If the student does not, R2T4 will be calculated.

Students who withdraw from the 1st module who provide SPC with a statement of their intent to enroll in the 2nd module will not be placed into R2T4. If the student does not attend or does not complete at least one class within one module the R2T4 will be calculated.

How and When Assistance is Delivered to Students

1. Student Employment – Students working through the student employment program of Federal Work Study, America Reads, America Counts or Student Assistance will receive their paychecks bi-weekly through their supervisor or directly deposited into their bank accounts.
2. Grants, Scholarships, and Student Loans — Students receiving Federal Pell, Federal ACG, or Federal SEOG grants, Federal Stafford and PLUS Loans, and Scholarships, will have their aid disbursed as follows:
   a. Deductions are first made for obligations such as tuition, etc.
   b. The balance will be sent to students based on the choice they made when they activated their SPC HigherOne Card. Three options exist, directly to their bank accounts, paper checks, or directly deposited to the SPC Higher One Card. This will begin after the fourth week of classes for the student's enrollment period.

Classes with Different Beginning and Ending Dates of the Standard Terms

SPC offers courses during the regular fall, spring and summer term which are less than full term and have different beginning and ending dates. If your schedule includes only these classes your enrollment status will be calculated manually by the FAS office. The FAS office will calculate the rate of payment from the first class start date; your Cost of Attendance may be adjusted. Your eligibility for financial assistance may be adjusted to reflect the new calculation of need. Your financial assistance disbursements will not be disbursed until after the faculty has reported the No Show information for the classes. Students not enrolled in at least one class which covers the entire length of the standard term will not receive their financial assistance disbursements until the end of the fourth week of classes of their enrollment period. Students who are enrolled in only Express and modules session courses take longer for approval, so funds may not be received until later in the term. It is the student's responsibility to understand the attendance policies of all courses they are enrolled in.

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 $4731 per year, for 2008-2009. Once a student completes the FAFSA, a standardized formula is used to determine eligibility for the Pell Grant. Results of the federal analysis, in the form of a Student Aid Report (SAR), are mailed to the student. Students who receive their first Pell Grant on or after July 1, 2008, are limited to 18 semesters of Pell Grants as a full-time student. Student can receive up to two Pell Grants in one award year if they wish to accelerate their coursework.
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 SAR. Students with the greatest need are awarded these limited funds.
3. **FEDERAL ACADEMIC COMPETITIVENESS GRANT** – need-based grant is for first year students who are: U.S. citizens, Pell eligible, enrolled in a minimum of 6 credit hours (remedial classes do not count toward the 6 credits) per term and a graduate of a rigorous high school program of study since January 2006. Second year students must meet the above criteria and be a graduate of a rigorous high school program of study since January 2005, have a cumulative GPA of 3.0 at the end of their spring term of their first year of study and completed 24 credit hours.
4. **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 part-time student (six credit hours), have and maintain a 2.0 cumulative and term grade point average.
5. **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.

STUDENT EMPLOYMENT

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 20 hours per week. Participation in the FWS program is contingent upon financial need of the student. You are encouraged to apply for student employment opportunities through our on-line student employment application process. The link to the application process is located through our home page for Financial Assistance Services at SPC. Student positions are not guaranteed.

STUDENT ASSISTANT PROGRAM—interested students should apply for student employment opportunities through our on-line student employment application process. The link to the student employment application process is located through our home page for Financial Assistance Services at SPC. Students may work up to 20 hours per week. Hiring is based on skills rather than financial need. Student positions are not guaranteed.

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. Once the student's file is complete, his/her loan eligibility will be determined. The student will be sent an email notifying them of the link to sign their master promissory note (MPN), which he/she must complete, sign and return to the appropriate agency. Note: Because of the time necessary to process loans, 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.
   A. The **Subsidized Federal Stafford Loan** is based on financial need. Students are not responsible for payments on principal or interest, while they are in school on at least a half-time basis. Interest on this loan does not accrue while the student is in school. Payments begin 6 months after the student graduates, withdraws, or drops below half-time.
   B. 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, withdraws, or drops below half time.
2. **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**: These loans are available for biological, adoptive, or step-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 will undergo a credit analysis. The cost of attendance, less financial assistance, can be borrowed at a variable interest rate. Repayment begins sixty (60) days after first disbursement.
3. **PAYMENT PLANS OBTAINED THROUGH THE COLLEGE**: Payment plans exist to cover 75% of 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 payment plan. Students pay 25% of the tuition/fees. The payment plan is due within 60 days from the beginning of each term and is available for students with severe financial hardships. Payment plans must be repaid before a student can register for the next term. Applications are available at the campus MySPC Answer Places (MAP) or the Business offices of the St. Petersburg/Gibbs, Clearwater, Tarpon Springs and Seminole campuses.

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 6 basic categories.

AWARDS

William Alborg Memorial Award—Established to honor the memory and work of St. Petersburg College's Professor William Alborg. Value varies. Awarded to a stellar St. Petersburg/Gibbs Campus reading student.

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 SPC 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 SPC 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.

Sean W. Corrao Endowed Memorial Scholarship—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 SPC. Recipients for this award 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 Financial Assistance Services.

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

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; pursuing teaching career; resident of upper Pinellas County; overall 3.0 average or above. See Clearwater Campus Financial Assistance Services office.

Cele Herring Math Award—To promote and perpetuate the memory of Cele Herring, an SPJC student, a loyal and dedicated volunteer in the SPC math department, 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.

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.

William Ketchum Memorial Award—Established in memory of a former SPC instructor. Awarded to a St. Petersburg /Gibbs campus mathematics student. Contact the program office.

Florence C. Ballenger Learning Support Center Achievement Awards—Established in 1999 from the estate of longtime educator, volunteer and friend of SPC, Florence Coles Ballenger.

Helen K. Leslie Award—Established by the St. Petersburg Evening Business and Professional Women to honor the outstanding business leader, Helen Krauss Leslie, this $500 award is available for students majoring in business. Contact the Business faculty of any campus.

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

Dr. Theodore J. Mazzu Award—Established by Dr. Theodore Mazzu, a longtime mathematics professor on the Clearwater Campus. This award is given annually to "the most outstanding student on the Clearwater Campus," selected by Clearwater Campus Scholarship Committee. Value varies.

Carolyn Parker Memorial English Award—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 Campus. Student must be registered at the Tarpon Springs Campus. Contact counselor at Tarpon Springs Campus.

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 Dean.

Nina & John Sanders and Merlin DeGuire Jr. O&P Achievement Award – established by John and Nina Sanders for full-time students working toward a Baccalaureate Degree in Orthotics and Prosthetics at St. Petersburg College. Selection of recipient(s) will be made by the donor and the SPC O&P Advisory Board, in consultation with the Executive Director or staff of the SPC Foundation and the Dean of the College of Orthotics and Prosthetics.

Sealund & Associates Award—To be awarded to a Seminole Campus student seeking a degree in Digital Media. Contact the Seminole Campus Provost Office for further details.

Shrider Mathematics Award—Mathematics major registered at the Clearwater Campus, freshman or sophomore, who plans to teach mathematics.

SPC-Seminole Campus Eagle Scholarship—Available to a full-time, rising sophomore (over 30 credit hours) SPC student attending the Seminole Campus and/or eCampus in the previous fall or spring. Student must have a 3.0 or better GPA and demonstrate leadership and service to the Seminole Campus. Contact the Seminole Campus Provost Office for more information.

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.

Joe and Vilma Zalupski, Ed.D "Achieving The Dream" Graduating Student Award—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.

SCHOLARSHIPS, ACADEMIC MERIT SCHOLARS

(**College Rule 6Hx23-4.49**) (2008)

I. The President is authorized to award academic scholarships in the following categories: Trustees' Honors College, Presidential, Johnnie Ruth Clarke, and Baccalaureate Awards. Criteria for each specific merit academic scholarship are provided in Board of Trustees' Rules 6Hx23-4.4910, 6Hx23-4.4911, 6Hx23-4.4912, and 6Hx23-4.492.

II. Academic merit scholarships are provided to students who have excelled in the academic arena of high school or post-secondary education. These scholarships are given with the intent of attracting and retaining well qualified, academically-minded students.

III. A portion of the academic merit scholarships are specifically designed for recent high school graduates, first-time-in-college students, or returning students. A portion of scholarships are provided for students pursuing associates degrees and others for students whose goals are to achieve a baccalaureate degree. A portion of the academic merit scholarships are also designed to embrace the concept of providing equal access for a diverse student population and encouraging academically talented, but economically disadvantaged students.

PRESIDENTIAL SCHOLARHIPS

(College Rule 6Hx23-4.4910) (11/2008)

The Presidential Scholarship is established for Pinellas County residents 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 excellence by achieving a weighted cumulative grade point average of at least 3.80 at the end of the seventh semester of high school. Subject to meeting the above requirements, high school students shall be notified in writing of their scholarship eligibility in the spring of their senior year.

I. Students who are granted the Presidential scholarship must:
   A. apply for admission, enroll in, and attend classes at St. Petersburg College beginning not later than Term I of the academic year immediately following graduation from high school;
   B. maintain a 3.00 cumulative grade point average;
   C. complete at least 67 percent of the credit hours attempted.
   D. must be enrolled in a minimum of 6 credit hours per term.

II. A student loses this scholarship by falling below a 3.00 grade point average or the 67 percent completion ratio unless the student appeals to the director of Financial Assistance Services with documented extenuating circumstances. A student may not use an extenuating circumstance to delay their educational pursuits more than one consecutive term. Extenuating circumstances may include but will not be limited to:
   A. serious physical or emotional illness of student or immediate family member;
   B. serious accident involving student;
   C. divorce/separation of family members;
   D. loss of employment or involuntary change in work schedule;
   E. death of family member;

F. orders to active military duty as a result of National, State or local emergency; or
G. natural disaster affecting student or immediate family members.

III. The scholarship may be applied toward tuition credit hours not to exceed 15 credit hours per term (this does not include lab fees).
IV. The scholarship will be awarded for the first fall term and will be given the consecutive spring term that the student is enrolled and continues to be eligible for a maximum of two (2) terms excluding the summer term. Once a student loses eligibility for this scholarship, it cannot be regained in future terms.
V. The Presidential Scholarship funds are distributed to additional eligible students on a first come, first serve basis as determined by a completed Financial Assistance package. When all funds are committed, awarding will cease.

TRUSTEES' HONORS COLLEGE SCHOLARSHIPS

(College Rule 6Hx23-4.4911) (2005)

The Trustees' Honors College Scholarships are established to attract and retain academically talented students. There are several types of Trustees' Honors College Scholarships that provide assistance in tuition, books, and/or partial costs for students studying abroad who are enrolled in the Honors College. All students must have applied to and been accepted into the Honors College to be eligible for one of these scholarships. Furthermore, each of the scholarships has specific criteria for the individual student to qualify.

BACCALAUREATE PROGRAMS SCHOLARSHIPS

(College Rule 6Hx23-4.912) ((10/21/2008)

Students in the various baccalaureate programs of study are eligible for academic merit scholarships designed to encourage students, who distinguished themselves in their freshman and sophomore years or while currently enrolled in baccalaureate programs, to continue their education and seek a baccalaureate degree at St. Petersburg College. These scholarships include the Phi Theta Kappa Alumni Transfer and Honors College Transfer Scholarships, Presidential Baccalaureate Transfer Scholarship, Associate to Bachelor transfer Scholarship and Florida Educator's Fund Scholarships.

A. **The Phi Theta Kappa Alumni Transfer Scholarship**
   1. To apply for this scholarship, the baccalaureate program student must be an alumnus of Phi Theta Kappa and have received the USA Today All American Award. Students may be former SPC graduates or graduates of other colleges.
   2. This is a one-time scholarship of a set amount that is generally awarded prior to the fall term of the junior year. The scholarship funds are provided to the student to be used for tuition, fees and books.
   3. Students who are awarded the PTK Alumni Transfer Scholarship must:
      a. complete their sophomore year as a member of Phi Theta Kappa in good standing.
      b. be fully admitted to a St. Petersburg College baccalaureate program.
      c. have earned a cumulative college GPA of 3.0.
      d. continue to enroll as a full-time student.
      e. agree to and complete a service project with the Office of Baccalaureate Programs.
   4. Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.

B. **The Honors College Transfer Scholarship** is designed to encourage students who graduated from an honors college to continue their junior and senior educational experience at St. Petersburg College's baccalaureate program.
   1. To apply for this scholarship, the honors college graduate must be fully admitted to a St. Petersburg College baccalaureate program.
   2. This is a two-term scholarship of a set amount that is generally awarded prior to the first and second term of the junior year.
   3. The scholarship funds are provided to the student to be used for tuition, fees and books.
   4. Students who are awarded the Honors College Transfer Scholarship must:
      a. successfully graduate from an honors college with a cumulative college GPA of 3.3.
      b. continue to enroll as a full-time student.
      c. agree to and complete a service project with the Office of Baccalaureate Programs.
   5. Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.

C. **The Florida Educators Fund Scholarship** is designed to encourage qualified 9th – 12th grade students that participate in the Black History & Cultural Bowl competition to start and complete the Associate and Bachelor degrees at St. Petersburg College.
   1. To apply for this scholarship, the high school graduate must be fully admitted to a St. Petersburg College.
   2. The scholarship funds are provided to the student to be used for tuition, fees, and books.
   3. Students that are awarded the Florida Educators Fund Scholarship must:
      a. enroll by the first fall term after high school graduation.
      b. enroll as a full-time (12 credit hours) student.
      c. maintain an overall minimum 3.0 GPA.
      d. maintain contact with SPC's Brain Bowl competition liaison.
      e. after successfully completing SPC's lower division coursework, the recipient must be admitted to a baccalaureate program after completing an A.A., or A.S. degree with SPC.
   4. Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.

D. **The President Baccalaureate Transfer Scholarship** is designed to encourage students that graduated from an Associate degree to continue their junior and senior educational experience in a St. Petersburg College baccalaureate program.
   1. To apply for this scholarship, the Associate degree graduate must be fully admitted to a St. Petersburg College baccalaureate program.
   2. Applicant must have a minimum 3.0 cumulative grade point average in lower division coursework.
   3. The scholarship funds are provided to the student to be used for tuition, fees, and books.
   4. This is a one-time scholarship of a set amount that is generally awarded prior to the first term of the junior year.
   5. Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.

E. **Associate to Bachelor Degree Transfer Scholarships** are designed for St. Petersburg College's Associate degree graduates that desire to continue their junior and senior education experience in a St. Petersburg College baccalaureate program.
   1. To apply for this scholarship, the Associate degree graduate must be fully admitted to a St. Petersburg College baccalaureate program.
   2. The scholarship funds are provided to the student to be used for tuition, fees, books and other associate costs.
   3. Applicant must have an overall 2.5 grade point average in lower division coursework.
   4. Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.

JOHNNIE RUTH CLARKE SCHOLARSHIP

(**College Rule 6Hx23-4.492**) (11/2008)

The President is authorized, subject to the requirements of this Rule, to grant the Johnnie Ruth Clarke Scholarships to disadvantaged and other under represented Pinellas County high 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, high school students shall be notified in writing of their scholarship eligibility in the spring of their senior year.

I. The following criteria may be considered:
   A. Essay of commitment to serve minority communities.
   B. From a low-income family.
   C. Applicant is being reared by a single parent.
   D. Applicant will be among the first in their family to attend college.
   E. Consideration of Diversity.
   F. Demonstrate through past history, test scores, academic achievement and/or written statement which favorably reflects on the applicant's potential.
   G. Recommendation from counselor, teacher or community-based organization.

   These criteria will be weighted and applicants must meet the minimum weighted requirements. Scholarship funds are limited and the students applying meeting the requirements shall receive the scholarships on a first come, first serve basis subject to the availability of funds.

II. Students who are granted the Johnnie Ruth Clarke Scholarships must:
   A. Apply for admission, enroll in and attend classes at St. Petersburg College beginning no later than Term I of the academic year immediately following graduation from high school;
   B. Maintain a 3.0 cumulative grade point average and
   C. Complete at least 67 percent of the credit hours attempted.
   D. Must be enrolled in a minimum of 6 credit hours per term.

III. A student loses this scholarship by falling below a 3.0 cumulative grade point average or the 67 percent completion ratio unless extenuating circumstances are documented. Extenuating circumstances may include but will not be limited to:
   A. Serious physical or emotional illness of student or immediate family member;
   B. Serious accident involving student;
   C. Divorce/separation of family members;
   D. Loss of employment or involuntary change in work schedule;
   E. Death of family member;
   F. Orders to active military duty as a result of National, State, or local emergency; or
   G. Natural disaster affecting student or immediate family members.

IV. The Johnnie Ruth Clarke Scholarship is effective beginning Term 1 of the academic year following graduation from high school. The scholarship will remain in effect for four (4) terms of continuous enrollment (excluding Summer Term (except as provided in paragraph III. above). (Example: high school student graduates, June 2009. Johnnie Ruth Clarke Scholarship valid Terms I & II of 2009-2010 and Terms I & II of 2010-2011.)

V. This scholarship may be applied toward tuition not to exceed 12 credit hours per term (this does not include lab fees.)

VII. Should there be excess scholarship funds available for a particular year, the Scholarship Committee may offer a scholarship to a student recently graduating from high school with a standard high school diploma meeting the criteria set forth in paragraph I. above and in special circumstances may offer a disadvantaged and/or under represented promising student(s) recently graduating from high school with a standard high school diploma who does not meet the aforesaid criteria.

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	Student Activities Coordinator
Visual Arts	Faculty Advisor

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.

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.

DONOR SCHOLARSHIPS AND FINANCIAL GRANTS are provided by individuals or groups and/or foundations, usually from outside the college. Amounts and criteria vary widely. Several are administered by the SPC Foundation, Inc., and others are administered by the Office of Financial Assistance Services. Please visit the Foundation website to apply online. Key: F= Foundation Scholarships; FAS = Financial Assistance Services.

A.D. Morgan Corporation Scholarship (F) – Available to SPC students pursuing a career in Building Construction. Contact the Foundation for further details.

Martha R. Adkins Memorial Business Technologies Endowed Scholarship (F) –Established by family, friends and colleagues in memory of Martha Adkins, who was a full-time program director in the business technologies program at SPC's Clearwater campus, to assist students in that program of study at SPC.

Ebba Alm Scholarship (F)—Full-time student, financial need, 3.0 GPA, preference is for student from upper Pinellas County in the field of natural sciences.

Alpha Delta Kappa-Beta Kappa Chapter Scholarship (F)—Sophomore majoring in education with a 3.0 GPA, preferably a returning student, residing in lower Pinellas County. $250 per term.

American Association of University Women—Florence Seibert Memorial Scholarship (F)—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.

American Business Women's Association Scholarships (FAS)

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 Horizons Chapter

Based on financial need and academic achievement. Value varies. Contact specific ABWA Chapter for application.

American Housing Corporation Scholarship/Grant (F)—These $500 scholarships are available for full- or part-time students at any campus who have financial need and are working to complete a degree or certificate program.

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

American Legion Post #125 Orthotics & Prosthetics Scholarship (F)—Established by American Legion Post #125, this scholarship provides financial assistance for tuition, books and fees for St. Petersburg College students pursuing a degree in Orthotics and Prosthetics. Recipients must have a 2.0 GPA or higher.

David P. Anderson Scholarship for Artists (F)—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 at SPC who show financial need.

SPC Marc Anderson, United States Army Ranger, "Fallen Soldier" Memorial Scholarship (F)—Established by Professor Ken Chapman, family friend, this scholarship pays tribute to Army Ranger Marc Anderson for valor in Afghanistan. Awards of varying amounts will be based on demonstrated need, a minimum grade point average of 3.5 with preference given to children of service members. Family members and Ken Chapman will assist in making the selections.

Anonymous Scholarship—Established to assist students in any field of study, attending full-time at any campus, and who maintains a 2.5 grade point average.

Anonymous Scholarship—Recipients may be full- or part-time students seeking a degree in nursing. He or she must be able to demonstrate financial need and express the intent of remaining in Pinellas County at least two years after graduation to serve citizens in the Tampa Bay area. Preference is given to students expressing an interest in the fields of prenatal and postnatal care.

Charlotte Anthony Music Scholarship (F)—Awarded to full-time students with financial need majoring in music at SPC. Additional information may be obtained from the St. Petersburg/Gibbs Campus Office of Financial Assistance Services.

Auxiliary Of Morton Plant Mease Healthcare Scholarship (F)—Available to SPC Nursing Program students residing in the Mease Dunedin or Mease Countryside area of Pinellas County. Students must have completed the Nursing Level I course and should consider applying for employment with Mease Hospitals upon graduation. Contact the SPC College of Nursing for further details.

Auxiliary of St. Petersburg General Hospital Scholarship (F)—Preference for this scholarship will be given to students who have completed Nursing II. Applicants must be Pinellas County residents and submit two letters of reference. Recipients should consider applying for employment with St. Petersburg General Hospital after graduation.

Florence Coles Ballenger Endowed Scholarship (F)—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.

Bank of America "Dream Makers" Scholarship (F)—This scholarship was established through a generous contribution from NationsBank (now Bank of America) and matched by the State of Florida. Awards are made to first generation students to help cover the expense of tuition, books, fees and childcare.

Kenneth P. and Mary R. Baqué Endowed Scholarship (F)—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 (F)—Provided to a sophomore education major, Pinellas County high school graduate. Value varies.

Bayfront Medical Center Scholarship (F)—Established by Bayfront Medical Center, this scholarship is available to nursing students who will work at the center upon graduation.

Robert & Mildred Baynard Ethics in Business Scholarship (F)—Established to honor Mr. and Mrs. Robert Baynard's generosity to the College, this 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.

Sheila McNulty Beal Memorial Book Scholarship (F)—Established by William H. Beal III, in memory of his mother, this scholarship will provide $500 for books or fees to an 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.

William H. Beal II Memorial Book Scholarship (F)—Established by William H. Beal III, in memory of his father, this scholarship will provide $500 for books and/or fees to an 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.

Charles E. Belcher Memorial Scholarship (F)—Established in memory of Charles E. Belcher, this scholarship provides financial support for students at St. Petersburg College.

Dr. John C. Belcher Endowed Scholarship (F)—Established by SPC 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 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.

H. Scott Belcher Endowed Scholarship (F)—Established by SPC 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 determination to reach these achievements. Continuing recipients must maintain at least a B average.

Leahla S. Bell Memorial Art Scholarship (F)—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. Contact the Foundation or the Art Department for information.

Erma Ruth Beltz Memorial Endowed Scholarship (F)—Established by Larry D. Beltz in memory of his mother, this $2,500 scholarship is for financial need 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 2.5 GPA on all courses taken after receipt of the scholarship.

Benjamin, Brown, and Maxwell Scholarship (F)—Established with funds distributed by The Foundation for Florida's Community Colleges to help deserving students reach their educational goals. Students must be first-time enrollees who are Florida residents. Students must show financial need by qualifying for FSAG grants as well as perform community service during the term of the scholarship. Contact the Foundation for further information.

Dr. Michael M. Bennett and Beverly B. Bennett Memorial Scholarship (F)—Established by the former president of St. Petersburg College, this scholarship is designed to provide financial assistance to children of St. Petersburg College employees. Preference is given to music and education majors. Value varies. Contact the Foundation for more information.

Bilirakis-Miaoulis Scholarship (F)—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 Campus. Amount varies.

B. F. & LaVerne Blankenship Education Scholarship (F)—Provides financial support for students at St. Petersburg College.

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

Blue Cross and Blue Shield of Florida Generation RN Nursing Scholarship (F)—Established in 2006 to provide financial assistance to SPC students in the nursing program.

Betty Jane William and Elizabeth Boyd Memorial Music Scholarship (F)—For Pinellas County High School graduates studying full-time for a career in music. $250 per session. Contact the Foundation for more information.

Warren W. Brainerd, Jr. Memorial Scholarship (F)—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.

Flora Sam Britton Scholarship for SPC Women's Athletics (F)—Established by Flora Sam Britton through her will, this scholarship is available to students demonstrating athletic achievement in women's athletics. Students may be enrolled full or part-time, in any field of study. Contact the Foundation for further details.

Peter R. Brown Construction Scholarship (F)—Established to provide financial assistance to students who plan to enter the construction trade industry.

John D. and Janice Buchanan Scholarship for Deserving Students (F)—Established by family and friends in memorial tribute to the life of John D. Buchanan, this scholarship is for full- or part-time students who can demonstrate financial need as well as service to the community. Renewal of the scholarship requires a 3.0 grade point average.

Albert A. Bush Scholarship (F)—Available through the generosity and foresight of the late Albert A. Bush. This scholarship is available to exceptionally needy students who might otherwise be unable to attend SPC. Contact the Foundation for further details.

Kenneth & Virginia Bushery Scholarship (F)—Available to St. Petersburg College students, attending school either full- or part-time, who can demonstrate financial need.

Business and Professional Women/Avon Products Foundation Scholarship (FAS)—Persons 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 (FAS)

Downtown Tampa Chapter	Sun Bay Chapter
Seminole Ridge Chapter	Westshore Midday Chapter

For women 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 (F)—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 Foundation for more details.

Augusta B. Center Scholarship (F)—Established by James Sirmons '37, in honor of Professor Augusta B. Center. Professor Center taught Speech and Drama at St. Petersburg Junior College from 1934 to 1949. The purpose of this scholarship is to provide financial assistance for tuition, fees and books for needy, bright and ambitious communications students. An applicant must be a full- or part-time student studying on the St. Petersburg Gibbs Campus, be able to demonstrate the ability to speak effectively and have a commitment to complete the degree program in Communications. To continue receiving the scholarship, the student must maintain a minimum 2.0 GPA.

Joseph L. Chamberlain Memorial Scholarship (F)—This scholarship is for a deserving student entering the sophomore year, who has financial need and is in good academic standing. Contact the Foundation for more information.

Alvah and Wylene P. Chapman Foundation (F)—Established to assist deserving students in any field of study at SPC.

Dorothy A. Chapman Scholarship (F)—Established in the Chapman estate to provide scholarships for students who demonstrate financial need, without respect to course of study. Value varies.

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

Clearwater East Rotary Award (F)—Provides tuition assistance for students in the College of Education to purchase books.

Clinical Laboratory Management Association Scholarship (F)—The Clinical Laboratory Management Association was established to provide up to two scholarships of $500 per academic term. Recipients will be Medical Laboratory Technology students who have financial need. Preference will be given to students who have no other source of financial aid, including tuition reimbursement from their employer. Applicants must have a minimum GPA of 2.5. Preference will be given to residents of the Gulf Coast of Florida.

Juanes C. & Hector Collazo Scholarship (F)—Established by Hector and Joyce Collazo in honor of their sons. Preference is given to students of Hispanic decent and to those whom the financial aid would make a difference in continuing their college education or maintaining their grade point average.

College Fund of Pinellas County, Inc. **(FAS**)—Scholarships are available to Pell eligible, Pinellas County residents enrolled full time (12-15 hrs.) in courses credited toward graduation and with a GPA of 2.0 or higher. Awards are determined in August and January, so applications should be received prior to those months. For information and an application see www.collegefundpinellas.org.

College of Orthotics & Prosthetics Scholarship (F)—Provides financial assistance for tuition, fees, books and other related expenses for promising Orthotics & Prosthetics students. Applicants must be in good standing with the College of Orthotics & Prosthetics. Recipients will be chosen by the Dean of the College of Orthotics & Prosthetics in consultation with a member of the Orthotics & Prosthetics Board of Advisors.

College of Technology & Management Scholarship (F)—Recipients must be St. Petersburg College students whose career plans include a 4-year degree in Technology and Management. The student must have taken a minimum of 21 credit hours prior to application and a minimum of six hours within the college during the term the scholarship fund are received. Each applicant must include an essay stating his/her background, goals and reasons for pursuing a business degree. Awardees must have earned a GPA of 2.5 or higher. This scholarship is not strictly need based. Rather, candidates should demonstrate an aspiration to succeed.

Ruth Treche Collins Memorial (F)—Provides financial support for students at St. Petersburg College.

Commercial Real Estate Women of Tampa Bay Scholarship (F)—Established by the Commercial Real Estate Women (CREW) of Tampa Bay, this award is available for a student who can demonstrate financial need, has completed at least one term of post-secondary education, is in good academic standing at SPC, demonstrates a commitment to complete a degree program, submits two letters of recommendation from faculty or employers as well as two personal letters of reference and maintains a 3.0 or higher grade point average to continue receiving the scholarship. The scholarships will be awarded based on selection by the SPC Faculty with finalists being interviewed by a CREW committee. Contact the Foundation for more information.

Chip (Charles F.) Correll Memorial Scholarship (F)—Established by John C. Correll, in tribute to St. Petersburg College's 1991 journalism graduate, and his brother, Chip (Charles F.) Correll. This is for students enrolled at any campus of St. Petersburg College, as a full or part-time student with a commitment to complete a degree program. Preference is given to a student who has been diagnosed with mental illness.

David O. and June Cox Women on the Way Scholarship (F)—Established by long-time Women on the Way supporters, David O. and June Cox, to help deserving, active Women on the Way Program students with financial need. Contact the Women on the Way Program Director for further details.

The Honorable William C. Cramer Memorial Scholarship (F)—The family and friends of William C. Cramer have established this scholarship in his memory and to celebrate his remarkable accomplishments as a public servant, WWII Veteran, attorney, national Republican Party leader, international trade pioneer, college instructor and dedicated husband and father. Recipients must be graduates of St. Petersburg High School, be enrolled as a full-time student with St. Petersburg College and demonstrate financial need. Applicants must major in political science, government, U.S. history, international affairs, prelaw or similar majors. Applicants must have earned a minimum cumulative GPA of 3.0 and must maintain a minimum cumulative GPA of 3.0 during the scholarship period to remain eligible for continued scholarship funding.

Samuel Crooks Trust (F)—Provides financial support for students at St. Petersburg College.

Crossroads Scholarship (F)—Provides financial support for students at St. Petersburg College.

Katie and Cort Cureton Scholarship (F)—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.

D'Amour/Furlong Teacher Scholarship (F)—Established in honor of Edouilda and Napoleon D'Amour, and in honor of Mary and Thomas E. Furlong, Sr. This scholarship provides financial assistance for tuition, fees and books for promising students pursuing a Bachelor of Science degree in Education. Each recipient must be a full-time junior or

senior who has been admitted to the College of Education in upper division courses. He or she must also be able to demonstrate financial need.

Daughters of American Revolution Scholarship (F)—Designated for any St. Petersburg College student, attending school as full- or part-time to help defray the cost of tuition, books, fees and other college-related expenses. Applicants must have a minimum GPA of 2.0.

Connie Dell Davis Veterinary Scholarship (F)—Established in memory of Connie Dell Davis by her sister, Elizabeth Dell Bushnell; her brother-in-law, retired SPC 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.

Henry D. Davison Engineering Technology Scholarship (F)—Established by Betty Davison to honor the legacy of her husband, a WWII hero and SPC faculty member, Henry D. Davison. Assistance is for full- or part-time engineering technology students at the St. Petersburg/Gibbs Campus.

Helen O. Day Scholarship Fund (F)—Established in tribute to Helen Ormsby Day, a member of SPC's first graduating class in 1929. It is for full- or part-time students at any campus of SPC working toward a major in elementary education. The student must maintain a 2.75 grade point average or higher.

Derby Lane Scholarship (F)—Provided by Derby Lane and Richard Winning, a member of the SPC Foundation Board of Directors, this scholarship is available for full- or part-time students who have been accepted into or already are in good academic standing at SPC and can demonstrate a commitment to complete an academic degree program. Awardees must maintain a 3.0 or higher grade point average to continue receiving the scholarship for ongoing semesters.

DiNapoli & Skala Families Scholarship (F)—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. 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 (FAS)—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 (F)—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. Must maintain at least a B average. Selection made by Dean of the College of Education with the SPC Foundation.

Craig and Erline Donovan Memorial Scholarship (F)—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.

Anne H. Doran Memorial Scholarship (F)—Established by 1975 SPC graduate Michael D. Doran in honor of his mother, this scholarship will provide assistance to worthy SPC Nursing Program students attending classes at any SPC campus full or part-time, who are working toward a career goal in Nursing and participating in the Women on the Way Program. Contact the Nursing Department or Women on the Way Program Director for more details.

Alice N. and Timothy J. Downey, Jr., Memorial Scholarship (F)—This endowed scholarship fund, established by trust agreement, from longtime SPC professor of Business, Timothy Downey, Jr., will provide assistance to nursing students with scholastic ability with financial need. Contact the Nursing Program for further details.

Mr. and Mrs. Willis Doyle Nursing Scholarship (F) 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.

Dunedin North Rotary Scholarship (F)—Established for nursing scholarships by the Dunedin North Rotary organization. Recipients must maintain a 2.0 or higher GPA.

Dutton Family Scholarship (F)—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 non-traditional 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.

Norman W. Duzen Music Scholarship (F)—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.

Early Learning Coalition Scholarship Fund (F)—Established by the Early Learning Coalition of Pinellas County to assist students who are pursuing a career in the field of Early Childhood Education and Child Development.

Pauline Vonnegut Eck Scholarship (F)—Established through the will of former SPC Natural Science instructor, Pauline Vonnegut Eck, this scholarship is available to Natural Science students with financial need attending the St. Petersburg/Gibbs campus. Contact the Foundation for further details.

Elks National Foundation Scholarship (FAS)—Full-time vocational or technical program student seeking a degree or certificate. Needs lodge endorsement and is $1,000 per academic year. Contact the Elks National Foundation.

Mabel Emerson Memorial Scholarship (F)—Established by her son, Bill Emerson '41, this scholarship is based on financial need and academic achievement. The recipient will be chosen by the President of SPC.

Evanthia Nursing Scholarship (F)—Established by Mrs. Evanthia P. Augustine to honor the memory of her grandmother, Mrs. Evanthia Nickolaou. This scholarship is for nursing 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 Scholarship/ Rotary Club of St. Petersburg West (FAS)—Two scholarships to be awarded to students pursuing a career in engineering with demonstrated academic achievement and a member of Tau Alpha Pi. Contact the Engineering Technology Department, Clearwater Campus. A local high school graduate, preferably Gulfport or west St. Petersburg resident, with demonstrated financial need, scholarship and good character. $300. Contact Rotary Club.

AIS and Elma T. Filson Scholarship Fund (F)—Established by Eric Filson in honor of his mother, Elma T. Filson, to provide assistance to students in any discipline.

First Generation in College Scholarships (F)—Established to benefit students attending SPC who are the first in their families to attend college.

Florida Firefighters Foundation Scholarship (F)—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.

Florida Governor's Council on Indian Affairs Scholarship (FAS)—For American Indian, Alaskan native, native Hawaiian and unemployed, underemployed or economically disadvantaged. Value varies. Web site: www.fgcia.com

Florida Gulf Coast University/SPC Distance Learning Partnership Scholarship (F)—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.

Florida Institute of Certified Public Accountants Suncoast Chapter Scholarship (F)—Scholarship available to full- or part-time accounting students at any campus of SPC. Amount varies.

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

Florida State University College of Education Alumni Association Teaching Scholarships (FAS)—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 to be repaid by the candidates teaching in Pinellas County. For each year the scholarship is received, the candidate will be expected to teach one 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.

H.J. Free Nursing Scholarship (F)—Established to provide assistance to financially needy nursing students at St. Petersburg College.

Friends of Oldsmar Fire Rescue/Galen B. Dyer Memorial Scholarship (F)—Established in honor of Galen B. Dyer, this scholarship provides financial assistance to worthy, needy and responsible paramedic students at St. Petersburg College. Recipients must be full- or part-time students seeking a degree in paramedics and be able to demonstrate financial need. Applicants must show academic promise, determination, responsibility, ambition and demonstrate community service and/or SPC program or activity involvement and live in north Pinellas County. All students applying for this scholarship will submit an autobiography (i.e., background information about the student and his/her family, work history, likes/dislikes, future goals and how the scholarship will affect those goals) and be interviewed by the donor and/or donor's family.

Merlin M. Garner Memorial Scholarship (F)—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 the Spanish language. The $500 annual scholarship will be awarded over two terms and requires a minimum 3.0 GPA. The scholarship may be used for tuition, books, fees and/or other bona fide college expenses.

Lois Geiger-Lorna Wearing Memorial Scholarship Fund (F)—Established for the lasting memorial of Lois Geiger and Lorna Wearing, both retired educators at SPC

General Dynamics Scholarship (F)—Funds provided to assist minority students with demonstrated financial need. Preference will be given to students majoring in engineering. Awards made by the Foundation.

General Memorial Scholarships (F)—Established from funds contributed in memoriam, this scholarship is available to worthy students of St. Petersburg College.

General Scholarship Fund (F)—Available to worthy students of St. Petersburg College.

Gibbs Junior College Alumni Association Scholarship (F)—Provides assistance to students at the Gibbs Campus of St. Petersburg College. Preference is given to minority students with a minimum GPA of 2.5. Recipients are chosen by the Gibbs Junior College Alumni Association scholarship selection committee.

Helen and Donald H. Gilbart Scholarship (F)—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, physical care or social services.

James P. Gills Scholarship (F)—Awarded to graduates of Tarpon Springs High School who are attending St. Petersburg College. This scholarship is based on financial need and demonstrated academic ability.

The Golden Fund (F)—Established by Carol and Thomas Schubert in 2005, the purpose of The Golden Fund Scholarship is to provide financial assistance to worthy BAS Veterinary Technology students on a business track at St. Petersburg College and a minimum of 3.3 GPA.

Helen and Mildred Goldman Sign Language Interpreter Scholarship (F)— Established by Barbara Carroll to honor the memory of two sisters: her mother, Helen, who was deaf, and her Aunt Mildred and the lifetime bond they shared giving the quality of life that only a daughter would know. This scholarship will be awarded to a student participating in the SPC Sign Language Interpreter Program. Contact the Foundation for more information.

Jan and Frank Graham Memorial Scholarship (F)—Available to SPC Nursing Program students. Preference will be given to persons working, or have worked, as Certified Nursing Assistants. Two references from persons knowledgeable about the CNA job performance of the student must be submitted with the scholarship application. Contact Nursing Department for further details.

Selma Bowman Graham Scholarship in Memory of Warren J. Bowman (F)—Established through the Pinellas County Community Foundation to address the need for registered nurses. Students must be enrolled in a two-year SPC Nursing Program, graduated from a Pinellas County high school and have a genuine financial need. Contact the Nursing Department for further details.

Greater Seminole Area Small Business Education Foundation Scholarship Fund (F)—Established to assist students who are pursuing careers in business; must have a high school GPA of 2.5.

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

Jim & Jane Green PACE (F)—Provides financial support for students at St. Petersburg College.

Harlan and Margaret G. Gregory Scholarship (F)—**$**500 scholarship established by the Chairman of the SPC Board of Trustees, Mr. 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.

Vivian T. Greve Scholarship (F)—Established through her will, Executive Secretary Vivian T. Greve determined this scholarship is to be available to students with strong academic promise and a demonstrated need for financial assistance. Contact the Foundation for further details.

Genevieve Groszko Memorial Scholarship (F)—Established in memory of Genevieve Groszko to assist nursing students with financial need who are full or part-time and attending any campus.

Gulfport Lions Club Community Service Award (FAS)—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 (F)—An applicant must be a resident of Gulfport for the last two years and a graduating high school senior or current SPC student who graduated from high school within the last two 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 baccalaureate degree.

Joy Anne Harris Scholarship (F)—Provides financial support for students at St. Petersburg College.

W. L. Harris Memorial Scholarship Fund (F)—Established by the family and friends of W. L. Harris including Tonjua Williams, Vice President of Academic and Student Affairs, to assist deserving students.

Health Care Scholarships (F)—This fund is to provide financial assistance to students pursuing careers in the health and allied fields.

Helios Education Foundation First Generation in College Scholarship (F)—Provides financial support for tuition, books and fees to students in good standing at St. Petersburg College who meet the eligibility requirements as a First Generation in College student. Preference will be given to students who are preparing for a career in education with the intent to become a teacher in the State of Florida.

The George F. Hieber, II Scholarship for Excellence in College Preparatory Mathematics (F)—Established to honor a Clearwater Campus student who has demonstrated excellence in college preparatory mathematics. This scholarship honors George F. Hieber, II who taught developmental mathematics on the Clearwater Campus for nine years. Contact the Clearwater Campus Mathematics Program Director.

High Achievers Club Scholarship Fund (F)—Full time student members of the High Achievers Club with GPA of 2.5 or higher are eligible for this scholarship. Applicants must participate in a community service project and be in good standing with the college. The student must be a freshman or sophomore at the Clearwater Campus only.

Hillsborough Animal Health Foundation Veterinary Technician Scholarship (F)—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 three instructors and a 500 word essay on the topic, "Where Do I See Myself In Three Years?" Contact the Dean of Veterinary Technology at the Caruth Health Education Center.

Andy and Ann Hines Endowed Scholarship (**F**)—Established to provide $500 scholarships 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.

Stephen Holmes Scholarship (F)—For full-time freshman students with financial need studying in the field of music, assists with tuition and books.

Honors Program Scholarships (F)—This fund was established to provide assistance to students in the SPC Honors program.

Hospitality and Tourism Scholarship (F)—Established by funds raised by an annual golf tournament, organized by the Pinellas County Hotel/Motel Association. Scholarships will aid Hospitality & Tourism students with one three credit hour course. Contact the Hospitality and Tourism Department for further details.

I Am 4 Art, U Can B 2 Scholarship (F)—Established by Diane Nelson and friends of the arts to provide assistance to students with financial need and a commitment to complete a degree program in the Fine Arts. Award varies. Contact the Foundation for further details.

Donald E. and Elise I. Ingerson Scholarship (F)—Established by a trust agreement, this scholarship is available to SPC students participating in the Student Support Services Program and/or Male Outreach Initiative Program. Scholarships will be applied to tuition and fees. Contact the Office of Financial Assistance Services for further details or the directors of either program for further information.

Indian Rocks Beach Civic Association (F)—This scholarship is available to SPC students who reside full-time in Indian Rocks Beach. Students must have a GPA of 3.0.

Intellect Scholarship Fund, Inc. (F)—Provides financial assistance for students with financial need who are pursuing a degree in Criminal Justice or Business Administration. Applicants must complete an essay provided by Intellect World Wide and have a minimum GPA of 2.5 or higher.

International Student Program Fund (F)—This fund was established for international students attending SPC to help defray the cost of out-of-state tuition.

Rosalie Jenkins Scholarship (F)—Established by friends to honor this former teacher and to benefit students who would normally "fall through the cracks".

Evelyn W. Jerger Nursing Scholarship (F)—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.

Mary Ellen S. and Donald H. Jones Nursing Scholarship (F)—Initially provided by Donald H. Jones in memory of his beloved wife, Mary Ellen S. Jones, this scholarship provides financial assistance to needy and worthy St. Petersburg College students seeking their degrees in Nursing. Scholarship renewal requires a minimum grade point average of 3.0 (B) and selection of the recipient and the amount of the award will be made by the Nursing Faculty and representatives from the Foundation and Office of Financial Assistance Services. Contact the Nursing Department for further details.

Keeping the Pace Scholarship (F)—Provides financial support for participants in St. Petersburg College's Women on the Way Program.

Delbert and Jayne Kiner Scholarship (F)—Established by their family, the Delbert and Jayne Kiner Scholarship is available for a needy full- or part-time student who is returning to college (not a recent high school graduate) majoring in any field. This $500 award may be continued only with a 3.0 grade point average.

Maitland T. Knapp Stewart Title Scholarship (F)—This scholarship was established to assist full-time students attending any SPC campus and who are pursuing studies in the field of business and/or law.

Knights of Pythias – St. Petersburg Lodge 42 (F) — Established to provide financial assistance to students who attend the St. Petersburg/Gibbs campus, full- or part-time, with a grade point average of 2.5 or less.

Carl M. Kuttler, Sr. Memorial Scholarship (F)—Established to honor the memory of the father of SPC 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.

Michelle Lambert Memorial Scholarship (F)—Established by friends and colleagues to honor the memory of Michelle Lambert, a SPC Dental Hygiene graduate of 2000. This scholarship is available to Dental Hygiene students in the SPC Associate Degree program or students wishing to pursue an advanced degree in Dental Hygiene. Contact the Dental Hygiene Department for further information.

Law Related Education Scholarship (F)—Three separate $1000 post-secondary education scholarships offered. Applicants must be in good standing and complete the LRE program by his/or her 21st birthday. Applicants must commit to leading crime free lives and provide two letters of recommendation from civic/professional/community leaders. Applicants must also orally present a one page written paper to the Scholarship Review committee on one of the following topics: Why Education is Important to my Future, How the Scholarship will help me, Why it is important to Stay Drug and Crime Free.

Anna Lawson Endowed Scholarship in Education (F)—Established by Mr. Jim Lawson in loving memory of his wife, Anna Lawson, to assist SPC students who are studying full-time to become teachers.

Lealman Special Fire Control District Fund (F)—Established by the Lealman Special Fire Control District, this grant is available for eligible Lealman Fire District employees for use in attending training classes. The awards will be coordinated through Lealman Special Fire Control District, the SPC Fire Academy director and the SPC Foundation.

Lori Lehner Memorial Scholarship (F)—Established to honor the life of Lori Lehner and provides a scholarship to cover tuition or books for a single parent with financial need who is working for a degree in education with the goal of becoming a teacher.

Helen K. Leslie Scholarship (F)—Established by past SPC Foundation Board chairman, business owner, and 2003 SPC Honorary degree recipient, 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.

Wendell H. and Betty L. Lunceford Memorial Scholarship (F)—Established in 1993 by W.H. (Dell) Lunceford, Jr. and John C. Lunceford, to honor their parents. This scholarship provides 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. $1,500 per academic year ($750 per session for two terms) can be used for tuition, books, course fee expenses and/or other bona-fide college expenses. Applicants must be full-time students 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.

Lynch-Reed-Wakefield Scholarship (F)—Established by three SPC faculty members and former Presidents for students with academic achievement and financial need. Selection made by the Foundation.

Eileen Marie Mahan Nursing Scholarship (F)—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/or 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.

Ronald Mahoney Police Administration Scholarship (F)—Established by fellow officers in memory of Ronald J. Mahoney, "an outstanding and courageous Police Officer" and alumnus of SPC, 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 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 Dean.

Perry R. Marsh Scholarship—Bank of America (F)—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, proven academic ability and be full-time students (12 credits). Preference given to students in banking related professions.

Edwin and Esther Marshick Scholarship (F)—Established by Esther M. Marshick, St Petersburg College Class of 1936 and Pinellas County Public School teacher for 49 years, in memory of her beloved husband, Edwin P. Marshick, to provide financial assistance to students studying in the field of education, and who maintains a 2.00 or better grade point average.

Hazel Marie Martyn Endowed Memorial Scholarship (F)—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. Selection by her family and SPC Foundation Office.

Alfred T. May Alumni Scholarship (F)—Established by Alfred T. May (SPC '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 will be students for whom the financial assistance would make the difference in whether or not the student could continue his/her college education.

Merial Vet Tech Scholarship (F)—Provides financial assistance for tuition, fees, books and other related expenses for part- or full-time students seeking a degree in veterinary technology.

Clarence W. McKee Jr. Memorial Scholarship (F)—Established in memory of Clarence W. McKee Jr., this scholarship provides financial support for students at St. Petersburg College.

Narva L. Moody Award (F)—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. Students from the St. Petersburg/Gibbs Campus with financial need considered. Selection by the Office of Financial Assistance Services and the SPC Foundation.

Edna Moran Memorial Nursing Scholarship (F)—Established by friends and family to honor the life of Edna Moran, this scholarship is available to Nursing Program students with demonstrated need who are participating in the Women on the Way Program. Contact the Nursing Program Director or the Women on the Way Program Director for further details.

Moretrench Scholarship (F)—Established by Moretrench to support the education and academic pursuits of students interested in pursuing careers in industrial construction. Students interested in consideration for the Moretrench scholarships should contact the SPC Foundation for more details.

James E. Mortensen Scholarship for Under Represented Groups in the SPC College of Education (F)—Applicants must be pursuing a degree in education and be "under represented" as defined by the St. Petersburg College of Education. To continue receiving the scholarship, the full- or part-time student must maintain a minimum GPA of 2.0.

Morton Plant Mease Earn as You Learn Scholarship (F)—Provides financial support for students at St. Petersburg College.

Patrick B. Mullerheim Memorial Scholarship (F)—Established to assist deserving students with tuition, books and other fees.

Needy Students Scholarship (F)—Provides financial assistance for financially needy students at St. Petersburg College.

New Initiative and Pathway Program Scholarship (F)—Established by St. Petersburg Pediatrics to assist students at the Midtown Center studying in the field of Information Technology, this scholarship is based on financial need and may be used for tuition, book or fees. Application should be to the IT Program Director, Midtown Center.

Arthur C. Nielson Jr. Scholarship (F)—Established by the Nielsen Company for students who have demonstrated merit for academic standing, initiative and leadership within the College of Technology and Management. Selection will be made by Dean of the College of Technology and Management and The SPC Foundation.

Northeast High School Scholarship (FAS)—For a Northeast High School graduate. Contact the Northeast High School Guidance Department.

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

Nursing Program Scholarships (F)—To assist students in the nursing program at the HEC campus of St. Petersburg College with demonstrated financial need.

Nydegger Trust Scholarship (F)—For a student majoring in geology, paleontology or astronomy, ranking in top one-third of class or with 3.0 GPA, financial need and Pinellas County residency. $600 annually. Contact Foundation for more information.

Henry Ohrns and Mary Hume Ohrns Scholarship (F)—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 to full or part-time students who live south of Ulmerton–Walsingham Road.

Optimist Club of Dunedin Scholarship (F)—Established by the Optimist Club of Dunedin for worthy and needy, full or part-time students, this award will be on a term basis and preference will be given to students from Dunedin or Dunedin Schools.

Optimist Club of St. Petersburg Scholarship (F)—Members of the West Side Optimist Club established this scholarship which can be used for tuition, books and course fee expenses for students for whom the assistance would make the difference in whether or not they could continue their college education. Applicants may be preparing to attend, or attending, classes full-time at any SPC campus and must maintain 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 high schools in St. Petersburg.

Lou and Lillian Padolf Foundation Scholarship (FAS)—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.

Palm Harbor Special Fire Control District Grant (F)—Established by the Palm Harbor Special Fire Control District, this grant is available for eligible Palm Harbor Special Control District employees for use in attending training classes at SPC. The grants will be coordinated through the Palm Harbor District, the SPC Fire Academy director and the SPC Foundation.

Perry Educational Scholarship (F)—Established by Audrey E. Perry for students with emergency needs; amount varies. Contact the Foundation for more information.

Phi Theta Kappa/Tau Zeta Chapter (FAS)—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 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 Community Foundation Recognition Scholarships (F)—The Pinellas County Community Foundation offers three separate scholarships honoring Ralph Richards, the primary founder of PCCF, F. Kiernan Schoonmaker, the first Chair of the PCCF Trustees Committee and David G. Perkins, a former Mr. Clearwater. Contact the Foundation for further details.

Pinellas County Estate Planning Council Scholarship (F)—Established by Pinellas County Estate Planning Council, Inc. for a full-time student living in Pinellas County seeking a business 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.

Pinellas County Funeral Homes Association, Inc. Scholarship (F)— Available to students pursuing a degree in Funeral Services, who are in good standing with the St. Petersburg College Funeral Services Program. Selection of the recipients will be made by the PCFHA Scholarship Committee.

Pinellas County Housing Authority Merit & Opportunity Scholarship (F)—Established for any part- or full-time students at St. Petersburg College who are clients or residents of Pinellas County Housing Authority programs or developments, including Section 8 Housing Choice Vouchers, Public Housing and Affordable Housing. Applicants who demonstrate financial need in writing will receive preference.

Robert F. Pitman Fraternal Order of Police Lodge #10 Memorial Scholarship Fund (F)—Established to assist students pursuing a career in the criminal justice program of studies. Recipients must be in good academic standing with a grade point average of 2.5 or higher.

Thomas Plein Scholarship (F)—Established in memory of Thomas A. Plein, to assist students with demonstrated need, who are single parents, studying for a career in the medical field, and who maintains a minimum of 2.8 grade point average.

Polish-American Engineer Association Scholarship (F)—For students with financial need. Preference will be given to full-time, Clearwater Campus sophomores of Polish-American ancestry.

Diane Prescott Writer's Scholarship (F)—Created in loving memory by her husband, this scholarship will provide an annual $400 award for a full or part time student at the SP/Gibbs Campus who is majoring in English. The student should possess a financial need and be clear regarding his or her goal to establish a career in writing as well as having the determination to reach this achievement.

Wilbur F. Ptak Nursing Scholarship (F)—Available to financially needy students pursuing a degree in nursing.

Eleanore M. Rans Memorial Nursing Scholarship (F)—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. Contact Nursing Department for further details.

Arthur T. and Helen J. Ratcliffe Scholarship Endowment (F)—Scholarships will provide assistance to SPC students who have resided in Pinellas County for five consecutive years. Students will demonstrate the intent to a better academic average and show promise and be morally, mentally, and physically fit with a bona fide need for financial assistance. Contact the Foundation for further details.

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

Rotary Club of Dunedin, North Scholarship in Nursing (F)—Awarded to needs based full or part time students, studying Nursing preferably in North Pinellas County. Each scholarship will be awarded based on selection by a representative of the College of Nursing and the St. Petersburg College Foundation, Inc. To continue receiving the scholarship of $5,000 plus $5,000 annually over four more years, the student must maintain a 2.0 or higher grade point average.

Rotary Club of Midtown St. Petersburg Scholarship (F)—Established to provide financial assistance to nontraditional students from the midtown area of St. Petersburg who have financial need; requires that the student maintain a 2.5 grade point average.

Rotary Club of Palm Harbor Scholarships (F)—For degree-seeking full or part time students who have completed at least 12 credit hours of study and maintain an overall GPA of 3.00. The student's leadership and a record of service within the community as well as GPA will be the primary considerations in selecting scholarship recipients. The SPC Foundation forwards appropriate applications to the Rotary Club Committee for their selection.

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

Rotary Club of St. Petersburg West (F)—Local high school graduate with financial need, scholarship, character. Contact the Financial Assistance Services office, St. Petersburg/Gibbs Campus.

The Roth Foundation Scholarship (F)—Available to SPC Nursing Program students who are financially deserving with high scholastic ability. Contact Nursing Department for further details.

Rothman Family Foundation Scholarship (F)—Established to provide financial assistance to Kane's-Savon Furniture Co. employees and/or their dependents. Students must be enrolled in any degree-seeking college program or attending a course that will enhance job-related skills at Kane's or Savon Furniture Co. Preference will be given to students for whom financial support will make a difference in whether their education is continued.

Dr. John G. Rowley Endowed Scholarship (F)—Established by John G. Rowley, M.D., St. Petersburg College alumnus, member of the SPC Foundation, Inc. Board of Directors and noted St. Petersburg orthopedist. Recipients must be attending classes full- or part-time on any campus of St. Petersburg College, be majoring in science and/or engineering with a GPA of 3.0 or better and have a proven financial need.

Ruth M. Rowley Endowed Scholarship (F)—Established by her son and SPC 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.

Bruce Russell Memorial Scholarship in Engineering (F)—Established by friends, family and colleagues of Bruce Russell who served on the Engineering faculty of SPC, this endowed scholarship is for students studying in the engineering field.

Betty Schaaf Veterinary Technology Scholarship (F)—Provides financial assistance for tuition and books for worthy and needy students in the veterinary technology program who would not otherwise be able to go to school. Applicants must be able to demonstrate a financial need, as well as a commitment to complete a degree program in veterinary technology. To continue to receive a scholarship, a recipient must demonstrate a continued financial need. Awards are made to students in the two-year program who have declared their intention to continue on to earn their bachelor's degree in veterinary technology at St. Petersburg College and/or to students in their third or fourth years.

District Chief Frank Spirek Memorial (F)—Awarded to students attending classes in fire science, full- or part-time, at any campus of St. Petersburg College and/or eCampus, working toward becoming a fire officer. The recipient's intent must be to work toward a degree in fire science from SPC. Students must have high academic performance and/or high achievement in a skill.

SPC Facilities Team Scholarship (F)—This $500 scholarship is offered by the employees of the College's Facilities Planning and Institutional Services department based on financial need and academic promise.

St. Petersburg Association of Legal Support Specialists Scholarship Fund (F)—Established for students who are pursuing careers in the legal assisting or legal studies programs.

St. Petersburg/Gibbs Scholarship (F)—The purpose of the St. Petersburg/Gibbs Scholarship is to provide financial assistance for tuition, fees and/or books for worthy St. Petersburg College students who attend SPC Gibbs, SPC Downtown or SPC Midtown as their home campus. Qualified candidates for this scholarship must be within 12 hours of graduation and can state their need for this scholarship (not necessarily financial.)

St. Petersburg Lodge 42 Knights of Pythias Scholarship (F)—Established by the St. Petersburg Lodge 42 Knights of Pythias, this scholarship is for a full- or part-time student, who is attending SP/Gibbs campus, working toward any career goal, is in financial need and presently has a grade point average no higher than a 2.5.

St. Petersburg Martin Luther King, Jr. Commemorative Commission Scholarship (FAS)—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.

St. Petersburg Times Scholarship (F)—Applicants must be a resident of Pinellas Park, FL, be enrolled in classes at any campus of SPC, in any field of study, full- or part-time, show academic promise, have a definite goal toward which he/she is working, and be able to show financial need.

St. Vincent de Paul Society Fund (F)—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. Contact the Human Services Department for more details.

O. Marie and Tom Scannell VA Bay Pines Nurses or Teachers Scholarship (F)—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.

Sel Rel (Self Reliance), Inc. Scholarship (F)—Providing financial assistance to worthy students of first generation immigrant families who have a genuine need and demonstrated ability to be full-time students at St. Petersburg College in any field of study, the Sel Rel Scholarships expect meritorious academic standing. Selection and amount will be determined by the donor and the SPC Foundation.

Jackie Seslar Memorial Scholarship (F)—Established by Deborah Seslar Boyle in tribute to the memory of her beloved mother, Jackie Seslar, this scholarship provides for students in the Women on the Way program (whether male or female) who can demonstrate financial need and is enrolled full- or part-time on any campus. Selection will be made by the Director of the Women on the Way program and application should be made to that office.

Commander Daniel N. Sessions U.S. Coast Guard and Philip Charles Levenson Scholarship (F)—First priority will be given to U. S. Coast Guard enlisted personnel, active or retired, and to their children, who attend SPC and demonstrate satisfactory progress toward a degree or certification. The annual award may be used for tuition, books fees and/or other bona fide college expenses.

Oscar and Yeotle Setzer Scholarship (F)—Established by Robert Setzer, a former SPC music instructor to honor his parents, this scholarship is available to SPC students studying pipe organ. Contact the Foundation for further information.

Fleur de Lis Stannard Nursing Scholarship (F)—Established by William Emerson, SPC Foundation Board Member, and his wife, Jane Stannard Emerson, to honor her mother, Florence (Fleur de lis) Munson Stannard, who was a nurse. This scholarship will assist nursing students at SPC.

Kelly Stadler Animal Lover Scholarship (F)—Established to provide financial assistance to students in the veterinary technology program. Contact the Veterinary Technology Dean for more details.

Stoeckle Scholarship (F)—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. Contact the Nursing Department for more details.

Student Support Services/Brother to Brother Scholarship (F)—This scholarship program supports students in the Male Outreach Initiative program to ensure that participants will stay in school, graduate and learn ways to effectively address life's challenges.

Study Abroad Scholarship (F)—Each Study Abroad Scholarship recipient must be a St. Petersburg College student who has completed at least one term of coursework at

SPC or an entering SPC student who intends to continue studies at SPC beyond the term of study abroad. Applicants must also be able to demonstrate financial need.

Senator Donald Sullivan Scholarship (F)—Available to SPC students demonstrating academic and community leadership abilities. Contact the Foundation for further details.

Suncoast Avian Society Grant (F)—Established to provide financial assistance to students enrolled in the Veterinary Technology baccalaureate program and who demonstrates special interest and experience with birds. Contact the Veterinary Technology Dean for more details.

Westminister Suncoast Manor Irving G. Foster Scholarship (F)—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.

Tampa Bay Police Chiefs Association Scholarship (FAS)—For student who has completed one term in Criminal Justice Technology with high scholastic standing and leadership qualities. $250 per term. Contact Criminal Justice Technology Program.

Tarpon Springs Campus Golf Classic Scholarship (F)—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 nine credit hours and currently be enrolled in a minimum of nine credit hours at SPC and have an earned cumulative GPA of 2.5. Contact the Foundation for more information.

Tarpon Springs Memorial Ambulance Fund (F)—Provides financial assistance for the purchase of textbooks for students attending the Tarpon Springs Campus.

James E. Thompson, M.D. and Jane B. Thompson, R.N. Nursing Scholarship (F)—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 assistance would make the difference in whether or not they would be able to begin or continue their college educations. Preference will be given to applicants from north Pinellas County. Contact the Nursing Program Director for further details.

Dr. John Thompson Memorial Scholarship (F)—This scholarship was established in memory of Dr. John Thompson, a prominent member of the medical community and Rotarian for 48 years, to provide financial assistance to nursing students at SPC.

Earlene and Marvin Tieharra Endowed Music Scholarship (F)—Established to assist worthy students taking at least one 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 eight credit hours with a GPA of 3.0 and 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 (F)—Established in memory of Isabel M. Fortune, this annual scholarship will provide financial assistance to students who are non-executive employees or who are the children or grandchildren of Tradewinds non-executive employees. Applicants must be high school graduates or the equivalent, enrolled in degree-earning classes full- or part-time at any campus of SPC. Contact the Foundation for more information.

The Joseph T. Urso Memorial (F)—Established to provide scholarships to full-time SPC music students with financial need attending any campus.

Manuel Valles, Jr. Memorial Endowed Scholarship (F)—Established by the River Foundation, Inc. to honor the life of Mr. Manuel Valles, Jr., this scholarship is available to worthy and needy, full- or part-time students who are working toward a career goal through successful completion of an SPC academic, technical or certificate program. An awardee must provide evidence of community service, demonstrate financial need and be of good moral character. Scholarship renewal requires a minimum grade point average of 3.0. Contact the Office of Financial Assistance Services for more information.

Kristie M. Vermillion Scholarship (F)—Established by friends and family in memory of SPC student Kristie M. Vermillion, this scholarship is available for needy students who are seeking a degree in nursing. An essay is required and renewal of the scholarship also requires a 2.5 grade point average.

Veterinary Neuro Services, LLC (F)—Established to provide financial assistance for tuition, fees, books and other college expenses for two worthy St. Petersburg College Veterinary Technology students who demonstrate community service. One of the two recipients must be a current resident of Manatee or Sarasota County, Florida. The recipient must have a current GPA of 3.0 or higher and be seeking an Associate of Arts degree in Veterinary Technology with an interest in neurology.

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

Freddie Walton Scholarship (F)—The Freddie Walton, Jr., Memorial was established by his teacher, Don Davis at SPC. Freddie was destined for high success and a marvelous career in human services when he died suddenly in 1993. The award is $300 annually assisting selected Human Services students to complete their academic work at SPC and to encourage promising students who are committed to a career in which they enable others to put their lives together. The funds will assist such students to concentrate on the educational preparation needed to be an effective counselor or advocate.

Waygood Family Foundation (F)—The Waygood Family Foundation Scholarship provides financial assistance to full-time students, in any field of study, at any campus of SPC. Preference will be given to students for whom financial support will make a difference in whether his/her education is continued. The annual award may be used for tuition, books, fees and/or other bona fide college expenses.

Florence C. Weigle Scholarship (F)—Provides financial support for students at St. Petersburg College.

Marjorie G. Welch Endowed Scholarship (F)—Provides financial assistance to part-time students attending classes at the St. Pete/Gibbs campus of SPC, and are enrolled in the Education Program with the goal of working toward a career in teaching. Preference will be given to students with

a minimum GPA of 3.0 and for whom financial support will make a difference in whether their education is continued. The annual award may be used for tuition and/or books.

Charlotte Weldner Memorial Scholarship (F)—Established by her family, this scholarship provides up to $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.

John J. and Cora S. Whittaker Scholarship (F)—Designated for students attending St. Petersburg College without respect to course of study or financial need.

Father Harry G. Williams Memorial Scholarship (F)—Established in memory of Father Harry Williams, beloved husband of former SPC Program Director Trudy Williams, this scholarship will be awarded to a "deserving student in the college's Interpreter Training Program."

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

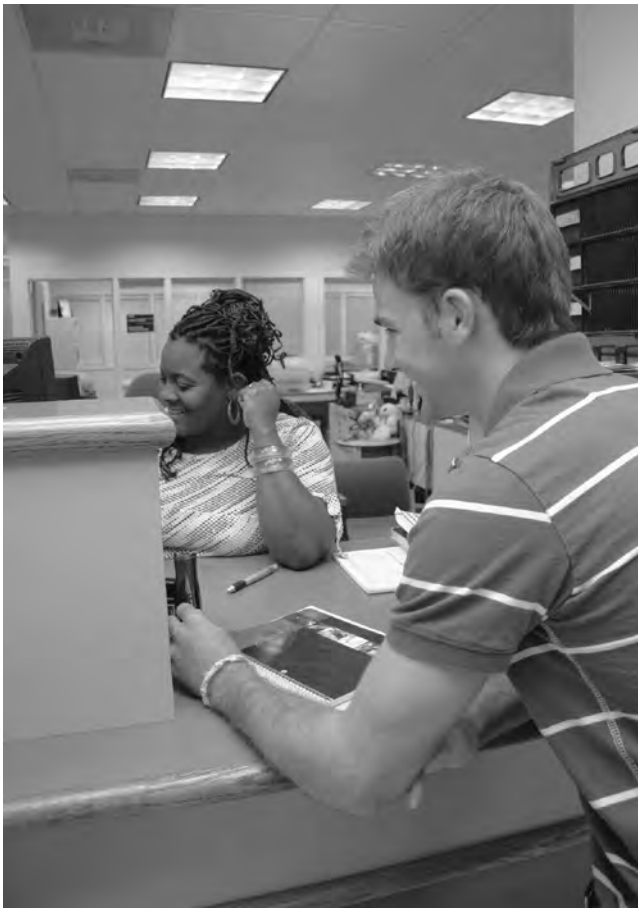
Women of Strength Scholarship (F)—For students in the Maternal and Child Service Program who maintain at least a 2.0 (C) average as a full-time or part-time student, this scholarship provides for tuition and books. Applications should be made to the St. Petersburg College Foundation.

Irene and Ben Yager Endowed Scholarship in Nursing (F)—The purpose of this scholarship is to provide financial assistance for tuition, fees, books and/or other bona fide college expenses for worthy and needy St. Petersburg College students; the student must be able to demonstrate financial need, demonstrate a commitment to complete a degree program in Nursing and maintain a 3.0 or higher grade point average to continue receiving the scholarship.

Congressman C. W. "Bill" Young Scholarship (F)—Established to honor Congressman C. W. "Bill" Young, the scholarship will provide funds to students with a minimum of a 3.0 GPA and in need of financial assistance who are attending classes full- or part-time, in any field of study, at any campus of SPC. Applicants should demonstrate leadership qualities and community volunteerism. 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.

Zonta Club of Upper Pinellas-Callie Grill Memorial Scholarship (F)—In honor of a "beloved member," the Zonta Club of Upper Pinellas established this $1,500 scholarship, 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 also are available, including scholarships provided through the U.S. Armed Forces. For complete information on scholarships or other forms of financial assistance, contact any SPC campus Scholarships and Student Financial Assistance office.



VETERANS INFORMATION

Clearwater Campus, AD Building
Phone: (727) 302-6400
Fax: (727) 791-2505

Accreditation

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

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 (VA) 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.

Office

The Veterans Services Office (VSO) is located in the Financial Assistance Services office on the Clearwater campus. Inquiries concerning benefits, tutorial assistance or VA Work-Study Programs should be directed to this office. Veterans Services Office coordinators will facilitate securing veterans' benefits. A Veteran Coordinator is at the St. Petersburg/Gibbs campus one day each week during the peak registration period each term. All campuses and sites have a red phone which has been designated as the Veteran Hot Line to the Veteran Services Office at the Clearwater campus. The direct phone number to the Veterans Services Office is (727) 302-6400. The direct fax line is (727) 791-2505.

Applying for Benefits

Veterans making a first-time application should complete VA form 22-1990. Reservists and National Guard applying under Chapter 1606 benefits must submit DD Form 2384 (Notice of Basic Eligibility) from their Reserve/National Guard Unit. Transfer students should complete VA form 22-1995 and eligible veteran's dependents complete VA Form 22-5495. A widow, wife or dependent of a 100 percent, service connected, totally permanently disabled veteran should check with the VSO to see if they are eligible and should fill out VA form 5490. Disabled veterans wanting to use the veteran vocational rehabilitation must go through the local VA regional office to apply for this benefit.

Allow six (6) to eight (8) weeks from the FTE date of the term before expecting to receive a check from the VA unless an advance payment has been requested at a minimum of 30 working days prior to the beginning of the term. A St. Petersburg College Admissions Application must be filed and the student must be registered for classes at a minimum of half-time before an advance payment can be requested.

Degree Program

The VA will pay benefits only if the veteran is seeking a state approved degree (B.S., B.A.S., A.A., A.S. or A.A.S.) or an approved Certificate or an approved Applied Technology Diploma.

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. 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.) Contact the VSO for details.

In order to be classified as a degree-seeking and certificate-seeking student at SPC, a veteran must submit official transcripts to the Central Records office of the college at least 15 business days prior to the first day of classes. Failure to do so will result in termination of VA benefits.

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 promissory note after registration and before the due date indicated on the fee schedule. If this procedure is not followed, the veteran's registration will be canceled and re-registration will be necessary along with a late registration fee. A minimal fee per credit hour is charged to receive the extension. **Note: It is the student's sole responsibility to pay tuition.**

If classes are not officially dropped during the drop/add period online, 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. If a student accumulates so many absences that, in the judgment of the instructor, further enrollment would be of little value, the instructor will assign a "W" grade along with the last day of attendance for that class. VA will require a refund of any monies received. Excused absences will be granted for extenuating circumstances only and must be documented.

Classes with different beginning and ending dates of the standard terms

SPC offers courses during the regular fall, spring and summer term which are less than full term and have different beginning and ending dates. If your schedule includes these classes your enrollment status will be reported to include all of the different beginning and ending dates of your classes. The VA will calculate the rate of payment from the class start date. Contact the VSO for additional information. Express and modules session courses take longer for approval, so funds may not be received until later in the term.

VA Schedule Verification Form Required – For all enrollment including changes to original schedule

It is the veteran's responsibility to complete the VA schedule verification form. This form can be located through SPC's on-line forms page or the Veteran Services Page of the Financial Assistance Services website at: http://it.spcollege.edu/cfsurveys/survey.cfm?su_id=2121. The veteran is also responsible to submit a new schedule verification form at any time a course is dropped, added or audited to notify the VSC of the change. This form is required each term in order to receive veterans' benefits. 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 instructor 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 graduation requirements are based on 120-credit hours for Bachelor Degree or 60-credit hours 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, Certificate or Applied Technology Diploma in an occupational specialty.

If, after attempting seven (7) credit 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 term 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. Students enrolled in certificate programs of less than 25 credit hours in length have no probationary period and will not be certified for VA educational benefits whenever the GPA falls below 2.0. All other policies regarding academic probation and suspension are the same as indicated in other areas of the catalog.

Certain Bachelor programs require a minimum GPA of 2.5; demonstrate the knowledge skills, and disposition of the profession while maintaining good moral character. Failure to maintain any or all of the program requirements of the program requirements will result in the student being placed on academic warning. Within one semester after being placed on academic warning and if the deficiency has not been corrected, certification for VA educational benefits will be denied by the College until such time as the student meets the program requirements.

ELECTRONIC CAMPUS (eCampus)

www.spcollege.edu/Ecampus

eCampus is SPC's distance learning program, offering fully accredited SPC courses via the Internet. Over 20,000 students throughout the US—and in other countries as well—enroll in eCampus courses each year.

Online courses offer a flexible, convenient format while maintaining the same standards of instructional quality that has made SPC a national leader. Whether online classes are a good fit for any given student depends largely on the student's individual learning style, level of experience with computers, and familiarity with the Internet.

The eCampus Website offers a variety of useful tools for helping prospective students evaluate the suitability of online classes. To access these tools, go to www.spcollege.edu/Ecampus and click on **Explore Online Education.**

ABOUT ONLINE COURSES

If you have a good working knowledge of computers and the Internet, and are experienced at using them, online courses may be a good fit for you. You'll need:

- A computer that meets eCampus' technical requirements (see below)
- Dial-up, DSL or cable Internet connection. Some courses specifically require a high-speed connection.
- E-mail account
- Current Web browser

Online courses start and end according to the regular SPC term dates, but individual classes have no pre-set meeting schedule. Courses incorporate a variety of multi-media materials that may include textbooks, CDs, streaming video, and Web resources. You'll submit your exams and completed assignments electronically, and interact with other students and your instructor via e-mail, online bulletin boards, and chat rooms.

TECHNICAL REQUIREMENTS FOR ONLINE COURSES

If you plan to take an online course, you'll need access to a computer that meets eCampus' technical requirements. Some e-courses also have specific requirements in addition to the basic ones. It's important to check the course description and the course's online Information Page for these requirements.

For complete information about technical requirements for e-courses, as well as online tutorials and other useful tools, go to the eCampus home page, www.spcollege.edu/eCampus. Click on **Help&FAQs** in the left navigation bar, then on **Technical Information.**

If your own computer doesn't meet the requirements, consider using the computers at SPC's campus computer labs, your local public library, or cyber-cafes in your area. If you are planning to take an online course on a computer at your workplace, check with the company's Information Technology staff to avoid any potential problems with firewalls.

COMPLETE ONLINE DEGREES AND CERTIFICATES

eCampus offers more than 690 classes in over 100 programs of study, with complete online degree and certificate programs in many fields. New courses and programs are constantly being added as eCampus grows. For the most up-to-date listings, visit the Courses & Programs page of the eCampus Website, www.spcollege.edu/eCampus.

As this catalog goes to press, the following programs are available online:

Bachelor of Applied Science (BAS)
- Banking
- Dental Hygiene
- Interdisciplinary Health and Human Studies
- International Business
- Management and Organizational Leadership
- Public Safety Administration
- Technology Management
- Veterinary Technology

Bachelor of Science (BS)
- Nursing

Associate in Arts Degrees (AA)
- All courses required for an AA degree are available online.

Associate in Science (AS) Degrees
- Crime Scene Technology
- Emergency Administration and Management
- Fire Science
- Funeral Services
- Health Information Management
- Medical Laboratory Technology (8 hours of chemistry support courses must be taken at local colleges)
- Veterinary Technology (Clinical component must be completed on-site in your own geographic area)

Credit Certificates
- Computer Related Crime Investigations
- Crime Scene Technology
- Critical Care
- Emergency Administration and Management
- Fire Officer I & Fire Officer II
- Fire Inspector I & Fire Inspector II
- Fire Investigator I & Fire Investigator II
- Medical Coder
- Perioperative Nursing (Clinical component must be completed on-site in your own geographic area)
- Veterinary Hospital Management
- Veterinary Management

ADMISSION, REGISTRATION, AND FINANCIAL ASSISTANCE

Admission requirements, registration procedures, and financial assistance guidelines are the same for online courses as for on-campus classes. The eCampus Website offers a complete step-by-step guide to completing the admission and registration process online. Just click on **Admissions/Registration** in the left navigation bar. Although the per-credit-hour fee for online courses is the same as for all others, there is an additional fee per credit hour for distance learning courses.

Note: The eCampus Web site meets stringent federal and industry guidelines for accessibility to users with disabilities.

The eCampus site is also your best source of information about support services and resources for distance students, including:

E-course catalog—Course listings and descriptions for all eCampus online courses, plus links to course information pages and registration.

Online Student Services Center—A whole array of tools and resources to help you in your college career, including the Library Online, cyber-tutoring, information about off-site testing, tracking your academic progress, and more.

Help/FAQ—Interactive tutorials**,** tips for success in e-learning, and answers to commonly asked questions about distance education at SPC.

Cyber Advisors—Real-life SPC professionals who specialize in helping eCampus students reach their educational goals.

For complete printed information about eCampus' online classes at SPC, refer to the eCampus catalog. You can pick one up at any SPC location, or ask that one be mailed to you by calling (727) 341-4SPC (4772) or emailing *information@spcollege.edu.*

CONTINUING EDUCATION/ NON CREDIT PROGRAMS

CONTINUING EDUCATION HEALTH PROGRAM

From 2000-2006 SPC's CE Health program was the largest program of its kind in the Florida Community College System. The program 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 – www.OnlineCE.net – were launched expanding the CE Health Program.

In 2006, a partnership was developed between the Florida Department of Health, Bureau of Chronic Disease Prevention and Health Promotion and St. Petersburg College (SPC) to provide online continuing education in the areas of Diabetes, Heart Disease and Stroke, Cancer and Obesity. These online modules are targeted toward Florida physicians, nurses, dieticians and will be available at no charge, depending on scholarship funding.

Through the CE Health Program, professionals can enhance their knowledge and skills by tailoring their continuing education to meet their specific professional needs. Various 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.

LIFELONG LEARNING DEPARTMENT: Educating Hearts and Minds through Community Education!

- Arts, Antiques, Gardens and Trips
- Adult & Community Education
- Guardianship
- Separation & Divorce: A Child's View
- College for Kids

Offered through the Lifelong Learning department are non-credit courses and adventures for children through seniors.

Adults can enrich their knowledge, begin new hobbies, take an educational trip, or simply have fun! Courses include:

- Art lectures and museum trips
- Antiques seminars
- Outings to local concerts
- History lectures and related field trips
- Boater safety certification
- Adult Basic Computer Classes and higher level classes
- Financial classes
- Guardianship Training – Family, Minor Child and Professional classes
- World Languages – Chinese, French, German, Greek, Italian, Russian, Spanish, Sign Language
- English for Speakers of Other Languages (ESOL)
- Music – Band, Chorus, Orchestra performance opportunities
- Steel Drums, Guitar and Piano lessons
- Personal Enrichment classes
- Digital Photography
- Wedding Planner Certification
- Test Preparation – SAT, GRE classes

Many opportunities are available for children during the summer. College for Kids is in its 30th year of providing educational, cultural, and social programs for students in grades K-6, with the addition of middle and high school programs in 2007-2008. Classes during the eight-week program are held on selected Pinellas County School's campuses and are taught by certified teachers. Daily classes include math, reading, foreign language, art, science, computers and physical education. Special six-week space and Spanish immersion camps are also held each year. Middle school experiences include four-week Marine Biology camp, Code Blue medical magnet camp, and sailing camp at Admiral Farragut Academy. During the school year, after-school enrichment classes are offered at several elementary schools throughout the county.

"Divorce: A Child's View" is a four-hour state mandated, court-ordered course for parents with children under 18 years of age, that are in the process of separation or divorce. Parents learn how to communicate more effectively with each other and how to make the situation the best they can in order to benefit their children. It is also ordered for child support,

SPC CORPORATE TRAINING

(727) 341-4445
www.spcollege.edu/ct

Serving Pinellas County since 1985, SPC 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 four main areas of focus, Technology, Professional Development, Licensed Professions, and Business Solutions.

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, continuing education units (CEU's), or non-credit. Corporate Training offers classes open to the public or classes can be customized for your organizations needs. The method of delivery can be online, classroom, or blended. Custom classes can be scheduled onsite, at the EpiCenter, or at any of our convenient campus locations. Corporate Training is dedicated to helping you or your company stay productive and competitive in today's changing workplace.

Corporate Training features and services:

- Customized business solutions, professional development and technology training for individuals, business, and industry.
- Outsourcing- Allow us to take the burden of assessment, registration, customized programs, delivery, and reporting off your workload.
- Grant Opportunities – Corporate Training has years of experience in helping companies obtain grants.
- Consulting Services - Technology and Professional Development services
- Host events, supply industry experts, and assist you in providing innovative solutions.

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- Graphic Design Tools
- Basic Computer Literacy
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- PC Troubleshooting, Networking & Security
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- Protocol Centre
- Six Disciplines
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GRADUATION REQUIREMENTS FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

(College Policy 6Hx23-4.24) (11/2008)

The College awards bachelor 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 Science or Bachelor of Applied Science Degrees.**
   A. Students must satisfactorily complete at least 120 hours of college-level credits. For residency purposes, at least 30 of the credit 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 the bachelor's degree, students must complete at least 40 credit hours of courses numbered 3000 level or above. At least 30 of the 40 credit 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 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 who achieve a score of 500 on the Verbal and/or Math portions of the SAT I, or a score of 21 on the Enhanced ACT in Mathematics I or the English and/or a score of 22 on the Reading may be exempt from all or a portion of the CLAST.
   H. Students who complete appropriate coursework with a 2.5 GPA in each individual area where CLAST skills are taught (Reading, Writing, Computation, and Essay Skills) shall be qualified for a CLAST exemption.
   I. Students must complete the writing requirement (met with an AA Degree).
   J. 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 credit 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 bachelor's program.
   K. Students have a 15-term 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 15-term period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within the 15-term period will begin a new 15-term period upon their enrollment following the expiration of their previous 15-term period.
   L. 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.
   M. Special graduation requirements must be met for individual programs as follows:
      1. **Bachelor of Science in Education**:
         For graduation requirements, please refer to Section I.D. of Board Rule 6Hx23-4.72 College of Education Programs – Special Rules.
      2. **Bachelor of Science in Nursing**
         a. completion of 40 semester hours of upper-division nursing coursework.
         b. RN to BSN students must complete each NUR upper division course with a grade of "C" or better in order to receive credit and progress in the program. If a student fails to obtain a "C" or better in any NUR upper division course, the student may retake the course in order to attempt to achieve a "C" or better. In no event, however, shall a student be permitted to take any NUR upper division course more than three (3) times by reason of failure to achieve a "C" or better.
         c. RN to BSN students who fail to receive a "C" or better in the same NUR upper division course three (3) times will be academically dismissed from the program.
      3. **Bachelor of Applied Science in Technology Management**
         a. completion of a minimum of 21 semester hours in a single technical discipline, certificate or program of study.
         b. A grade of "C" or better in all coursework in the upper-division technology management required major courses.

4. **Bachelor of Applied Science in Dental Hygiene**
   a. completion of 40 semester hours of upper-division dental hygiene coursework. Ten (10) semester hours may be earned by the presentation of a valid and current dental hygiene license, from the state in which the applicant is practicing.
   b. A grade of "C" or better in all coursework in the upper-division dental hygiene.
5. **Bachelor of Applied Science in Veterinary Technology**
   a. completion of 40 semester hours of upper-division veterinary technology coursework. Ten (10) semester hours may be met by transfer of AS degree credit hours in the major in excess of 41.
   b. A grade of "C" or better in all coursework in the upper-division veterinary technology courses.
6. **Bachelor of Applied Science in Public Safety Administration** – completion of 40 semester hours of upper-division public safety administration coursework.
7. **Bachelor of Applied Science in International Business**
   a. Completion of 40 semester hours of upper-division international business coursework (3 credit hours of intermediate foreign language may be eligible to be counted towards this requirement).
   b. Intermediate level foreign language proficiency as demonstrated by:
      1. One (1) semester (3 credit hours) of an intermediate level or conversational foreign language course.
      2. A qualifying score on the AP (Advanced Placement), IB (International Baccalaureate), or CLEP (College Level Entrance Program) exam or
      3. A qualifying rating on the ACTFL (American Council on the Teaching of Foreign Languages), OPI (Oral Proficiency Interview) or
      4. A Study Abroad Program approved by the College of Technology and Management will be counted towards the Intermediate Foreign Language Requirement.
   c. A grade of "C" or better in all coursework in the upper-division international business required major courses.
8. **Bachelor of Applied Science in Orthotics and Prosthetics**
   In addition to SPC graduation requirements, students must meet these special graduation requirements:
   a. Completion of 40 semester hours of upper-division orthotics and prosthetics coursework.
   b. A grade of "C" or higher in all courses in the Orthotics and Prosthetics Program.
   c. Students must satisfactorily complete a capstone exam including theoretical, clinical, and technical knowledge and skills.
   d. Students must be able to perform the essential functions and occupational requirements of the Orthotics and Prosthetics program. Students with disabilities must be able to perform the essential functions and occupational requirements with or without reasonable accommodations.
   e. The College of Orthotics and Prosthetics reserves the right to suspend or dismiss from the Orthotics and Prosthetics program any student who does not exhibit the knowledge, behavior, skills, or ethics deemed necessary for the health, safety, and welfare of patients.
   f. Students who fail to obtain a grade of "C" or higher in any two courses within the major will be suspended from the program for the next term. Upon failure to obtain a grade of "C" or higher in a third course within the major, the student will be dismissed and be unable to return to the program. The Associate Provost's Office may consider an appeal due to extenuating circumstances.
9. **Bachelor of Applied Science in Paralegal Studies**
   a. completion of 40 semester hours of upper-division Paralegal Studies coursework.
   b. A grade of "C" or better in all coursework in the upper-division paralegal courses.
10. **Bachelor of Applied Science in Management and Organizational Leadership**
   a. Completion of 40 semester hours of upper-division management and organizational leadership coursework.
   b. A grade of "C" or better in all coursework in the upper-division management and organizational leadership required major courses.
11. **Bachelor of Applied Science in Health Services Administration**
   a. Completion of 40 semester hours of upper-division health services administration coursework.
   b. A grade of "C" or better in all upper-division coursework in the Health Services Administration Program.
12. **Bachelor of Applied Science in Banking**
   a. Completion of 40 semester hours of upper-division coursework in the banking program.
   b. A grade of "C" or better in all coursework in the upper-division banking required major courses.

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 hours of college-level credits. At least 25 percent of the credit 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 who achieve a score of 500 on the Verbal and/or Math portions of the SAT I, or a score of 21 on the Enhanced ACT in Mathematics I or the English and/or a score of 22 on the Reading may be exempt from all or a portion of the CLAST.
F. Students who complete appropriate coursework with a 2.5 GPA in each individual area where CLAST skills are taught (Reading, Writing, Computation, and Essay Skills) shall be qualified for a CLAST exemption.
G. Students have a 15-term 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 15-term period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within this 15-term period will begin a new 15-term period upon their next enrollment following the expiration of their previous 15-term period.
H. 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 credit 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 15-term 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 15-term 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 15-term period begins with their initial enrollment at their local college. Students who have not graduated within this 15-term period will begin a new 15-term period upon their next enrollment following the expiration of their previous 15-term period. In each of the selected admission A.S. degree programs, students have a 15-term 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:**
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.

V. **Graduation**
Graduation is not automatic. Each candidate for a degree or certificate must file an application for graduation by the deadline date published in the catalog as part of the College calendar to be assured of final clearance for graduation, timely receipt of the diploma or certificate and participation in the graduation ceremony.

VI. **Graduation with Honors**
A. Each student graduating with an associate degree from St. Petersburg College with a GPA of 3.30 or higher on all college work will receive a special notation on their diploma indicating graduation with honors.
B. Associate degree candidates (A.A. candidates who have completed at St. Petersburg college at least 25% of the credit hours required for graduation; and A.S. and A.A.S. degree candidates who have completed at least 25% of the credit hours required including at least 12 hours in the major area) who have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin Honors at graduation. Honors are conferred based on the following scale:
1. Cum Laude-a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).
2. Magna Cum Laude-a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).
3. Summa Cum Laude-a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).

The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).

C. Eligibility guidelines for Graduation with Honors Diploma or Honors Certificate are as follows: A student should:
   1. have earned 18 credit hours of honors-designated courses with a cumulative grade point average of 3.5 or higher for the Honors Diploma; **OR** have earned 11 credit hours of honors-designated courses with a cumulative grade point average of 3.25 or higher for the Honors Certificate; **AND**
   2. have completed one service-learning project and/or participated in one extra-curricular activity per each term; **AND**
   3. maintained a cumulative grade point average of 3.3 in honors-designated courses.

D. Bachelor's degree candidates who have completed 40 credits of upper-division graded coursework at St. Petersburg College and have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin honors at graduation. Honors are conferred based on the following scale:
   1. Cum Laude-a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).
   2. Magna Cum Laude-a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).
   3. Summa Cum Laude-a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).

   The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).

SUBSTITUTE GRADUATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES

(**College Policy 6Hx23-4.02, XII**) (11/20/07)

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)

(College Rule and Procedure 6Hx23-4.45) (11/20/07 (5/16/05))

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, an achievement test developed by the Department pursuant to Section 229.551(3)(i), Florida Statutes to measure the level of attainment of college-level communication and computation skills listed in Rule 6A-10.0316, FAC. Students must pass all four (4) subtests to be awarded an Associate in Arts degree. 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 of the State Board on only three (3) of the four (4) subtests of the CLAST may enroll for up to an additional thirty-six (36) semester credits in upper division courses in a state university before they are required to satisfy the minimum standards of the State Board on all four (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.

A. Students who complete appropriate coursework with a 2.5 GPA in each individual area where CLAST skills are taught (Reading, Writing, Computation, and Essay skills) shall be qualified for a CLAST exemption.
B. Students who achieve a score of 500 on the Verbal and/or Math portions of the SAT I, 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 Campus Learning Specialist 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 1121H, ENC 1122H, ENC 2210)

- 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 in six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. St. Petersburg College's General Education Requirements require students to produce written work of at least 24,000 words.

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 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.

Since August 2000, all graduates of an associate in science degree program listed in the Statewide Articulation Manual are 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.

Since August 2000, all graduates of an associate in science degree program listed in the Statewide Articulation Manual are 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

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

(College Policy 6Hx23-4.32) (07/25/2008)

http://www.spcollege.edu/program/GENR-AA

****** To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century

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 – 14,000 words.....9 credits**

This requirement may be met by completing 1, 2 and 3 below:

1. ENC 1101 Composition I **OR** (**6,000 words each**).....3 credits
   ENC 1121H Honors Composition I
   NOTE: ENC 1101 or ENC 1121H must be completed within the first 24 semester hours of coursework.
2. **One of the following 3 semester hour courses: (6,000 words**).....3 credits
   ENC 1102 Composition II
   ENC 1122H Honors Composition II
   AML 2010 American Literature I
   AML 2010H Honors American Literature I
   AML 2020 American Literature II
   AML 2020H Honors American Literature II
   ENL 2012 British Literature I
   ENL 2012H Honors British Literature I
   ENL 2022 British Literature II
   LIT 2110 World Literature I****
   LIT 2110H Honors World Literature I****
   LIT 2120 World Literature I****
   LIT 2120H Honors 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**: **(2,000 words**) .....3 credits
   SPC 1017 Introduction to Speech Communication
   SPC 1017H Honors Introduction to Speech Communication
   SPC 1065 Business and Professional Speaking
   SPC 1608 Public Speaking
   SPC 1608H Honors Public Speaking

B. **HUMANITIES/FINE ARTS-Grade of "C" or higher (4,000 words**) **.....……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** (HUM2210H)
   *HUM 2233 Western Humanities II (Baroque to the Present) **OR** (HUM2233H)
   HUM 2250 Humanities (Western Man) **OR (HUM2250H)
   *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** (HUM2210H)
   *HUM 2233 Western Humanities II (Baroque to the Present) **OR** (HUM2233H)
   ****HUM 2270 Humanities (East-West Synthesis) **OR** (HUM2270H)
   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 a minimum of 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 courses from 1 **and** 2 below (at least one from biological sciences and one from physical sciences); **OR** 9 semester hours (if not including a laboratory experience) from a combination of 1 **and** 2 below; **OR** a minimum of 12 semester hours from either biological or physical sciences field.

1. **BIOLOGICAL SCIENCES .....3 credits**

BOT	XXX	Any course with a BOT (botany) prefix
BSC	XXX	Any course with a BSC (biology) prefix
HUN	1201	Science of Nutrition
MCB	2010-2010L	Microbiology and Lab
OCB	1000C	Biology of Marine Life

2. **PHYSICAL SCIENCES 3 credits**

AST	XXXX/XXXXL	Any course with an AST (astronomy) prefix
(Note: Students taking AST 1002 cannot also receive credit for AST 1003 and AST 1004)		
CHM	XXXX/XXXXL	Any course with a CHM (chemistry) prefix
GLY	XXXX/XXXXL	Any course with a GLY (geology) prefix
PHY	XXXX/XXXXL	Any course with a PHY (physics) prefix
PSC	XXXX/XXXXL	Any course with a PSC (physical science) prefix
ESC	1000-1000L	Earth Science and Lab
EVS	1001	Introduction to Environmental Science
ISC	1001L	Methods of Science Laboratory
MET	2010	Introductory Meteorology
MET	XXXXL	Meteorology Lab
OCE	2001-2001L	Introduction to Oceanography and Lab

E. **SOCIAL & BEHAVIORAL SCIENCES – Grade of "C" or higher - (4,000 words) .....6 credits**
This requirement may be met by completing 1 and 2 below: (2,000 words each)

1. POS 2041 American National Government **OR**
   POS 2050H Honors American Government
2. **One of the following 3 semester hour courses: (2,000 words each)** 3 credits

AMH	1091	African-American History
AMH	2010	History of the United States to 1865 **OR** (AMH 2010H)
AMH	2020	History of the United States from 1865 **OR** (AMH 2020H)
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** (ECO 2013H)
ECO	2023	Principles of Microeconomics **OR** (ECO 2023H)
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 **OR** (INR 2002H)
POS	2112	State and Local Government
PSY	1012	General Psychology **OR** (PSY 1020H)
SYG	2000	Introductory Sociology
SYG	2010	Social Problems
SYG	2221	Women and Society
SYG	2430	Marriage and Family
****WOH	2040	The Twentieth Century **OR** (WOH 2040H)

F. **ETHICS-Grade of "C" or higher (2,000 words).....3 credits**
PHI 1600 or PHI 1602H or PHI 1631 or PHI 2635 or PHI 2649.

G. **COMPUTER/INFORMATION LITERACY COMPETENCY** (no minimum credit hours required).
Computer/information literacy competency may be demonstrated by completing one of the following:
1. Passing a College-approved Basic Computer/Information Skills Competency Test or;
2. Successful completion of at least one of the following:
   a. CGS 1060 Basic Computer and Information Literacy.
   b. CGS 1100 Microcomputer Applications (as revised in 2002) **or** LIS 1002, CGS 1510 **and** OST 1741.
   c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
   d. DEH 3730, DEH 3813, DEH 3814, and DEH 4607.

II. 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. Students who are eligible for honors courses or who have the permission of a dean may enroll in this option to the regular general education program. The alternative requires a grade of "C" or higher in each course, and the minimum area requirements for this 24-27 credit hour option are as follows:

A. A, B, and E above: INTERDISCIPLINARY STUDIES (a minimum of 24 semester hours). This requirement may be met by completing 1, 2 **and** 3 below:
   1. IDS 1101H – Honors Interdisciplinary Studies – Ancient to Renaissance*
   2. IDS 1102H – Honors Interdisciplinary Studies – Baroque to Modern*
   3. IDS 2103H – Honors Interdisciplinary Studies - The American Experience (6 semester hours)* **OR**
   4. IDS 2106H – America and the World (9 semester hours)*
      *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 1101H – ENC 1121H, HUM 2210H, and SPC 1017H
   2. IDS 1102H – LIT 2120H, HUM 2233H, and AMH 2020H
   3. IDS 2103H – POS 2050H, and AMH 2010H **OR**
   4. IDS 2106H – POS 2050H, ECO 2013H, and AMH 2010H

C. C, D, F, **and** G above: No general education alternatives for IDS Studies.

`These courses are designated with a "G" in the course descriptions section of the catalog.
Mathematics requirements may vary with transfer institution and major.

DIVERSITY REQUIREMENT

The College recognizes that communities are comprised of, and enriched by, people of diverse backgrounds. The study of diversity is encouraged to promote an understanding of the needs of individuals, the College, and society. Thus students going for a degree in education must complete 6 credit hours from the following list:

AMH	1091	African-American History
ANT	2000	Introduction to Anthropology
ANT	2003	Survey of Anthropology
ANT	2410	Cultural Anthropology
ASL	1140C	Basic American Sign Language with Lab
ASL	1150C	Intermediate American Sign Language with Lab
ASL	1160C	Advanced American Sign Language with Lab
ASL	1300	Structure of American Sign Language
ASL	1430	Fingerspelling
EUH	1000	Development of Western Civilization I
EUH	1001	Development of Western Civilization II
FRE	1120	Elementary French I)
FRE	1121	Elementary French II
FRE	2200	Intermediate French I
FRE	2201	Intermediate French II
GEA	2174	Geography of the Developed World
HUM	2210	Western Humanities I or (Honors)
HUM	2233	Western Humanities II or (Honors)
HUM	2270	Humanities (East-West Synthesis) or (Honors)
REL	2300	World Religions
RUS	1120	Elementary Russian I
RUS	1121	Elementary Russian II
SPN	1120	Elementary Spanish I
SPN	1120H	Honors Elementary Spanish I
SPN	1121	Elementary Spanish II
SPN	1121H	Honors Elementary Spanish II
SPN	2200	Intermediate Spanish I
SPN	2201	Intermediate Spanish II
SYG	2221	Women and Society
WOH	2040	The Twentieth Century or (Honors)

UNIVERSITY PARALLEL PROGRAMS
SAMPLE ASSOCIATE IN ARTS DEGREES

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
- Orthotics and Prosthetics
- Pharmacy
- Communication (Mass)
- Elementary Teacher Education
- English Teacher Education
- Special Education
- Biology Teacher Education
- Secondary Mathematics Education
- Engineering
- Humanities
- Life Sciences
- Mathematics
- Visual and Performing Arts – Music
- Visual and Performing Arts – Art

A complete listing of all majors offered at public universities and colleges follows the sample degree programs listed above.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ARCHITECTURE

Architecture — FAMU*, FAU, UF*

(ARCH-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature Course)****	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1608, 1017H or 1608H)	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	[c]	College Algebra	3
MAC	2233	[a,b]	Applied Calculus	3
Biological Sciences Approved Course				3
PHY	1053	[a,d]	General Physics I	3
Biological Science or Physical Science Lab				1
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course****				3
PHI	1600		Studies in Applied Ethics **OR** (PHI 1602H,1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement				

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

ARC	1301		Architectural Design I	4
ARC	1302		Architectural Design II	4
ARC	1701		Architectural History I	3
ARC	1702	[w]	Architectural History II	3
ARC	2201	[x]	Architectural Theory I	3
ARC	2303		Architectural Design III	4
ARC	2304		Architectural Design IV	4
ARC	2461	[y]	Materials and Methods of Construction I	3
ARC	2501	[z]	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 60

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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 2311.

[c] This course not required for major but is the prerequisite for the required MAC 2233.

[d] Acceptable substitutes: PHY x004.

[w] Acceptable substitutes: ARH x000 or ARC x211.

[x] Acceptable substitute: ARC 3206.

[y] Acceptable substitute: ARC x472 (4 cr)

[z] Acceptable substitute: ARC x580.

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

Accounting – FAMU, FAU, FGCU, FIU, FSU*, UCF, UF*, UNF, USF*, UWF
Business, General – FSU*, UCF, USF*
Business Administration & Management – FAMU, FAU, FGCU, FIU*, FSU*, UCF, UF, UNF, USF*, UWF
Business Administration (BA in Business Administration) - UCF
Business Managerial Economics – FAMU, UCF, UNF, USF*, UWF
Business Marketing Management – FAU, FGCU, FIU*, FSU*, UCF, UF*, UNF, USF*, UWF
Finance, General (BS) - FAU, FGCU, FIU, FSU*, UCF, UF, UNF, USF*, UWF
Financial Services – UNF
International Business Management – FAU, FIU,FSU*
Mgmt Info Systems/Business Data Processing – FAU, FGCU, FSU*, UCF, USF, UWF, University Partnership Center at St. Petersburg College**
Banking (BAS) – **SPC** (See page 245)
International Business (BAS) – **SPC** (See page 246)

(BUS-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (an approved Literature course)****	3
SPC	1017		Introduction to Speech **OR** (SPC 1065, 1608, 1608H or 1017)	3
HUM	2210		Western Humanities I or (Honors) **OR** HUM 2233 Western Humanities II or (Honors)	3
HUM	2270	****	Humanities (East-West Synthesis) **OR** (an approved Humanities/Fine Arts course)	3
MAC	2233	a,b,zz	Applied Calculus I	3
STA	2023	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** (PHI 1602H, 1631, 2635 or 2649)	3
CGS	1100	a,f	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	d	Financial Accounting	3
ACG	2071	e	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

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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] AT USF, acceptable substitute: MAC x230 (**only** under the Accounting Program)
[c] Acceptable substitute: QMB X100.
[d] Acceptable substitute: ACG X001 and ACG X011.
[e] 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.
[f] Acceptable substitute: Demonstrated competency or one of the following equivalent courses: CGS X530, X570, X060, X100, X531,X000, MAN X812.
[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.

****A special articulation agreement with the University of Florida permits excellent transfer and credit opportunities through the University Partnership Center at St. Petersburg College.**

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ORTHOTICS & PROSTHETICS

Orthotics & Prosthetics – **SPC** (See page 234)

(ORTHO-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (an approved Literature course) ********	3
SPC	1017		Introduction to Speech Communication **OR** (an approved Speech course)	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** (an approved Humanities/Fine Arts course)	3
MAC	1114	[a,b]	Trigonometry	3
STA	2023	[a]	Elementary Statistics	3
BSC	1005	[a]	Biological Science	3
BSC	1005L	[a]	Biological Science Laboratory	1
CHM	1045	[a]	General Chemistry & Qualitative Analysis I	3
CHM	1045L	[a]	General Chemistry & Qualitative Analysis Laboratory I	1
POS	2041		American National Government or (Honors)	3
PSY	1012	[a]	General Psychology or (Honors)	3
PHI	1600		Studies in Applied Ethics **OR** (an approved Ethics Course)	3

Computer/Information Literacy Competency

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology Laboratory I	1
BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology Laboratory II	1
PHY	1053	General Physics I	3
PHY	1048L	Physics Laboratory I	1

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS **60**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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 Requirements.

[b] Acceptable substitute: MAC XXXX

NOTES:

Admission into this program requires an A.S. degree in a related area or an A.A. degree.
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 PHARMACY

Pharmacy (Pharm D) – UF*, University Partnership Center at St. Petersburg College**

(PHARM-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (an approved Literature course) ****	3
SPC	1017	[a]	Introduction to Speech Communication or (SPC 1600H, 1608, 1608H or 1065)	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** (an approved Humanities/Fine Arts course)	3
MAC	1114	[a,c]	Trigonometry **AND**	3
MAC	1140	[a,c]	Pre-Calculus Algebra	3
BSC	2010/L	[a,b]	Biology I – Cellular Processes and Biology Lab I	4
CHM	1045/L	[a]	General Chemistry & Qualitative Analysis I and Lab	4
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course****				3
PHI	1600		Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement				

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

BSC	2011/L	[s]	Biology II -Organisms & Ecology and Biology Lab II	4
BSC	2085/L	[t]	Human Anatomy & Physiology I and Lab I	4
BSC	2086/L	[t]	Human Anatomy & Physiology II and Lab II	4
CHM	1046/L		General Chemistry & Qualitative Analysis II and Lab II	4
CHM	2210/L		Organic Chemistry I and Lab I	4
CHM	2211/L		Organic Chemistry II and Lab II	4
MAC	2311	[u]	Calculus with Analytic Geometry I	5
PHY	X053/L	[x,v]	General Physics I/Lab **AND**	4
PHY	X054/L	[x,v]	General Physics II/Lab	4

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

See current SPC catalog for a 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] Acceptable substitute: BOT X010/X010L

[c] Acceptable substitute (for MAC 1114 and MAC 1140): MAC X142

[s] Acceptable substitute: ZOO X303/X303L

[t] Acceptable substitute: (BSC X093/X093L and BSC X094/X094L) or (PET X320C and PET X350C)

[u] Acceptable substitute: MAC X233

[v] Acceptable substitute: PHY X004/X004L and PHY X005/X005L.

[x] Lab not available.

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.

****A special articulation agreement with the University of Florida permits excellent transfer and credit opportunities through the University Partnership Center at St. Petersburg College.**

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN COMMUNICATIONS (MASS)

Communication (Mass) – UCF, UNF, FIU, USF*, UWF*

(MCOMM-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR**	3
		****	(an approved Literature Course)	
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1608, 1608H or 1017H)	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** (an 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 1602H, 1631, 2635 or 2649)	3

Computer/Information Literacy Competency Requirement

PREREQUISITE COURSES IN THE MAJOR

Recommended that 18 credit hours be taken **outside** the major and beyond the 36 hours of general education requirements.

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

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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

FAMU, FAU, FGCU, FIU, FSU*, OWC, UCF, UNF, UF*, USF, UWF

SPC (See page 223)

(ELEM ED-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
AML	2010		American Literature **OR** ENC 1102 **OR** (another approved Literature Course)****	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1608, 1608H or 1017H)	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** (an approved Humanities/Fine Arts course)	3
Mathematics		[b]	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 1602H, 1631, 2635 or 2649)	3
EME	2040	[a]	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:

EDF	1005		Introduction to Education	3
EDF	2085	[y]	Teaching Diverse Populations	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

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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.

[y] In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus.

See Diversity Requirement List under General Education Requirements.

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 ENGLISH TEACHER EDUCATION

FAMU, FAU, FIU, FSU, UCF, USF
(Tracks under a different CIP number at FGCU and UNF)
(UF and UWF students get their bachelor's degree in the discipline)

(EDUC-AA)

GENERAL EDUCATION REQUIREMENTS

ENC	1101	[a] Composition I or (Honors)	3
AML	2010	[a] American Literature **OR** ENC 1102 **OR** (another approved Literature Course)****	3
SPC	1017	[a] Introduction to Speech Communication or (SPC 1017H, 1608, 1608H or 1065)	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** (an approved Humanities/Fine Arts course)	3
Mathematics		[b] Two college-level courses with a MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences		One Biological & One Physical Science (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 1602H, 1631, 2635, 2649)	3
EME	2040	[a] Introduction to Educational Technology	3

PREREQUISITES COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

EDF	1005	Introduction to Education	3
EDF	2085	[y] Teaching Diverse Populations	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

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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] STA 2023 may be substituted for any one course.

[y] **In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus.** See Diversity List under General Education Requirements.

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 SPECIAL EDUCATION

Special Education, General – FAU, FGCU, FIU, IRCC, MDC, UCF, UF*, UNF, USF, UWF
Exceptional Student Education – **SPC** (see page 224)

(EDUC-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101	Composition I or (Honors)	3
AML	2010	American Literature I **OR** ENC 1102 **OR** (another approved Literature course)****	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1608, 1608H or 1065)	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** (an approved Humanities/Fine Arts course)	3
Mathematics		[b] Two college level courses with a MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences		One Biological and One Physical Science course (One course must include a lab)	6-7
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course ****			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
EME	2040	[a] 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 Courses:

EDF	1005	Introduction to Education	3
EDF	2085	[y] Teaching Diverse Populations	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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.

[y] **In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus.** See Diversity List under General Education Requirements.

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 BIOLOGY TEACHER EDUCATION

Science Teacher Education/Biology Teacher Education – CC, EC, IRCC, MDC, **SPC** (See page 228)
(Tracks under a different CIP number at: FAMU, FAU, FGCU, FIU, FSU, UCF, UNF and USF
(UF & UWF students get their bachelor's degrees in the discipline)

(EDUC-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
AML	2010		American Literature I **OR** ENC 1102 **OR** (another approved Literature course)********	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1017H, 1608, 1608H or 1065)	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** (an approved Humanities/Fine Arts course)	3
Mathematics		[b]	Two college-level courses with a MAC, MAP, MAS, MGF or MTG prefix	6
BSC	2010/L	[a]	Biology I – Cellular Processes and Biology Lab I **OR** (approved Biology course)	4
CHM	1045/L	[a,c]	General Chemistry & Qualitative Analysis I and Lab I **OR** (approved Chemistry course)	4
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course********				3
PHI	1600		Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
EME	2040	[a]	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 Requirements:

EDF	1005		Introduction to Education	3
EDF	2085	[y]	Teaching Diverse Populations	3
BSC	2011/L		Biology II – Organisms & Ecology and Biology Lab II **OR** (approved Biology course)	4
CHM	1046/L	[c]	General Chemistry & Qualitative Analysis II **OR** (approved Chemistry course)	4
XXX	XXXX		Science electives	6

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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 Requirements.

[b] STA 2023 may be substituted for any one course.

[c] Acceptable substitutes: Physics with Lab (8 credits)

[y] **In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus**. See Diversity Requirement List under General Education Requirements.

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 SECONDARY MATHEMATICS EDUCATION

Mathematics Teacher Education

Secondary Mathematics Education

CC,EC, FAMU,FAU, FIU, FSU, IRCC, MDC, UCF, UNF, USF
SPC (See page 227)
(Tracks under a different CIP number at: FGCU)
(UF & UWF students get their bachelor's degrees in discipline.)

(MATH ED-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
AML	2010		American Literature I **OR** ENC 1102 **OR** (another approved Literature course)****	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1017H, 1608, 1608H or 1065)	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** (an approved Humanities/Fine Arts course)	3
MAC	2311	[a]	Calculus with Analytic Geometry I	5
MAC	2312	[a]	Calculus with Analytic Geometry II	5
Natural Sciences			One Biological and One Physical Science course (One course must include a lab)	6-7
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course ****				3
PHI	1600		Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635, 2649)	3
EME	2040	[a]	Introduction to Educational Technology	3

PREREQUISITE COURSES IN MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

EDF	1005		Introduction to Education	3
EDF	2085	[y]	Teaching Diverse Populations	3
Elective in Mathematics				4
Computer Programming Language (Applicable to microcomputer)				3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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 Requirements.

[y] **In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus**. See Diversity Requirement List under General Education Requirements.

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 ENGINEERING

Engineering, General — USF*
Aerospace Engineering — UCF, UF
Agricultural Engineering — UF
Chemical Engineering — FAMU, FIU, FSU, USF, UF
Civil Engineering — FAMU,FAU,FGCU, FIU, FSU, UCF, UF, UNF, USF
Computer Engineering — FAMU, FAU, FIU, FSU, UCF, UF, USF, UWF
Electrical, Electronics Engineering — FAMU, FAU, FIU, FSU, UCF, UF, UNF, USF, UWF
Engineering Science — UF
Environmental Health Engineering — FGCU,FIU, 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 or (Honors)	3
ENC	1102	[a]	Composition **OR** (an approved Literature course)****	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1608, 1608H or 1017H)	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	1045L	[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 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement				

PREREQUISITES 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 or (Honors)	3
PHY	1048L		Physics Lab I or (Honors)	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

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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 x440

[c] Acceptable substitutes: MAC x281, MAC x282, MAC x283.

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.

SAMPLE A. A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN HUMANITIES

Humanities – FIU, FSU, UCF, USF, UWF

(ENGHM-AA)

******GENERAL EDUCATION REQUIREMENTS**			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** ****(an approved Literature course)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1065, 1608, 1608H or 1017H)	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** (an 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)	6-7
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course****			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635, 2649)	3
Computer/Information Literacy 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

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN LIFE SCIENCES

Biology, General – FAMU, FAU, FGCI, FIU, FSU, UCF, UNF, USF, UWF
Plant Pathology – UF
Marine/Aquatic Biology – FIU, UWF

(NATSC-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** ****(an approved Literature course)	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1608, 1608H or 1017H)	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** (an approved Humanities/Fine Arts Course)	3
MAC	2311	[a,b]	Calculus with Analytic Geometry I	5
MAC	2312	[a,c]	Calculus with Analytic Geometry II	5
BSC	2010	[a,d]	Biology I - Cellular Processes	3
BSC	2010L	[a,d]	Biology Lab I - Cellular Processes	1
CHM	1045	[a]	General Chemistry & Qualitative Analysis I	3
CHM	1045L	[a]	General Chemistry & Qualitative 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** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy 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	2011	[e]	Biology II -Organisms & Ecology	3
BSC	2011L	[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

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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 X233, X253 or X281.

[c] Acceptable substitute: STA X023, X122, X014, X024, X321 or equivalent, MAC X234, X254, 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.

SAMPLE A. A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN MATHEMATICS

Mathematics, General – FAMU, FAU, FGCU, FIU, FSU, UCF, UF, UNF, USF*, UWF

(MATH-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** ****(an approved Literature course)	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1608, 1608H or 1017H)	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** (an approved Humanities/Fine Arts Course)	3
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** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement				

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education:

COP	XXXX	Computer Language – (Pascal, FORTRAN, C, C+ or C++)	3
MAC	2313	Calculus with Analytic Geometry III	4

* Plus successful completion of two laboratory-based science courses (8 cr. hrs) for respective science majors. These courses may be used to meet General Education Requirements:

BSC 2010/2010L & BSC 2011/2011L (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

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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.

SAMPLE A. A. PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN MUSIC

Music, General – FAU, FIU, FSU*, UF*, UNF*
Music Studies – USF
Jazz Studies – FAMU, UNF*
Music Performance – FAMU, FGCU, FSU*, UCF, UNF*, USF, UWF

(MUSIC-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (an approved Literature course)****	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1608, 1608H, 1017H)	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** (an 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 1602H, 1631, 2635, 2649)	3
Computer/Information Literacy Competency Requirement				

PREREQUISITE COURSES IN THE MAJOR

MUT	1111	[b]	Music Theory I	3
MUT	1112	[b]	Music Theory II	3
MUT	2116	[b]	Music Theory III	3
MUT	2117	[b]	Music Theory IV	3
MUT	1241	[c]	Aural Theory I	1
MUT	1242	[c]	Aural Theory II	1
MUT	2246	[c]	Aural Theory III	1
MUT	2247	[c]	Aural Theory IV	1
MUN	XXXX			4
MVx	XX1X			2 – 4
MVx	XX2X			2 – 4
[d] Secondary Piano Proficiency by Examination				
XXX	XXXX	[z]		

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

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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.

[b] Acceptable substitutes: MUT X121, X122, X126 & X127.

[c] Acceptable substitutes: MUT X221, X222, X226 & X227 OR X261, X262, X266 & X267 OR X271, X272, X276 & X277.

[d] Acceptable substitutes: MVK X111, X112, X121 & X122, OR X111r, X111r, X121r, X121r, X211 & X2221.

[z] Additional Courses Recommended: VARIES FROM TRACK TO TRACK AND INSTITUTION TO INSTITUTION.

NOTES:

DUPLICATE COURSES SUCH AS MVK X111r 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.

SAMPLE A. A. PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ART

Art, General – FAU, FIU, UCF, UNF, USF, UWF

(ART-AA)

******GENERAL EDUCATION REQUIREMENTS**

ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (an approved Literature course)****	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1065, 1608 or Honors)	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
ARH	2050	[a] Art History I	3
Mathematics		[b] 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 1602H, 1631, 2649)	3
Computer/Information Literacy Competency Requirement			

PREREQUISITE COURSES IN THE MAJOR

ARH	2051	Art History II	3
ART	1201C	[w] Design I	3
ART	1300C	[x] Drawing I	3
ART	X202	[w,z] Art Design II	3
ART	X301	[x,z] Animal Imagery	3
ART	XXXX	[y] Select any 2-3 Introductory Media Courses	6-9

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

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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 Requirements.

[b] STA 2023 may be substituted for any one prefix course.

[w] Acceptable substitute: ART X201 (4 cr)

[x] Acceptable substitute: ARH 3001 (4 cr)

[y] Acceptable substitute: ART XXXX (12 cr)

[z] Course not available.

MAJORS OFFERED AT 4-YEAR COLLEGES & UNIVERSITIES

Accounting
Actuarial Sciences
Advertising
Aerospace Engineering
African-American (Black) Studies
Agriculture (Food and Resource) Economics
Agricultural Business/Operations
Agricultural Engineering –Biological Systems Mgmt. & Environmental Sys. Mgmt.
Agricultural Engineering – Production Mgmt , Manufacturing & Process
Agricultural Engineering
Agricultural Teacher Education (Vocational)
Agriculture Science
Agronomy & Crop Science
American Studies (USA)
Animal Science
Anthropology
Applied Math/Math Sciences
Architecture
Art History & Appreciation
Art Teacher Education
Art, General
Asian Studies
Astronomy
Athletic Training
Atmospheric Science & Meteorology

Biochemistry
Biological & Physical Sciences – Biological and Physical Sciences
Biological & Physical Sciences – Biology and Chemistry
Biological & Physical Sciences – Biology and Computer Science
Biological & Physical Sciences – Biology and Earth Science
Biological & Physical Sciences – Biology and Mathematics
Biological & Physical Sciences – Biology and Physics
Biological & Physical Sciences – Chemistry and Computer Science
Biological & Physical Sciences – Chemistry and Earth Science
Biological & Physical Sciences – Chemistry and Mathematics
Biological & Physical Sciences – Chemistry and Physics
Biological & Physical Sciences – Computer Science and Earth Science
Biological & Physical Sciences – Computer Science and Mathematics
Biological & Physical Sciences – Computer Science and Physics
Biological & Physical Sciences – Earth Science and Mathematics
Biological & Physical Sciences – Earth Science and Physics
Biological & Physical Sciences – Mathematics and Physics
Biological & Physical Sciences – Interdisciplinary Natural Sciences
Biology, General
Biomedical Sciences
Biomedical/Bioengineering
Biotechnology
Botany, General
Business Administration & Management
Business Administration (B.A. in Business Administration)
Business Managerial Economics
Business Marketing Management
Business Teacher Education (Vocational) or Business Technology Education
Business, General

Cardiopulmonary Sciences
Chemical Engineering
Chemical Sciences
Chemistry
Civil Engineering
Civil Technology
Classics & Classical Language
Coastal & Ocean Engineering
Communications (Mass)
Communication Studies
Communications and Media Studies
Community Health
Community Health Liaison
Computer & Information Science – Computer Sciences
Computer & Information Science –Computer & Information Sciences
Computer & Information Science - Computer Information Systems
Computer & Information Science –Information Sciences
Computer & Information Science –Information Technology
Computer Criminology
Computer Engineering
Computer Engineering – Computer & Information Engineering
Construction Engineering
Construction/Building Technology
Construction/Building Technology – Construction Management
Criminal Justice Studies
Criminology

Dairy Science
Dance
Dance Education
Dental Hygiene
Design in Architectural Studies
Dietetics/Nutritional Services
Digital Arts/Digital Media – Computer Animation
Digital Arts/Digital Media – Internet and Interactive Systems
Digital Arts/Digital Media – Digital Music
Digital Arts/Digital Media – Writing Music
Digital Arts/Digital Media – Computing for Media
Drama Education
Dramatic Arts/Theatre

East Asian Language/Literature
Economics – Social Sciences
Economics –Business
Education of Blind &Visually Handicapped
Education of Specific Learning Disabled
Education of the Emotionally Handicapped
Education of the Mentally Handicapped
Electrical, Electronics Engineering
Electronic Engineering Technology
Elementary Teacher Education
Engineering Science
Engineering Technology, General – Electrical
Engineering Technology, General – Construction
Engineering Technology, General – Manufacturing
Engineering Technology, General – Instructional Technology
Engineering, General
English Teacher Education
English, General
Entomology
Environmental Health Engineering
Environmental Science
Environmental Science – Environmental Studies/Natural Science

Environmental Science – Environmental Studies/Policy Option
Environmental Science – Environmental Science and Policy
Environmental Studies – Geography
Exercise Science – Exercise Physiology
Exercise Science – Wellness Education

Finance, General
Financial Services
Fire Science Management
Fire and Emergency Services
Food Sciences & Technology – Food Science
Food Sciences & Technology – Food Sciences & Human Nutrition-Dietetics
Food Sciences & Technology – Nutritional Sciences
Foreign Language, Multiple
Foreign Languages Teacher Education
Forensic Science
Forest Resources & conservation – Forest Resources & Conservation
Forest Resources & Conservation – Natural Resource Conservation
Forest Resources & Conservation – Wildlife Ecology and Conservation
French
French and Francophone Studies

Geography
Geology
German
Gerontology
Graphic Design
Graphics Arts Technology – Photography
Graphics Arts Technology – Printing Production
Greek, Classical

Health Administration
Health Information Management
Health Science – Community Health
Health Science – Health Administration
Health Science – Nutrition and Dietetics
Health Science – Addictions Studies
Health Science – B.S. in Health Sciences
Health Science – Rehabilitative Services
Health Services Administration
Health Teacher Education
History
Home & Family Life – Family and Child Science
Home & Family Life – Housing
Home Economics Teacher Education (Vocational)
Home Economics, General
Honors College
Horticulture Science
Hospitality Administration/Management
Hospitality Administration/Management – Events Management
Human Resource Development
Human Resource Management
Human Services
Humanities

Independent Studies
Independent/Interdisciplinary Studies – Environmental Management
Independent/Interdisciplinary Studies – Waste Mgmt & Utilization & Land Water Mgmt
Independent/Interdisciplinary Studies – Economics and Policy Specialization
Industrial & Systems Engineering
Industrial/Manufacturing Engineering
Information Sciences and Studies – Computer Information Systems
Information Sciences and Studies – Information Studies
Information Technology
Information Technology – Bioinformation Track
Information Technology – Digital Media Track
Insurance & Risk Management
Interior Design
International Agriculture and Business
International Business Management
International Relations
Italian

Jazz Studies
Jewish Studies
Journalism
Journalism – Magazine Production
Jr. High/Middle School Teacher Ed – Middle Grade Math/Middle Grade Science Ed
Jr. High/Middle School Teacher Ed – Middle Grade English/Middle Grade Social Science Ed
Jr. High/Middle School Teacher Ed – Middle Grade Math/Middle Grade English Ed
Jr. High/Middle School Teacher Ed – Middle Grade Math/Middle Grade Social Science Ed
Jr. High/Middle School Teacher Ed – Middle Grade Science/Middle Grade English Ed
Jr. High/Middle School Teacher Ed – Middle Grade Science/Middle Grade Social Science Ed
Jr. High/Middle School Teacher Ed – English/Special Education
Jr. High/Middle School Teacher Ed – Math/Special Education
Jr. High/Middle School Teacher Ed – Social Science/Special Education
Jr. High/Middle School Teacher Ed – Science/Special Education

Landscape Architecture
Landscape Operations & Management
Landscape and Nursery Horticulture
Latin
Latin American Studies
Legal Assisting
Liberal Arts & Sciences
Liberal Arts & Sciences – Honors College Research Track
Liberal Studies – Environmental Studies Concentration
Liberal Studies – Marine Science Concentration
Linguistics
Logistics and Materials Management

Management Info Systems – Business/Data Processing
Management Info Systems – Information Sciences and Systems
Management Science
Manufacturing/Industrial Engineering Tech
Marine/Aquatic Biology
Maritime Studies
Materials Engineering
Mathematics Teacher Education – Secondary Mathematics Education
Mathematics Teacher Education - Jr. High/Middle School Mathematics Education
Mathematics, General
Mathematics, General – Teacher Certification
Mechanical Engineering
Mechanical Engineering-Related Technology
Medical Technology
Microbiology/Bacteriology
Middle Eastern Studies

Motion Picture & TV Technology
Multimedia Studies – Journalism
Multimedia Studies – Film & Video Studies
Music Composition
Music History & Appreciation
Music Performance
Music Studies
Music Teacher Education
Music Therapy
Music General
Music/Music Theory

Nuclear Engineering
Nursing

Occupational Therapy
Oceanography
Orthotics & Prosthetics

Packaging Science
Paralegal Studies
Parks & Recreation Management – Therapeutic Recreation
Parks & Recreation Management – Leisure Services – Professional
Parks & Recreation Management – Leisure Services Management
Parks & Recreation Management – Recreation Program Delivery
Parks & Recreation Management – Natural Resources
Pharmacy (Pharm D)
Philosophy
Philosophy and Religion
Physical Education – Teaching and Coaching
Physical Education – Sport Management
Physics
Plant Pathology
Plant Sciences
Political Science & Government
Portuguese
Poultry Science
Pre-Elementary/Early Childhood Teacher Ed
Project Management
Psychology, General
Public Administration
Public Relations & Organizational Communication
Public Safety Management
Public Safety Administration

Radiation Physics
Radio & TV Broadcasting
Radiologic (Med) Tech
Real Estate
Religious Studies
Resort & Hospitality Management
Restaurant and Food Service Management
Rhetorical Speech & Communication
Russian
Russian & East European Studies

Science Teacher Education – Biology Teacher Education
Science Teacher Education – Chemistry Teacher Education
Science Teacher Education – Earth/Space Teacher Education
Science Teacher Education – Physics Teacher Education
Science Teacher Education – Middle Grades Science Teacher Education
Science Teacher Education – Biology Teacher Education
Science Teacher Education – Chemistry Teacher Education
Science Teacher Education – Physics Teacher Education
Secondary Science/Math Teacher Education
Social Psychology
Social Sciences Teacher ED (History, Social Science, Economics and Political Science)
Social Sciences, General
Social Work, General
Sociology – Anthropology
Sociology
Soils Science
Spanish
Speech Education, General
Speech Pathology & Audiology
Sport Management
Statistics
Studio/Fine Art
Supervision and Management or General Business Management or Organizational Management
Surveying

Technology Education
Technology Management
Textiles & Clothing – Apparel Design Technology
Textiles & Clothing – Merchandising
Textiles & Clothing – Textiles
Trade & Industrial Teacher Ed (Vocational)
Transportation Management
Travel & Tourism Management

Urban & Regional Planning

Veterinary Technology
Vocational Rehab Counseling

Womens Studies

Zoology

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

(College Policy 6Hx23-4.32) (2008)

http://www.spcollege.edu/program/GENR-AS

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

The general education requirements for the Associate in Science degree consist of a minimum of 17 transferable semester hours of credit. The minimum area requirements for the 17 transferable semester hours are as follows:

A. COMMUNICATIONS - Grade of "C" or higher .....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	1121H	Honors Composition I

And, if required by program

2. Choose one: .....3 credits

ENC	1102	Composition II **OR**
ENC	1122H	Honors Composition II
AML	2010	American Literature I or Honors
AML	2020	American Literature II or Honors
ENL	2012	British Literature I or Honors
ENL	2022	British Literature II
****LIT	2110	World Literature I or Honors
****LIT	2120	World Literature II or Honors

NOTE: ENC 1101 or ENC 1121H must be completed within the first 24 semester hours of course work and ENC 1102 or ENC 1122H must be completed within the first 36 semester hours of course work.

3. Choose one: .....3 credits

SPC	1017	Introduction to Speech Communication
SPC	1017H	Honors Introduction to Speech Communication
SPC	1065	Business and Professional Speaking
SPC	1608	Public Speaking or Honors

B. HUMANITIES/FINE ARTS – Grade of "C" or higher .....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)
*HUM	2210H	Honors Western Humanities I (Ancient through Renaissance)
*HUM	2233	Western Humanities II (Baroque to the Present)
*HUM	2233H	Honors Western Humanities II (Baroque to the Present)
****HUM	2270	Humanities (East-West Synthesis)
****HUM	2270H	Honors Humanities (East-West Synthesis)
MUH	1110	Introduction to Music
MUL	1010	Introduction to Music History
PHI	1010	Introduction to Philosophy or Honors
REL	2300	World Religions
**HUM	2250	Humanities (Western Man)
**HUM	2250H	Honors Humanities (Western Man)

*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 higher .....3 credits**

Any course with an 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 higher .....3 credits

Choose one:

AMH	1091	African-American History
AMH	2010	History of the United States I or Honors
AMH	2020	History of the United States II or Honors
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
ECO	2013H	Honors Principles of Macroeconomics
ECO	2023	Principles of Microeconomics
ECO	2023H	Honors Principles of Microeconomics
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
****INR	2002H	Honors International Relations
POS	2041	American National Government
POS	2050H	Honors American National Government
POS	2112	State and Local Government
PSY	1012	General Psychology or Honors
SYG	2000	Introductory Sociology
SYG	2010	Social Problems
SYG	2221	Woman and Society
SYG	2430	Marriage and Family
****WOH	2040	The Twentieth Century or Honors

F. ETHICS - Grade of "C" or higher .....3 credits

Choose one:

PHI	1600	Studies in Applied Ethics	3 credits
PHI	1602H	Honors Studies in Applied Ethics	3 credits
PHI	1631	Studies in Professional Ethics	3 credits
PHI	2635	Health Care Ethics Applied	3 credits
PHI	2649	Applied Ethics in Public Safety Professions	3 credits

G. COMPUTER/INFORMATION LITERACY COMPETENCY (no minimum credit hours required).

Computer/information literacy competency may be demonstrated by completing one of the following:

1. Passing a College approved Basic Computer/Information Skills Competency Test; **or**
2. Successful completion of at least one of the following:
   a. CGS 1060 Basic Computer and Information Literacy.
   b. CGS 1100 Microcomputer Applications (as revised in 2002) **or** LIS 1002, CGS 1510 **and** OST 1741.
   c. EME 2040 Introduction to Educational Technology, (as revised in 2002), preferred for Education majors.
   d. DEH 3730, DEH 3813, DEH 3814 and DEH 4607.

ASSOCIATE IN SCIENCE DEGREES, ASSOCIATE IN APPLIED SCIENCE DEGREES, ADVANCED TECHNICAL CERTIFICATES, COLLEGE CREDIT CERTIFICATES AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

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 four community colleges and one college in the Tampa Bay Area—Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College and St. Petersburg College.

The Linkage System offers students the opportunity to enter identified quota based or unique occupational programs which are not available at their own institutions. Students selected for admission to a Linkage program may be dually enrolled and will be required to conform to all program requirements, as well as institutional policies and procedures of both colleges.

PROCEDURES FOR SELECTING STUDENTS FOR LINKAGE PROGRAMS

Candidates for a Linkage program must be screened according to the established procedures of the home college, and only candidates approved by the Linkage Administrator for the home college will be accepted for final consideration at the Linkage college.

1. Student meets with home college counseling department and identifies his/her choice of a Linkage program.
2. Counselor advises student of selected Linkage program requirements, selection process, testing requirements, and program admission requirements.
3. After the student completes 15 hours at the home institution, the student may contact the department chairman at the Linkage college for questions about the program.
4. Linkage students must meet individual program GPA minimum. A selection process may occur when Linkage students are chosen.
5. Unused Linkage slots will revert to native students.
6. Student completing screening process is recommended by a counselor to the Linkage Administrator for approval as an applicant to the selected Linkage program.
7. The Linkage Administrator completes the Student Transmittal Form and sends copies of the form and a copy of the student's transcript to the Linkage Administrator at the receiving school.
8. A student recommended as an applicant to a selected Linkage program will be required to complete any additional program admission requirements, as necessary, for the selected Linkage program.
9. Admission to a Linkage program will be ultimately made by the Linkage college.
10. Deadline dates for submission of transfer forms are listed on data sheet for each individual program and in the section of the handbook stating program information.

Additional information on Linkage programs may be obtained by contacting a St. Petersburg College counselor.

The current list of Linkage programs that have limited enrollments and special selection and admission requirements, and the college where these programs are offered are:

Dental Hygiene
- –St. Petersburg College,
- –Hillsborough Community College and
- –Pasco-Hernando Community College

Diagnostic Medical Sonography Technology
- –Hillsborough Community College

Nuclear Medicine Technology
- –Hillsborough Community College

Occupational Therapy Assistant
- –Polk Community College and
- –Manatee Community College

Physical Therapist Assistant
- –St. Petersburg College,
- –Manatee Community College and
- –Polk Community College

Radiation Therapy
- –Hillsborough Community College

Respiratory Care
- –St. Petersburg College and
- –Hillsborough Community College

GRADUATION INFORMATION

All occupational degrees earned at St. Petersburg College are based upon the successful completion of each prescribed program as indicated. As of August 2000, all graduates of an associate in science degree in Business Administration, 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, ADVANCED TECHNICAL CERTIFCATES AND APPLIED TECHNOLOGY DIPLOMAS

Students interested in SPC College Credit Certificate Programs, Advanced Technical Certificates 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)
Aviation Maintenance Management Technology (AVAMM)*

Business Administration (BUS)
- with subplans in
- Business Administration (fully transferable to certain Bachelor Degrees at any SUS in Florida)
- International Business *

Computer Networking (COMPNET)
- with subplans in:
- Networking Administrator
- Networking Engineering

Computer Programming and Analysis (COMPRG)
- with subplans in:
- Computer Programming
- Website Development Specialist

Crime Scene Technology (CST)

Criminal Justice Technology – Public Safety Services (CJPSS)*
- with subplans in:
- Computer Related Crime Investigation
- Corrections
- Cross Discipline
- Gang Investigations
- Homeland Security
- Law Enforcement
- Maritime Security

Dental Hygiene (DENHY)*
Digital Media Production (DMPRD)
Digital Video Production (DVPRD)
Drafting and Design Technology (DRAFT)
- with subplans in:
- Building Construction
- Computer-Aided Design and Drafting

Early Childhood Education (CHDEV)
Emergency Administration and Management (EAM)
- with subplans in:
- Emergency Administration and Management
- Homeland Security

Emergency Medical Services (EMS)
Engineering Technology (ENG)
- with subplans in:
- Electronics
- Quality

Financial Services/Banking (FINSV)*
Fire Science Technology (FIRE)
- with subplans in:
- Fire Inspector I
- Fire Inspector II
- Fire Investigator I
- Fire Investigator II
- Fire Officer I
- Fire Officer II

Funeral Services (FUNSE)

Healthcare Informatics (HCINF)
- (Including Transitional Program for current, valid, health-related credential or licensed students or students with an accredited health-related AS or higher degree)

Health Information Management (HIM)
Hospitality & Tourism Management (HMGT)
- (fully transferable to BS at FIU)

Human Services - Social Services (HSDIS)
Human Services - Alcohol/Substance Abuse (HSM)

Information Technology (IT) Security (ITSEC)*

Medical Laboratory Technology (MLT)
Microsoft Certified Office Specialist (MOS)

Nursing (R.N.) (NURSE)
- (fully transferable to Bachelor Degree at any SUS in Florida and to SPC)
- (Including Transitional Day Program for LPNs in Florida, Transitional Evening Program for Practical Nurses in Florida, Transitional Evening Track for Paramedics)

Office Systems Technology (OSMGT)

Paralegal Studies (LEGAL)*
Parks and Leisure Services (PALS)
Physical Therapist Assistant (PTA)

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)

Technology Management (TECMGT)*

Veterinary Technology (VETTC)*
Video Game Foundations (VGF)

Web Designer (WEBDS)

* Fully transferable to one of SPC's BAS programs

ASSOCIATE IN APPLIED SCIENCE DEGREES

Industrial Management Technology (INMG)
Management (MGMT)
Marketing (MKT)

ADVANCED TECHNICAL CERTIFICATES

A.S. DEGREE REQUIRED

Critical Care (CC)
Emergency Care (EMC)
Sepsis Awareness & Education (SAE)

COLLEGE CREDIT CERTIFICATES

Accounting Applications (ACTAP)

Building Construction Technology (BCNST)
Business Administration (BUSADM)

Cisco Certified Network Associate (CCNA)
Computer-Aided Design and Drafting (CADD)
Computer Programming (COMPRG)
Computer Related Crime Investigation (CRCI)
Computer Support (APLUS)
Crime Scene Technology (CST)

Digital Media Technology Production (DMPRD)
Digital Media Video Production (DVPRD)
Drafting (DRAFT)

Emergency Administration and Management (EAM)
Engineering Technology Support (ENGTECH)

Fire Inspector I (FISI)
Fire Inspector II (FISII)
Fire Investigator I (FIVI)
Fire Investigator II (FIVII)
Fire Officer I (FOI)
Fire Officer II (FSOII)
Food and Beverage Management (FBM)

Gang Investigation (GI)

Healthcare Informatics (HCINF)
Homeland Security (HLS)

Information Technology (IT) Security (ITSEC)

Lean-Six Sigma Green Belt (LEAN)

Medical Coder (MEDCD)
Medical Quality Systems (MEDQS)
Microsoft Certified Office Specialist (MOS)
Microsoft Certified IT Professional:
Server Administrator (MCITPSA)
Microsoft Certified IT Professional:
Enterprise Administrator (MCITPEA)

Paramedic (PMED)

Rooms Division Management (RDM)

Six Sigma Black Belt (SIXSG)

Veterinary Management (VMG)
Video Game Foundations (VGF)

Web Designer (WEBDS)
Web Development Specialist (WEBDVS)

APPLIED TECHNOLOGY DIPLOMAS

Associate Addiction Professional (AAP)
Emergency Medical Technician (EMT)
Maternal & Child Health (MCH)
Youth Development Professional (YDP)

BUSINESS TECHNOLOGIES

Dr. Sharon Setterlind, Dean, SPG/CL (727) 341-4724 or 791-2530

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. The goal of these programs is to prepare successful students to meet the challenges of an ever-changing, competitive, global society through high-quality education in the fundamentals of computer technology communications and business management, with an emphasis on interpersonal skills as well as managerial and leadership skills. Most of the Business Technologies programs incorporate specialty options permitting students to tailor their studies toward their own career and/or personal interests.

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.

ASSOCIATE IN SCIENCE DEGREES

- Accounting Technology (ACCTG)
- Business Administration (BUS)
- Computer Networking (COMPNET)
- Computer Programming and Analysis (COMPRG)
- Financial Services/Banking (FINSV)
- Microsoft Certified Office Specialist (MOS)
- Office Systems Technology (OSMGT)
- Technology Management (TECMGT)
- Web Designer (WEBDS)

COLLEGE CREDIT CERTIFICATES

- Accounting Applications (ACTAP)
- Business Administration (BUSADM)
- Cisco Certified Network Associate (CCNA)
- Computer Programming (COMPRG)
- Computer Support (APLUS)
- Microsoft Certified Office Specialist (MOS)
- Microsoft Certified IT Professional: Enterprise Administrator (MCITPEA)
- Microsoft Certified IT Professional: Server Administrator (MCITPSA)
- Web Designer (WEBDS)
- Web Development Specialist (WEBDVS)

ASSOCIATE IN APPLIED SCIENCE DEGREES

- Management (MGMT)
- Marketing (MKT)
- Industrial Management Technology (INMG)

ACCOUNTING TECHNOLOGY (ACCTG-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/ACCTG-AS

******GENERAL EDUCATION COURSES (21 credits)**

ENC	1101	Composition I or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		[a] 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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

SUPPORT COURSES (25 credits)

ACG	2001-2011	Applied Financial Accounting I & II **OR**	3,3
ACG	2021	[b] Financial Accounting	(3)
BUL	2241	Business Law I	3
FIN	1000	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	2450	Microcomputer Accounting	3
CGS	1515	Spreadsheet Techniques and Programming	3
TAX	2000	Introduction to Business Taxes	3

TOTAL PROGRAM HOURS 64

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[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, CTS 2205, CGS 2103, MAN 2021 or another ACG or TAX course.

BUSINESS ADMINISTRATION
(BUS-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/BUS-AS

(Subplan A only is fully transferable to a Bachelor's Degree in Business, General - UCF and USF or Business Admin & Mgmt – FAMU, FAU, FGCU, FIU, FSU, UF, UNF, UWF)

(Subplan B is fully transferable to International Business BAS program at SPC)

******GENERAL EDUCATION COURSES (24 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II or Honors	3
Humanities/Fine Arts Approved Course********			3
SPC	1017	Introduction to Speech Communication or Honors	3
MAC	1105	College Algebra	3
MAC	2233	Applied Calculus I	3
ECO	2013	Principles of Macroeconomics or Honors	3
ECO	2023	Principles of Microeconomics or Honors	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

SUBPLAN A: BUSINESS ADMINISTRATION (BUS) (28 credits)

BUL	2241	Business Law I	3
CGS	1560	Microcomputer Operating System	3
CGS	2103	Advanced Microcomputer Applications	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2582	Introduction to Project Management	3
MAR	2011	Principles of Marketing	3
OST	1793	Internet Orientation	1
OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, 2649)	3

TOTAL PROGRAM HOURS 64

OR

SUBPLAN B: INTERNATIONAL BUSINESS (INTBUS) (28 credits)

BUL	2241	Business Law I	3
CGS	2103	Advanced Microcomputer Applications	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2582	Introduction to Project Management	3
MAN	2604	Intercultural Relation in Business	3
MAR	1142	Global Marketing	3
MAR	1143	Seminar in Global Marketing	3
OST	1793	Internet Orientation	1
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600 1602H, 2635 or 2649)	3

TOTAL PROGRAM HOURS 64

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

COMPUTER NETWORKING
(COMPNET-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/COMPNET-AS

(Fully transferable to College of Technology & Management BAS programs at SPC)

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		[a] 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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (21 credits)

ACG	2021	Financial Accounting	3
CET	1171C	Personal Systems Repair I (PC Repair I)	3
CGS	1000	Introduction to Computers and Programming	3
GEB	1011	Introduction to Business	3
MAN	2582	Introduction to Project Management	3

Select 6 credits: 6

ACG	2071	[b] Managerial Accounting **OR**
FIN	1000	Principles of Finance (1 or the other)
BUL	2241	[c] Business Law I
CET	1172C	Personal Computer Systems Repair II
CGS	1100	[d] Microcomputer Applications
CIS	2321	Systems Analysis and Design
MAN	2340	Human Factors in Supervision

SUBPLAN A: Networking Administrator Track (NETADM) (24 credits)

CNT	1000	Local Area Network Concepts	3
CTS	1302	Designing a Windows Server Active Directory Infrastructure and Services	3
CTS	1303	Configuring and Troubleshooting Windows Server Active Directory Domain Services	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3
CTS	1334	Configuring and Troubleshooting Windows Server Network Infrastructure	3
CTS	1335	Configuring and Troubleshooting Internet Information Services and Windows Terminal Services	3
CTS	2106	Fundamentals of Unix/Linux Operating System	3

TOTAL PROGRAM HOURS 63

OR

SUBPLAN B: Networking Engineering Track (NETEN) (24 credits)

CET	1600	Network Fundamentals	3
CET	1610	Routing Protocols and Concepts	3
CET	2615	LAN Switching and Wireless	3
CET	2620	Accessing the WAN	3
CET	2670	Scalable Routing Protocols and IPv6	3
CET	2682	Fundamentals of Voice Over IP (VoIP)	3
CET	2685	Implementing Secure Converged WANs	3
CET	2856	Enterprise Switching and Wireless Networking	3

TOTAL PROGRAM HOURS 63

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[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.

[c] Required for BAS transfer.

[d] Satisfies the general education computer literacy requirement.

COMPUTER PROGRAMMING AND ANALYSIS
(COMPRG-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/COMPRG-AS

(Fully transferable to College of Technology & Management BAS programs at SPC)

******GENERAL EDUCATION REQUIREMENTS (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1608 or Honors)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics	[a]	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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (12 credits)

ACG	2021	Financial Accounting	3
CGS	1000	Introduction to Computers and Programming	3
CIS	2321	System Analysis and Design	3
MAN	2582	Introduction to Project Management	3

ELECTIVES: Select 6 credits 6

ACG	2071	[b] Managerial Accounting	(3)
BUL	2241	[c] Business Law I	(3)
CGS	1060	[d] Basic Computer and Information Literacy	(1)
CGS	1100	[d] Microcomputer Applications	(3)
CGS	1560	Microcomputer Operating Systems	(3)
CGS	1930	Microsystems Software	(1)
CGS	2103	Advanced Microcomputer Applications	(3)
CNT	1000	Local Area Network Concepts	(3)
ENC	2210	Technical Writing	(3)
FIN	1000	Principles of Finance	(3)
GEB	1011	Introduction to Business	(3)
MAN	2340	Human Factors in Supervision	(3)

SPECIALIST SUBPLANS (27 credits):

SUBPLAN A: COMPUTER PROGRAMMING (CPRG)

Complete 3 Computer Language Tracks 9,9,9

A. Computer Language PERL (9 credits)

CGS	1178	Web Scripting with CGI/PERL and JavaScript
CGS	1937	CGI Scripts using PERL II
COP	1842	Developing Websites with PHP/MySQL

B. Computer Language C/C++/C# (9 credits)

CGS	2402	Programming in C++ for Business
COP	2360	Introduction to C# Programming
COP	2362	Advanced Programming with C#

C. Computer Language JAVA (9 credits)

COP	2250	Java Programming I
COP	2800	Java Programming II
COP	2801	Java Script

D. Computer Language VB.NET (9 credits)

COP	2837	Visual Basic.Net Programming I
COP	2838	Visual Basic.Net Programming II
COP	2839	ASP.NET Programming with VB.NET

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

[c] Required for BAS transfer.

[d] Satisfies the general education computer literacy requirement.

(*Continued on next page*)

OR

SUBPLAN B: WEBSITE DEVELOPMENT SPECIALIST (WDS) (27 credits)

Complete 2 Computer Language Tracks (18 credits)			9, 9
A. Computer Language PERL (9 credits)			
CGS	1178	Web Scripting with CGI/PERL and JavaScript	
CGS	1937	CGI Scripts using PERL II	
COP	1842	Developing Websites with PHP/MySQL	
B. Computer Language C/C++/C# (9 credits)			
CGS	2402	Programming in C++ for Business	
COP	2360	Introduction to C# Programming	
COP	2362	Advanced Programming with C#	
C. Computer Language JAVA (9 credits)			
COP	2250	Java Programming I	
COP	2800	Java Programming II	
COP	2801	Java Script	
D. Computer Language VB.NET (9 credits)			
COP	2837	Visual Basic.Net Programming I	
COP	2838	Visual Basic.Net Programming II	
COP	2839	ASP.NET Programming with VB.NET	
CORE COURSES (3 credits):			
COP	1822	Introduction to Web Page Creation	1
CGS	1822	Web Site Essentials	2
ELECTIVES – Select 6 credits of courses not already taken:			
CGS	1823	Website Design Concepts	(3)
CGS	1874	Introduction to Flash	(3)
CGS	1937	CGI Scripts with PERL II	(3)
COP	1941	Website Creation Practicum	(1)
COP	2250	Java Programming I	(3)
COP	2600	Object Oriented Web Programming	(3)
COP	2806	Java Server Pages and Applets	(3)
COP	2823	Advanced Web Page Creation	(3)
COP	2840	Scripting for Browsers	(2)
COP	2843	Advanced PHP/MySQL	(3)
DIG	2030	Survey of Digital Video	(3)
DIG	2040	Survey of Game Development	(3)
DIG	2091	Legal Issues in Media Development	(2)
DIG	2141	Encoding Streaming Media	(3)
DIG	2360	Advanced Adobe Flash	(3)
GRA	2130C	Introduction to Computer Graphics	(1)
GRA	2151C	Computer Illustration	(3)
TOTAL PROGRAM HOURS			**63**

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

FINANCIAL SERVICES-BANKING
(FINSV-AS)

ASSOCIATE IN SCIENCE DEGREE

Fully transferable to Banking BAS program at SPC

The purpose of this program is to prepare students for employment in the banking and credit industry in positions such as financial services specialists, financial analysts, financial economists, financial managers, credit managers, credit officers, managers, or in credit and collections. In general, the program is designed to prepare students for employment in positions that include financial planning, insurance management, banking, commercial loans and services or to provide supplemental training for persons previously or currently employed in these occupations.

******GENERAL EDUCATION COURSES (24 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II **OR** (any approved Literature course) ********	3
Humanities/Fine Arts Approved Course********			3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
MAC	1105	[a] College Algebra	3
ECO	2013	[a] Principles of Macroeconomics or Honors	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, 2649)	3
CGS	1100	[a] Microcomputer Applications	3

PROGRAM PREREQUISITES (15 credits)

ACG	2021	[a] Financial Accounting	3
ACG	2071	[a] Managerial Accounting	3
ECO	2023	[a] Principles of Microeconomics or Honors	3
MAC	2233	[a] Applied Calculus	3
STA	2023	[a] Elementary Statistics	3

PROFESSIONAL CORE COURSES (25 credits)

BRC	2001	Principles of Financial Services Banking	3
BRC	2062	Introduction to Financial Markets and Money	3
BRC	2949	Co-Op Work Experience	3
BUL	2241	Business Law	3
MAN	2021	Principles of Management	3
MAN	2604	Intercultural Relations in Business	3
MKA	2021	Sales	3
OST	1793	Internet Orientation	1
OST	2335	Professional Communication Skills	3

TOTAL PROGRAM HOURS **64**

[a] This course is a prerequisite for admission to the BAS program.

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

MICROSOFT CERTIFIED OFFICE SPECIALIST (MOS-AS)

or

OFFICE SYSTEMS TECHNOLOGY (OSMGT-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/MOS-AS

http://www.spcollege.edu/program/OSMGT-AS

******GENERAL EDUCATION COURSES (21 credits)**			
ENC	1101	Composition I or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		[a] 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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

SUPPORT COURSES (21 credits)			
ACG	2021	Financial Accounting	3
ACG	2071	[b] Managerial Accounting **OR**	3
FIN	1000	Principles of Finance	(3)
BUL	2241	Business Law I	3
CGS	1000	Introduction to Computers and Programming	3
CGS	1560	Microcomputer Operating Systems	3
GEB	1011	Introduction to Business	3
MAN	2340	Human Factors in Supervision	3

OPTION A:		**MICROSOFT CERTIFIED OFFICE SPECIALIST (MOS) (21 credits)**	
CGS	1930	Micro Systems Software	1
CGS	2103	Advanced Microcomputer Applications	3
COP	1822	Introduction to Web Page Creation	1
COP	1829	Web Graphics	1
CTS	2205	Advanced Excel (Microsoft Specialist)	3
CTS	2213	Outlook (Microsoft Specialist)	1
CTS	2220	Advanced Word (Microsoft Specialist)	3
CTS	2230	Advanced PowerPoint (Microsoft Specialist)	3
CTS	2431	Advanced Access (Microsoft Specialist)	3
OST	1793	Internet Orientation	1
OST	1810	Desktop Publishing I	1

TOTAL PROGRAM HOURS 63

OR

OPTION B:		**OFFICE SYSTEMS TECHNOLOGY (OSMGT) (21 credits)**	
CGS	1515	Spreadsheet Techniques and Programming	3
CGS	2103	Advanced Microcomputer Applications	3
COP	1822	Introduction to Web Page Creation	1
COP	1829	Web Graphics	1
CTS	2213	Outlook (Microsoft Specialist)	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

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[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.

TECHNOLOGY MANAGEMENT
(TECMGT-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/TECMGT-AS

(Fully transferable to Technology Management BAS program at SPC)

******GENERAL EDUCATION COURSES (21 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		[a] 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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (15 credits)

ACG	2021	Financial Accounting	3
BUL	2241	[c] Business Law I	3
MAN	2021	Principles of Management	3
MAN	2340	Human Factors in Supervision	3
MAN	2582	Introduction to Project Management	3

ELECTIVES: Select 6 credits: 6

ACG	2071	[b] Managerial Accounting
FIN	1000	Principles of Finance
GEB	1011	Introduction to Business
MAN	2604	Intercultural Relations in Business
MAR	2321	Advertising

MAJOR COURSES (21 credits)

CET	1171C	Personal Computer Repair I	3
CGS	1822	Web Site Essentials	2
CIS	2321	System Analysis and Design	3
CNT	1000	Local Area Network Concepts	3
COP	1822	Introduction to Web Page Creation (HTML)	1

SELECT 9 credits: 9

CET	1172C	Personal Computer Systems Repair II
CET	1600	Networking Fundamentals
CET	1610	Routing Protocols and Concepts
CGS	1000	Introduction to Computers and Programming
CGS	1100	[d] Microcomputer Applications
CGS	1178	Web Scripting with CGI/PERL and JavaScript
CGS	1937	CGI Scripts using PERL II
CGS	2402	Programming in C++ for Business
CIS	1354	Introduction to Network Security Foundations
COP	2250	Java Programming I
COP	2362	Advanced Programming with C#
COP	2800	Java Programming II
COP	2837	Visual Basic.Net Programming I
COP	2838	Visual Basic.Net Programming II
CTS	1327	Installing and Configuring Microsoft Windows Client
CTS	1328	Planning and Administering Windows Server
CTS	2106	Fundamentals of the Linux/Unix Operating Environment

TOTAL PROGRAM HOURS 63

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LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[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.

[c] Required for BAS transfer.

[d] Satisfies the general education computer literacy requirement.

WEB DESIGNER
(WEBDS-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/WEBDS-AS

******GENERAL EDUCATION COURSES (21 credits)**

ENC	1101	Composition I or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics	[a]	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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

SUPPORT COURSES (21 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting **OR**	3
FIN	1000	Principles of Finance	(3)
CGS	1000	Introduction to Computers and Programming	3
CGS	1560	Microcomputer Operating Systems	3
CNT	1000	Local Area Network Concepts	3
GEB	1011	Introduction to Business	3
MAN	2340	Human Factors in Supervision	3

MAJOR COURSES (21 credits)

CGS	1822	Web Site Essentials	2
CGS	1823	Web Site Design Concepts	3
COP	1822	Introduction to Web Page Creation (topic-HTML)	1
COP	1826	Web Graphics Design I	3
COP	2823	Advanced Web Page Creation	3
COP	2949	Co-op Work Experience	3

SELECT 6 credits: 6

CGS	1172	E-Commerce Site Designer I
CGS	1874	Introduction to Flash
CGS	2173	E-Commerce Site Designer II
COP	1827	Web Graphics Design II
COP	2801	JavaScript

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.

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LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

PARALEGAL STUDIES
(LEGAL-AS)

ASSOCIATE IN SCIENCE DEGREE

Dr. Susan Demers, Dean and Lead Instructor (727) 791-2501

http://www.spcollege.edu/program/LEGAL-AS

(Fully transferable to Paralegal Studies BAS program at SPC)

The goal of this program is to prepare students to meet the challenges 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. The SPC Legal Assisting Program is approved by the American Bar Association.

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	Composition I or Honors	3
ENC	1102	Composition II or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (3 credits)

ACG	2021	Financial Accounting	3

MAJOR COURSES (40 credits)

BUL	2241	Business Law I	3
PLA	1003	Introduction to Paralegalism	3
PLA	1104	Legal Research and Writing	3
PLA	1361	Techniques of Interview & Investigation	3
PLA	1730	Computerized Legal Research	1
PLA	1763	Law Office Management	3
PLA	2114	Advanced Legal Research	3
PLA	2940	Legal Assisting 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	Wills, Trusts and Estates
PLA	2603	Guardianship and Elder Law

Area II: CORPORATE – 6 credits

BUL	2242	Business Law II
PLA	2433	Business Organizations

Area III: REAL ESTATE – 7 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

TOTAL PROGRAM HOURS 64

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LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

DIGITAL MEDIA PRODUCTION (DMPRD-AS) OR

http://www.spcollege.edu/program/DMPRD-AS

DIGITAL VIDEO PRODUCTION (DVPRD-AS) OR

http://www.spcollege.edu/program/DVPRD-AS

VIDEO GAME FOUNDATIONS (VGF-AS)

http://www.spcollege.edu/program/VGF-AS

ASSOCIATE IN SCIENCE DEGREE

Delynda Keefe, Lead Instructor, SE (727) 394-6127

Dr. James Olliver, Provost, SE (727) 394-6111

(This program is offered only on the Seminole Campus)

The Digital Media Technology program meets the needs of one of the fastest growing sectors in the computer industry. Digital Media pertains to the convergence of communication technologies, including television, the World Wide Web, and computer-based interactivity and nonlinear structure. It extends well beyond the scope of the business world. Interactive games, education, CD-ROMs, DVDs, digital video, and dynamic Websites are changing the way we learn and entertain ourselves. The Digital Technology program was created in partnership with skilled and talented professionals drawing on their leadership in digital technology. The program was also designed in collaboration with the Interactive Media Technology Project consortium commissioned to update the Student Performance Standards and Curriculum Frameworks for AS/AA degrees throughout Florida. 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 digital media industry and the future. The goal of this program is to prepare successful students for careers in digital media production, digital video, instructional integration, interactive and educational media production and other areas utilizing digital media technology. Each graduate will be required to create an industry standard digital portfolio that meets the approval of staff and advisory committee member(s). The program is open to all students who show an interest in digital media and who complete the general college admission procedures.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course********			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG, or STA prefix	3
Social and Behavioral Sciences Approved Course********			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H 2635, 2649 or 1631)	3
Computer/Information Literacy Competency Requirement			

MAJOR COURSES (31 credits)

ART	1300C	Drawing I	3
CGS	1000	Introduction to Computers & Programming	3
CGS	1874	Introduction to Flash	3
CGS	2525	Introduction to Multimedia	2
COP	1822	Introduction to Web Page Creation	1
COP	1826	Web Graphics Design I	3
COP	2823	Advanced Web Page Creation	3
COP	2840	Scripting for Browsers	2
DIG	2030	Survey of Digital Video	3
DIG	2091	Legal Issues in Media Development	2
DIG	2109	Digital Graphics	3
DIG	2545	Media Planning	2
DIG	2580	Digital Media Portfolio	1

OPTION A: DIGITAL MEDIA PRODUCTION (DMPRD) (15 credits)

COP	1827	Web Graphics Design II	3
DIG	2141	Encoding and Streaming Media	3
DIG	2285	Advanced Multimedia/Digital Media Using Director	3
DIG	2360	Advanced Adobe Flash	3
DIG	2560	Planning & Management of Digital Media Authoring	3

TOTAL PROGRAM HOURS 64

OR

OPTION B: DIGITAL VIDEO PRODUCTION (DVPRD) (15 credits)

DIG	2141	Encoding and Streaming Media	3
DIG	2200	Basic Video Camera	3
DIG	2205	Basic Video Editing	3
DIG	2284	Advanced Videography	3
DIG	2410	Basic Scripting for Video	3

TOTAL PROGRAM HOURS 64

OR

OPTION C: VIDEO GAME FOUNDATIONS (VGF) (15 credits)

ART	2370	Drawing for Animation	3
DIG	1710	Introduction to Game Development Programming	3
DIG	2040	Survey of Game Development	3
DIG	2364	3-D Animation for Game Development	3
DIG	2430	Storyboarding and Conceptualizing for Game Creation	3

TOTAL PROGRAM HOURS 64

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LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

EARLY CHILDHOOD EDUCATION
(CHDEV-AS)

ASSOCIATE IN SCIENCE DEGREE

Anne Sullivan, Lead Instructor

Evelyn Finklea, Program Director, SPG (727) 341-4713

http://www.spcollege.edu/program/CHDEV-AS

This program's curriculum provides a general education as well as courses in the specialized areas of early childhood education. The goal of this program is to prepare successful students for careers in the Early Childhood arena. The general college admissions policy applies to all students entering the Early Childhood Education Program.

******GENERAL EDUCATION COURSES (33 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	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****** (an approved Humanities/Fine Arts course)	
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG, or STA prefix	3
Natural Sciences		Approved Courses	6
POS	2041	American National Government or Honors	3
PSY	1012	General Psychology or Honors	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

MAJOR COURSES (30 credits) A Grade of "C" or higher is required

EEC	1223	Observation and Assessment in Early Childhood	3
EEC	1308	Early Childhood Planning and Management	3
EEC	1600	Guiding the Young Child	3
EEC	1603	Early Childhood Development	3
EEC	2271	Introduction to Working with Young Children with Special Needs	3
EEC	2300	Developing Cognitive Activities for Young Children	3
EEC	2312	Developing Creative Activities for Young Children	3
EEC	2907	[a] Early Childhood Education Teacher Training	3
Electives		LAE 2000, EDF 1005 or any EDG/EEC course not already taken: EDF 2085, EEC 2002, 2272, 2523, 2943 (3 credits each) EDG 1319, EEC 2500, 2521 (1 credit each)	6

TOTAL PROGRAM HOURS 63

[a] Must be taken during student's last term.

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LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY (ARCH-AS)

ASSOCIATE IN SCIENCE DEGREE

Brad Jenkins, Program Director, CL (727) 791-1111

http://www.spcollege.edu/program/ARCH-AS

(Major courses are taught on the Clearwater Campus.)

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 (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities /Fine Arts Approved Course ********			3
Mathematics	[a]	One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course ********			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635, 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (12 credits)

Select 9 credits:	BUL 2131 or 2241 or 2242, GEB 1011, MAN 2340, REE 1040, SBM 1000	9
Select 3 credits:	CHM, ESC, GLY, PHY or PSC prefix	3

MAJOR COURSES (36 credits)

CODES – Select 3 credits: 3

BCN	1930	Hurricane Resistant Design
BCN	2068	ADA
BCN	2732	OSHA
BCT	1760	Building Codes
BCT	2762	RCS-96 Code
BCT	2764	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
ETD	1320C	Introduction to CAD
ETD	1340C	AutoCAD II
ETD	1350C	AutoCAD III 3-D Modeling
TAR	2122C	Advanced Construction Drawing

ESTIMATING –Select 3 credits: 3

BCT	1770	Construction Estimating
BCT	2771	Advanced Estimating and Scheduling

GENERAL – Select 3 credits: 3

ARC	1701	Architectural History I
ARC	1702	Architectural History II

INDUSTRY- Select 3 credits: 3

BCN	2070	Avoiding and Resolving Claims
BCT	2708	Advanced Construction Project Mgmt
BCT	2730	Job Site Superintending
TAR	1271	Professional Practice

MATERIALS – Select 3 credits: 3

ARC	2461	Materials & 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

ELECTIVES - Select 15 credits: 15

ARC, BCN, BCT or TAR courses

TOTAL PROGRAM HOURS 66

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LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] If you 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

Brad Jenkins, Program Director, CL (727) 791-1111

http://www.spcollege.edu/program/DRAFT-AS

(Major courses are taught on the Clearwater Campus.)

This program prepares students for careers in drafting as a professional CAD technician. The successful A.S. degree candidate may seek employment in architect's offices, general contractor's offices, civil and mechanical firms, municipal government offices, and manufacturing companies.

The program offers two options: Building Construction and Computer Aided Design and Drafting (CADD). The program coverage includes courses related to architectural and building construction, codes and materials, structural and mechanical engineering, rapid prototyping, and CO-OP work experience.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities /Fine Arts Approved Course ********			3
Mathematics		[a] One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course ********			3
PHI	1600	Studies in Applied Ethics **OR** (1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (12 credits)

Select 3 credits:	CHM, ESC, GLY, PHY or PSC prefix	3
Select 9 credits:	BUL 2131 or 2241 or 2242, GEB 1011, MAN 2340, REE 1040, SBM 1000	9

SUBPLAN A: BUILDING CONSTRUCTION (BLDG) (32 credits)

DRAFTING CORE (12 credits)

BCN	1251C	Construction Drawing	3
ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3

DRAWING– Select 3 credits 3

ARC	1126C	Architectural Drawing I
BCN	1050	Building Specifications
BCN	1272	Blue Print Reading
TAR	2122C	Advanced Construction Drawing

CODES – Select 3 credits: 3

BCN	1930	Hurricane Resistant Design
BCN	2068	ADA
BCN	2732	OSHA
BCT	1760	Codes
BCT	2762	RCS-96 Code
BCT	2764	SSTD 10-96 "Deemed to Comply"

MATERIALS – Select 3 credits: 3

ARC	2461	Materials and Methods of Construction
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

ELECTIVES- Select 8 credits: 8
ARC, BCN, BCT, ETD or TAR courses

TOTAL PROGRAM HOURS 62

OR

SUBPLAN B: COMPUTER-AIDED DESIGN & DRAFTING (CADD) (32 credits)

ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3
ETD	1390C	Introduction to Architectural Revit	3
ETD	2364C	Introduction to SolidWorks	3
ETD	2368C	Advanced SolidWorks	3
ETD	2369C	SolidWorks Advanced Applications	3
EET	2949	Co-op Work Experience	3

ELECTIVES: Select 8 credits 8
ARC, BCN, BCT, ETD or TAR courses

TOTAL PROGRAM HOURS 62

[a]*******To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree.

ENGINEERING TECHNOLOGY
(ENG-AS)

ASSOCIATE IN SCIENCE DEGREE

Brad Jenkins, Program Director, CL (727) 791-1111

http://www.spcollege.edu/program/ENG-AS

The purpose of this program is to prepare students for employment or provide additional training for persons previously or currently employed in the manufacturing, medical, electronics, aerospace, or other related industries. This degree is a planned sequence of instruction consisting of the two specializations; electronics and quality with one common core for both. It is recommended that students complete the core before advancing to the courses in the next level of specialization. The coverage includes communication skills, technical competency, safe and efficient work practices and a combination of theory and laboratory activities to gain the necessary cognitive and manipulative skills to support engineering design, processes, production, testing, and product quality.

The 18 credit hour technical core has also been aligned with the Manufacturing Skills Standards Council's (MSSC) skills standards. The MSSC skill standards define the knowledge, skills, and performance needed for positions in manufacturing. After completing this core and the General Education requirements, the students will be eligible to take the exam for the MSSC Production Technician Certification. The graduates of the Engineering Technology Program can transfer to universities offering the B.S. degree in Engineering Technology.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or (Honors)	3
Humanities/Fine Arts Approved Course ****			3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course ****			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635, or 2649)	3
Computer/Information Literacy Competency Requirement			

TECHNOLOGY CORE COURSES (18 credits)

EET	1084	Introduction to Electronics	3
ETD	1320C	Introduction to CAD	3
ETI	1420	Manufacturing Processes and Materials I	3
ETI	1110	Introduction to Quality Assurance	3
ETI	1701	Industrial Safety	3
ETM	1010C	Mechanical Measurement and Instrumentation	3

SUBPLAN A: ELECTRONICS (ELEC) (24 credits)

CET	1114C	Digital Fundamentals with Lab	4
EET	1015C	DC Circuit Analysis with Lab	4
EET	1025C	AC Circuit Analysis with Lab	4
EET	2140C	Solid State Electronics with Lab	4
EET	2155C	Linear Integrated Circuits with Lab	4
EET	1205C	Electronic Instrumentation	1
EET	2949	Co-op Work Experience	3

TOTAL PROGRAM HOURS 60

OR

SUBPLAN B: QUALITY (QUAL) (24 credits)

ETI	1622	Concepts of Lean and Six Sigma	3
ETI	1628	Developing and Coaching Self-Directed Work Teams	3
ETI	2601	Principles of Six Sigma	3
ETI	2619	Six Sigma Project Management	3
ETI	2623	Tools for Lean Manufacturing	3
ETI	2624	Six Sigma Black Belt Concepts	3
ETI	2626	Six Sigma Capstone Project	3
ETI	2670	Technical Economic Analysis	3

TOTAL PROGRAM HOURS 60

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

AVIATION MAINTENANCE MANAGEMENT TECHNOLOGY (AVAMM-AS)

ASSOCIATE IN SCIENCE DEGREE

Brad Jenkins, Program Director, CL, (727)791-1111

http://www.spcollege.edu/program/AVAMM-AS

(Fully transferable to Technology Management BAS program at SPC)

The Aviation Maintenance Management Technology program is an articulated program with the National Aviation Academy (NAA), Clearwater, Florida. The goal of this program is to prepare successful students who have successfully completed the course requirements and who have been certified with the Aviation Maintenance Program for Airframe and Powerplant Technology, through the passage of the Federal Aviation Administration (FAA) exams, to pursue the college level education appropriate for management and supervision. The Aviation Maintenance Technology program, offered through NAA, consists of instruction and practical training in the maintenance, repair, inspection, and troubleshooting of different types of aircraft. The student must meet all NAA entrance and tuition requirements.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	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 **OR** (PHI 1600, 1602H, 2635, or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (9 credits)

ACG	2021	Financial Accounting	3
MAN	2021	Principles of Management	3
MAN	2340	Human Factors in Supervision	3

TOTAL SPC CREDITS 27

NATIONAL AVIATION ACADEMY MAJOR COURSES (56 credits)

Total credits approved from the Aviation Maintenance Program for Airframe and Powerplant Technology. This program has met all the standards established by the Federal Aviation Administration (FAA) for Aviation Maintenance Technician Schools under the FAA Certificate Number DV9T100-R.	56

TOTAL PROGRAM HOURS 83

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

HOSPITALITY AND TOURISM MANAGEMENT
(HMGT-AS)
ASSOCIATE IN SCIENCE DEGREE

Dr. Robert Meyer, Lead Instructor, SE (727) 394-6165

Dr. James Olliver, Provost, SE (727) 394-6111

http://www.spcollege.edu/program/HMGT-AS

(Fully transferable to a Bachelor's Degree at FIU.)

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. The goal of this program is to prepare successful students for careers 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	Composition I or Honors	3
ENC	1102	Composition II or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics	[a]	One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course ********			3

PROFESSIONAL CORE COURSES (46 credits)

ACG	2021	Financial Accounting*	3
CGS	1100	Microcomputer Applications	3
FSS	2235C	Introductory Food Production Management	3
GEB	1011	Introduction to Business	3
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	2942	Hospitality Internship	3
MNA	1751	Customer Service I: Developing A Spirit of Customer Service	1
MNA	1760	Customer Service II: Developing Exceptional Customer Service	1
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3

TOTAL PROGRAM HOURS **64**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] If you take MAT 1033, your degree will be an AAS instead of an AS. Transferability cannot be guaranteed with the AAS degree.

* ACG 2001/2011 may be substituted.

PARKS AND LEISURE SERVICES
(PALS-AS)
ASSOCIATE IN SCIENCE DEGREE

Larry Goldsmith, Instructor-in-Charge, SE (727) 394-6021

Dr. James Olliver, Provost, SE (727) 394-6111

http://www.spcollege.edu/program/PALS-AS

******GENERAL EDUCATION COURSES (27 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II **OR** (any approved Literature course) ********	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course********			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	General Psychology or Honors	3
BSC	2250C	Field Biology of Florida with Lab **OR** (an approved EVS or BOT course)	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

SUPPORT COURSES (21 credits)

ACG	2021	* Financial Accounting	3
BUL	2131	Legal Environment of Business	3
DEP	2004	Developmental Psychology of the Life Span	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1500	Marketing in the Hospitality Industry	3
MAN	2021	Principles of Management	3
MNA	1751	Customer Service I: Developing a Spirit of Customer Service	1
MNA	1760	Customer Service II: Developing Exceptional Customer Service	1
Elective		Any course	1

MAJOR COURSES (15 credits)

LEI	1005	Introduction to Parks and Leisure Services	3
LEI	1401	Parks and Leisure Service Program Design	3
LEI	1404C	Applied Parks and Leisure Program Design	3
LEI	1603	Introduction to Parks and Leisure Grounds and Facilities	3
LEI	2949	Co-op Work Experience	3

TOTAL PROGRAM HOURS **63**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

* ACG 2001/2011 may be substituted.

SIGN LANGUAGE INTERPRETATION (INTRP-AS)

ASSOCIATE IN SCIENCE DEGREE

Dr. Martha Campbell, Dean, CL (727) 791-2507

http://www.spcollege.edu/program/INTRP-AS

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 program 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	Composition I or Honors	3
ENC	1102	Composition II or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		[a] One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
POS	2041	American National Government or Honors	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (23 credits)

A Grade of "C" or higher is required

ASL	1140C	Basic American Sign Language with Lab	4
ASL	1150C	Intermediate American Sign Language with Lab	4
ASL	1160C	Advanced American Sign Language with Lab	4
ASL	1300	Structure of American Sign Language	3
ASL	1430	Fingerspelling	2
ASL	1510	Introduction to Deaf Culture	3
PSY	1012	General Psychology or Honors **OR**	3
SYG	2000	Introductory to Sociology	(3)

MAJOR COURSES (28 credits)

A Grade of "C" or higher is required

INT	1000	Fundamentals of Interpreting	2
INT	1000L	Fundamentals Lab	2
INT	1200	Interactive Interpreting	2
INT	1202	Interpreting/Transliterating	4
INT	1231	Voicing I	3
INT	1232	Voicing II	3
INT	1400	Issues in Educational Interpreting	2
INT	1480	Interpreting Specialized Topics	3
INT	1941	Interpreting Practicum	3
INT	1942	Interpreting Internship	4

TOTAL PROGRAM HOURS 72

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[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. Interpreting courses must be completed in a specific order.

INFORMATION TECHNOLOGY (IT) SECURITY
(ITSEC-AS)
ASSOCIATE IN SCIENCE DEGREE

Brian Frank, Dean, AC (727) 341-4143

http://www.spcollege.edu/program/ITSEC-AS

www.spcollege.edu/itsecurity

(Fully transferable to Technology Management BAS program at SPC)

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	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 **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

CORE COURSES (29 credits)

CET	1171C	Personal Computer Systems Repair I	3
CET	1172C	Personal Computer Systems Repair II	3
CET	1600	Network Fundamentals	3
CET	1610	Routing Protocols and Concepts	3
CET	2615	LAN Switching and Wireless	3
CET	2620	Accessing the WAN	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3
CTS	2106	Fundamentals of Linux/Unix Operating Environment	3
Elective		Any course	2

MAJOR COURSES (21 credits)

CAP	2134	Database Security	3
CET	2691	Laws and Legal Aspects of Information Technology Security	3
CGS	2811	Incident Response and Disaster Recovery	3
CIS	1358	Operating System Security	3
CIS	2352	Ethical Hacking	3
CTS	1120	Introduction to Network Security Foundations	3
CTS	1314	Network Defense and Countermeasures	3

TOTAL PROGRAM HOURS **68**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

EMERGENCY ADMINISTRATION AND MANAGEMENT (EAM-AS)

ASSOCIATE IN SCIENCE DEGREE

Brian Frank, Dean, AC (727) 341-4143

http://www.spcollege.edu/program/EAM-AS

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 setup 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.

The goal of this program is to prepare successful students 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.

SPECIAL GRADUATION REQUIREMENTS

Completion of an End-of-Program Assessment Examination

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
STA	2023	Elementary Statistics	3
SYG	2000	Introductory Sociology	3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H, 1631 or 2635)	3

Computer/Information Literacy Competency Requirement

SUPPORT COURSES (18 credits)*

FFP	1823	Technical Applications in Emergency Management	3
FFP	2740	Fire Service Course Delivery	3
FFP	2820	Emergency Preparedness	3
FFP	2841	Contingency Planning for Business and Industry	3
FFP	2881	Emergency Management Leadership and Administration	3
SYP	2460	Effects of Disasters on Society	3

* All courses within the major are offered on the Internet and in the classroom.

OPTION A: EMERGENCY ADMINISTRATION MANAGEMENT TRACK (24 credits)

FFP	1830	Introduction to Hazards	3
FFP	2800	Emergency Management Public Education Programs	3
FFP	2801	Fundamentals of Emergency Management	3
FFP	2821	Integrated Emergency Management Planning Systems II (IEMS II)	3
FFP	2822	Integrated Emergency Management Planning Systems I (IEMS I)	3
FFP	2831	Hazard Mitigation	3
FFP	2840	Disaster Recovery Operations	3
FFP	2880	Public Policy in Emergency Management	3

OR

OPTION B: HOMELAND SECURITY TRACK (24 credits)

DSC	1004	Introduction to the NRF and NIMS	3
DSC	1002	Domestic and International Terrorism	3
DSC	1033	Weapons of Mass Destruction	3
DSC	1222	Psychological Management of Weapons of Mass Destruction Victims	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Response Planning	3
DSC	1751	Homeland Security Policy and Law	3

TOTAL PROGRAM HOURS 60

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

FIRE SCIENCE TECHNOLOGY
(FIRE-AS)
ASSOCIATE IN SCIENCE DEGREE

Brian Frank, Dean, AC (727) 341-4143

http://www.spcollege.edu/program/FIRE-AS

The goal of this program is to prepare students 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.

SPECIAL GRADUATION REQUIREMENTS

Completion of an End-of Program Assessment Examination

******GENERAL EDUCATION (21 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course********			3
Mathematics		[a] One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social/Behavioral Sciences Approved Course********			3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H, 1631 or 2635)	3
CGS	1100	Microcomputer Applications	3

SUPPORT COURSES (3 credits)

ENC	2210	Technical Writing	3

MAJOR COURSES (3 credits)

FFP	1109	Fire Department Occupational Safety & Health	3

SUBPLAN A: FIRE INSPECTOR I (FISI) (33 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
Electives		Any courses with a DSC or FFP prefix	18

TOTAL PROGRAM HOURS 60

OR

SUBPLAN B: FIRE INSPECTOR II (FISII) (33 credits)

FFP	1111	Fire Chemistry	3
FFP	2541	Private Fire Protection Systems II	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2706	Fire Service Public Information Officer	3
Electives		Any courses with a DSC or FFP prefix	21

TOTAL PROGRAM HOURS 60

OR

SUBPLAN C: FIRE OFFICER I (FOI) (33 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
Electives		Any courses with a DSC or FFP prefix	9

TOTAL PROGRAM HOURS 60

OR

SUBPLAN D: FIRE OFFICER II (FSOII) (33 credits)

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2770	Ethical and Legal Issues for Fire Service	3
FFP	2741	Fire Service Course Design	3
FFP	2781	Fire Administration	3
FFP	2706	Fire Service Public Information Officer	3
Electives		Any courses with a DSC or FFP prefix	15

TOTAL PROGRAM HOURS 60

OR

SUBPLAN E: FIRE INVESTIGATOR I (FIVI) (33 credits)

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
Electives		Any courses with a DSC or FFP prefix	21

TOTAL PROGRAM HOURS 60

OR

SUBPLAN F: FIRE INVESTIGATOR II (FIVII) (33 credits)

FFP	2604	Arson Investigation	3
FFP	2606	Post Blast Investigations	3
FFP	2630	Latent Investigations	3
FFP	2670	Legal Issues for Investigators	3
Electives		Any courses with a DSC or FFP prefix	21

TOTAL PROGRAM HOURS 60

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

SOUTHEASTERN PUBLIC SAFETY INSTITUTE

The College's Criminal Justice Department 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 Department consist of the following: the Associate in Arts Degree in Criminal Justice; the Associate in Science degrees in Crime Scene Technology, in Public Safety with subplans in Computer Related Crime Investigations, Crime Analysis, Homeland Security, Law Enforcement, Corrections and Gang Investigations and Certificates in Crime Scene Technology and Computer Related Crime Investigation.

The general education and support courses for these programs are offered at the Clearwater, St. Petersburg/Gibbs and Tarpon Springs Campuses; the technical courses are offered at the Allstate Center.

ACADEMIES: The Criminal Justice Department 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 Department 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 Department 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

Brian Frank, Dean, AC (727) 341-4143

http://www.spcollege.edu/program/CST-AS

(This program is administered at the Allstate Center.)

The goal of this program is to prepare successful students for employment in the field of criminalistics with a specialty in Crime Scene Technology. The student can serve in, but is not limited to, a position as 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

1. A grade of "C" or better in all designated specialty courses in this program.
2. Completion of an End-of-Program Assessment Examination.
3. Online students are required to attend a Lab Technique Review Session during their graduating term. A grade of "I" will be assigned to a currently enrolled CJT Crime Scene major course until the Lab Technique Review is completed.

******GENERAL EDUCATION COURSES (22 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II **OR** (approved Literature course) ********	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		[a] One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social/Behavioral Science Approved Course ********			3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H, 1631 or 2635)	3
CGS	1060	Basic Computer and Information Literacy	1

SUPPORT COURSES (10 credits)

BSC	1083	Human Anatomy	3
CCJ	1020	Introduction to Criminal Justice	3
CHM	1025/L	Introduction to Chemistry and Lab **OR**	3,1
PSC	1001C	Physical Science with Lab **AND**	(3)
ELECTIVE		Any Course	(1)

MAJOR COURSES (28 credits)

CJE	1640	Introduction to Crime Scene Technology	3
CJE	1643	Advanced Crime Scene Technology	3
CJE	1770	Crime Scene Photography I	3
CJE	1772	Crime Scene Photography II	3
CJE	2664	Crime Scene Safety	2
CJE	2640	Introduction to Forensic Science	3
CJE	2672	Fingerprint Classification	3
CJE	2671	* Latent Fingerprint Development	3
CJE	2878	Biological Evidence	2
CJL	2610	* Courtroom Presentation of Scientific Evidence	3

* Courses CJL 2610 and CJE 2671 should be taken during the student's last term.

TOTAL PROGRAM HOURS 60

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

CRIMINAL JUSTICE TECHNOLOGY
PUBLIC SAFETY SERVICES
(CJPSS-AS)

ASSOCIATE IN SCIENCE DEGREE

Brian Frank, Dean, AC (727) 341-4143

http://www.spcollege.edu/program/CJPSS-AS

(Fully transferable to Public Safety Administration BAS program at SPC)

(This program is administered at the Allstate Center.)

The goal of this program is to prepare the student with a diverse background in the history, philosophy, organization and operation of the various arenas of public safety and their respective processes. The flexibility of this degree is that the student is allowed to select an option/sub plan and still be able to receive a well rounded foundation of the public safety field. The Associate in Science degree program allows students to not only graduate with an AS degree, but also be able to meet the entrance requirements to continue the BAS degree in public safety.

SPECIAL ADMISSION REQUIREMENTS:

1. Complete SPC application.
2. Take SPC placement test.
3. Completion of any remedial course work.
4. Attend an advising session with the program office.

SPECIAL GRADUATION REQUIREMENTS

1. A grade of "C" or better in all designated major and support courses in this program.
2. Completion of an End-of-Program Assessment Examination.

ADDITIONAL INFORMATION:

1. *Must have permission of the program office before registering for these courses.
2. **Must have completed the St. Petersburg College Basic Law Enforcement Academy or Basic Corrections Academy, taken and passed the FDLE State Exam, and completed any necessary preparations to have these academy credits transferred to or accepted by SPC. Other credits may be awarded from other FDLE Certified Training schools via the SPC Experiential Learning Program.

******GENERAL EDUCATION COURSES (22 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II **OR** (approved Literature course) ****	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course ****			3
Mathematics		[a] One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course with PSY, POS or SYG prefix			3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H or 1631)	3
CGS	1060	Basic Computer and Information Literacy	1

MAJOR COURSES (18 credits)

CCJ	1020	Introduction to Criminal Justice	3
CCJ	2706	Survey of Research Methods for Criminal Justice	3
CJE	1202	Crime and Delinquency	3
CJE	2605	Investigative Trends	3
CJL	2062	Constitutional Law & Rules of Evidence	3
ENC	2210	Technical Writing	3

SUBPLAN A: COMPUTER RELATED CRIME INVESTIGATION (CRCI) * (24 credits)

CJE	1680	Introduction to Computer Related Crime Investigations	3
CJE	1681	The Internet as an Investigation 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 Crimes Investigations	3
CJE	1687	Computer Software Piracy and Copyright Infringement	3

TOTAL PROGRAM HOURS 64

OR

SUBPLAN B: HOMELAND SECURITY (HLS) (24 credits)

DSC	1004	Introduction to the NRF and NIMS	3
DSC	1002	Domestic and International Terrorism	3
DSC	1033	Weapons of Mass Destruction	3
DSC	1222	Psychological Management of Weapons Of Mass Destruction Victims	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Response Planning	3
DSC	1751	Homeland Security Policy and Law	3

TOTAL PROGRAM HOURS 64

OR

SUBPLAN C: LAW ENFORCEMENT ** (LAW) (24 credits)

Credits articulated and applied from completion of the PSAV Law Enforcement Academy can be used to fulfill the required 24 credits for Subplan D. Students completing this degree using this option must meet with the program office or the SEPSI Advisor in order to be certain all requirements of this subplan have been fulfilled.

TOTAL PROGRAM HOURS 64

OR

SUBPLAN D: CORRECTIONS (COR) (24 credits)**

Credits articulated and applied from completion of the PSAV Corrections Academy can be used towards fulfillment of the required 24 credits for Subplan E. Students completing this degree using this option must meet with the program office or the SEPSI Advisor in order to be certain all requirements of this subplan have been fulfilled.

TOTAL PROGRAM HOURS 64

SUBPLAN E: CROSS DISCIPLINE (CRJ) (24 credits)

Any courses with CCJ, CJB, CJD, CJE, CJL, or DSC Prefixes, and/or CJE1640*, CJE1643*, CJL2610*, CJE2640*, CJE2676*

TOTAL PROGRAM HOURS 64

OR

SUBPLAN F: GANG INVESTIGATIONS (GI) (24 credits)

CCJ	1512	Gangs and Terrorism	3
CCJ	2509	Introduction to Gangs and Crime	3
CCJ	2511	Intervention and Prosecution Techniques for Gangs	3
CCJ	2940	Practicum	3
CJC	2212	The Incarceration Connection	3
CJE	1177	Central America Gang Assessment	3
CJE	1204	Contemporary Topics in Gang Investigations	3
CJE	2262	Technology and Gang Intelligence Sharing	3

TOTAL PROGRAM HOURS 64

OR

SUBPLAN G: MARITIME SECURITY (MS) (24 credits)

DSC	1002	Domestic and International Terrorism	3
DSC	1004	Introduction to the NRF and NIMS	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Response Planning	3
DSC	2232	Maritime Security Awareness	3
DSC	2233	Advanced Maritime Security	3
DSC	2242	Introduction to Intermodal Supply Chain Security	3

TOTAL PROGRAM HOURS 64

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] For transfer to upper division Public Safety Administration or Criminal Justice Degree programs students should take STA2023 or STA2023H.

HEALTH PROGRAMS

GENERAL INFORMATION

The Health programs at St. Petersburg College have been implemented to meet the ever-changing demand for manpower and mind-power 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. Medical Laboratory Technology, 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.

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 approves 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 Rule 6Hx23-4.53) (10/2007)

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 for all Health Related Programs:**

A. Students must be admitted to SPC, in good academic standing, and have at least a cumulative 2.0 G.P.A., prior to enrolling in the first specialty course. Students must submit a Health Programs Application form to be considered for enrollment.

B. Students must be able to perform the essential functions and occupational requirements of the particular health related program. Students with disabilities must be able to perform the essential functions and occupational requirements with or without reasonable accommodations of the particular health related program. Students who are eligible to start the first specialty course in the program must submit a Health Programs Application form to be enrolled in that course.

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.) 1009.21 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. Until January 1, 2006, students meeting the progression requirements will be considered on a first-come, first-served basis. To the extent continued funding for health related program permits, 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.

After January 1, 2006, for programs where the number of eligible students exceeds the positions available, students will be admitted on a point system based on program GPA (pre-entry requirements, general education, and support courses) and total program credits earned. Minimum program GPA for consideration is 2.75 except Dental Hygiene, which is 3.0. Service area residents will be given first priority. Should there be positions available after exhausting service area residents, the remaining applications will be considered based on the point system. Those students who are not admitted may resubmit their application in subsequent enrollment periods. The deadline for application for fall enrollment will be March 1. The application for spring enrollment will be July 1, and the application for summer enrollment will be October 1. Determination of admission status will be based on the following timelines. For fall admission, students whose applications are complete on March 1 will be considered for the first applicant pool and be notified of their status by April 1. An applicant whose file is incomplete on March 1 will be notified and will have until May 15th to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by April 1. The remaining thirty percent will be selected from the second applicant pool ending May 15 and notified of their status by June 1.

For Spring admission, students whose applications are complete on July 1 will be considered for the first applicant pool and be notified of their status by August 1. An applicant whose file is incomplete on July 1 will be notified and will have until August 15 to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by August 1. The remaining thirty percent will be selected from the second applicant pool ending August 15 and be notified of their status by September 1.

For summer admission, students whose applications are complete on October 1 will be considered for the first applicant pool and be notified of their status by November 1. An applicant whose file is incomplete on October 1 will be notified and will have until January 15 to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those student will be notified of their status by November 1; the applicant pool ending January 15 and be notified of their status by February 1. Ties will be decided by a random drawing. (Currently, the GPA and point system standards would apply to Nursing, Dental Hygiene and Radiography.) Other programs, which have eligible students that exceed available positions, shall then also be subject to the minimum GPA and point system set forth above. Eligible students will be considered for health programs where applications do not exceed available positions on a continuous first-come, first-served basis.

E. For progression into the first specialty course, students with a felony conviction must first have had their civil rights restored. Once civil rights have been restored, the Florida Board of Nursing "Conviction Record Guidelines for Applicants" that were approved by the Board of Nursing on 15 August 2002 are used to determine whether students with convictions can progress into the major course of study. Only students who would be placed into the "Staff May Clear" category as a "yes" will be allowed to progress. All other students with any conviction listed on the "Guidelines" will not be allowed to progress into the first specialty course. For purposes of using the guidelines, violations of county ordinances will be considered the same as violations of municipal ordinances.

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. Failure to notify the program director within five business days 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 whether adjudication is withheld, of an offense

that would disqualify the student under the standard(s) set for the Florida Board of Nursing "Conviction Record Guidelines for Applicants" and regarding restoration of Civil Rights, as explained above.

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 who do not successfully pass the drug screening on the first attempt will be allowed to reapply for admission to a health program for a following semester. A student who fails the drug screening a second time will not be permitted to reapply for admission to a health program for the period of one year from the date of the most recent application. 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.****

G. A background check and a drug screening are required for each health related program application. The student will pay the background check fee directly to the vendor. The student will pay the drug screening fee directly to the vendor. Upon request, fee waivers may be approved by the Health Education Center's associate provost or provost to documented economically disadvantaged applicants (AFDC, Pell, Workforce, etc.)

II. **Liability and clinical accidental insurance** must be obtained through the College for which a special fee will be charged.

III. **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.

IV. **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 Provost's Office.

V. **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.

VI. **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 Provost's Office may consider an appeal due to extenuating circumstances.

VII. **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.

VIII. **Students must demonstrate** readiness for college-level work in English, Reading and Math prior to progression.

IX. **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.

*** 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.

DENTAL HYGIENE

ASSOCIATE IN SCIENCE DEGREE

Tami Grzesikowski, Dean and Curriculum Coordinator (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 and law examinations 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

Students must submit a Health Programs Application form to be admitted and enrolled in the dental hygiene program.

(College Rule 6Hx23-4.54) (5/2005)

I. **Progression Requirements:**
Application form to be enrolled in that course. 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. Students to be admitted will be determined by the Health Programs Special Rules, 6Hx23-4.53, Section I.D.

A. Minimum requirements for registration into the first specialty course are as follows:
   1. Completion of all college preparatory course work.
   2. A 3.00 GPA on a 4.00 scale in a minimum of twelve (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 sixteen (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.

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 Provost'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 an academic advisor or Dean.

ESTIMATED ADDITIONAL FEES:

FRESHMAN YEAR

Instruments	$1500.00
Immunizations	200.00
Laboratory and Clinic Attire	300.00
Liability/Clinical Accidental Insurance	23.00

SOPHOMORE YEAR

Graduation expenses	$40.00
Liability /Clinical Accidental Insurance	23.00
National and State Board Examinations	1000.00

DENTAL HYGIENE
(DENHY-AS)

ASSOCIATE IN SCIENCE DEGREE

Tami Grzesikowski, Dean and Curriculum Coordinator (727) 341-3671

http://www.spcollege.edu/program/DENHY-AS

(Fully transferable to Dental Hygiene BAS program at SPC)

PROGRAM BEGINS EVERY MAY

Before entering the first term 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 Health Programs Application form. Please see a counselor or advisor.

PRE-ENTRY REQUIREMENT (4 credits)

BSC	2085	Human Anatomy and Physiology I	3
BSC	2085L	Human Anatomy and Physiology I Lab	1

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
Humanities/Fine Arts Approved Course ****			3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or1608H)	3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	General Psychology or Honors	3
PHI	2635	Health Care Ethics Applied **OR** (PHI 1600, 1602H, 1631, or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (8 credits)

BSC	2086	Human Anatomy and Physiology II	3
BSC	2086L	Human Anatomy and Physiology II Lab	1
MCB	2010	Microbiology	3
MCB	2010L	Microbiology Lab	1

PROGRAM COURSES (58 credits)

1ST SUMMER TERM (6 credits)

DEH	1000	Introduction to Dental Hygiene	2
DES	1020	Orofacial Anatomy	2
DES	1020L	Orofacial Anatomy Laboratory	1
DES	1601	Emergencies in the Dental Office	1

1ST FALL TERM (12 credits)

DEH	1003	Dental Hygiene I	2
DEH	1003L	Dental Hygiene I Clinic	4
DEH	1130	Oral Histology and Embryology	2
DES	1200	Dental Radiography	2
DES	1200L	Dental Radiography Laboratory	1
DEH	1720	Preventive Dentistry	1

1ST SPRING TERM (13 credits)

DEH	1710	Biological Chemistry and Applied Nutrition	2
DEH	1800	Dental Hygiene II	2
DEH	1800L	Dental Hygiene II Clinic	4
DEH	2602	Periodontics	2
DES	2100	Dental Materials	2
DES	2100L	Dental Materials Laboratory	1

2ND SUMMER TERM (5 credits)

DEH	2300	Dental Pharmacology	2
DEH	2802L	Dental Hygiene III Clinic	3

2ND FALL TERM (10 credits)

DEH	2400	General and Oral Pathology	2
DEH	2701	Community Dental Health	2
DEH	2802	Dental Hygiene III	2
DEH	2804L	Dental Hygiene IV Clinic	4

2ND SPRING TERM (12 credits)

DEH	2702C	Community Dental Health Practicum	1
DEH	2806L	Dental Hygiene V Clinic	5
DEH	2812	Dental Hygiene IV	2
DEH	2604	Periodontics II	2
DEH	2930	Dental Hygiene topics (a review course)	2

TOTAL PROGRAM HOURS 88

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

EMERGENCY MEDICAL SERVICES

ASSOCIATE IN SCIENCE DEGREE

Dr. Nerina Stepanovsky, Program Director and Curriculum Coordinator (727) 341-3656 or 3680

The goal of this program is 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 Rule 6Hx23-4.55**) (2003)

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 Provost'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 nurse 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 yearly chest x-ray is required to document absence of chest disease.
   b. Tetanus Diphtheria – 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

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. above.

B. Valid American Heart Association Healthcare Provider or American Red Cross Professional Rescuer, or American Safety and Health Institute CPR-Pro with AED 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. above.

B. Successful completion of BSC 2085/2085L (Human Anatomy & Physiology I and Lab) (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-E2, Florida Administrative Code for enrolled students in the Associate of Science degree program completing EMT competencies. Proof of certification as a Florida certified EMT is required before an EMS student can participate in any paramedic clinicals. 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.

F. Students with a current Florida paramedic certification seeking the Emergency Medical Services Associate's Degree will be considered for admission on a case-by-case basis based on the following criteria:
1. Completion of I.A & B. above.
2. Current Florida paramedic certification including current CPR card and ACLS certification. Students not possessing a current Basic Trauma Life Support Card-Advanced Provider and a current Pediatric Life Support Card will be required to complete these classes through the EMS Open Campus program before enrolling in EMS 2931.

3. Minimum of six months experience as a paramedic in the pre-hospital emergency medical environment.
4. Graduation from an EMS program accredited by the Committee on Accreditation of Emergency Medical Services Programs through CAAHEP.
5. Successful completion of BSC 2086 and BSC 2086L.
6. Successful completion of EMS 2931 (capstone course).
7. Student must meet residency rules for graduation from St. Petersburg College.

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 and courses in the major in the EMT program for state and national certification eligibility.

C. Certificate Programs:

1. Paramedic

a. Maintain a minimum "C" grade on all corequisites and courses 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

Dr. Nerina Stepanovsky, Program Director and Curriculum Coordinator (727) 341-3656 or 3680

http://www.spcollege.edu/program/EMS-AS

The general education and support courses do not have to be taken in the order as listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

******GENERAL EDUCATION COURSES (19 credits)**			
ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	General Psychology or Honors	3
PHI	2635	Health Care Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3
CGS	1060	Basic Computer and Information Literacy	1
SUPPORT COURSES (9 credits)			
BSC	1084C [a,b]	Essentials of Human Anatomy & Physiology	4
EMS	1522C	General Pharmacology for EMS Provider	2
HSC	1531	Medical Terminology	2
HSC	2721	Evidence-based Healthcare Practice	1
PROGRAM COURSES (45 credits)			
1ST TERM IN PROGRAM (11 credits)			
EMS	1119	Fundamentals of Emergency Medical Care	5
EMS	1119L	Fundamentals of EMC Laboratory	2
EMS	1411	Fundamentals of EMC Clinical Experience	2
EMS	1421	EMT Field Internship	2
2ND TERM IN PROGRAM			
EMS	2600C	Introduction to Paramedic Practice	3
(would also include BSC 1084C, HSC 1531, and EMS 1522C if not already completed)			
3RD TERM IN PROGRAM (12 credits)			
EMS	2601	Paramedic Theory I	6
EMS	2601L	Paramedic Laboratory I	3
EMS	2664	Paramedic Clinical I	3
4TH TERM IN PROGRAM (14 credits)			
EMS	2602	Paramedic Theory II	8
EMS	2602L	Paramedic Laboratory II	4
EMS	2665	Paramedic Clinical II	2
5TH TERM IN PROGRAM (5 credits)			
EMS	2659	Paramedic Field Internship	5
TOTAL PROGRAM HOURS			**73**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] This course is prerequisites or corequisite with EMS 2601 and EMS 2601L and must be taken with/or before any EMS 2000 level course.

[b] BSC 2085 and BSC 2085L AND BSC 2086 and BSC 2086L may be substituted.

FUNERAL SERVICES

ASSOCIATE IN SCIENCE DEGREE

Kevin Davis, Program Director and Curriculum Coordinator (727) 341-3781

The goal of this program is 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 terms of classroom, laboratory and clinical work, plus one term 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 at St. Petersburg College is accredited by the American Board of Funeral Services Education (ABFSE), 3432 Ashland Avenue, Suite U, St. Joseph, Missouri 64506, 816-233-3747.Web: www.abfse.org.

The annual passage rate of first time takers on the National Board Examinations (NBE) for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website, www.abfse.org.

REQUIREMENTS OF THE FUNERAL SERVICES PROGRAM

(**College Rule 6Hx23-4.71)** (12/2007)

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 Provost's Office at the Health Education Center).

D. Completion of all Funeral Services general education courses.

E. Current accreditation standards mandate that faculty site visits be made to off-campus sites used for education and training purposes. To cover the costs of these visits for students attending a clinical site outside the zone of district travel, special fees will be assessed, according to State Board of Education Rule 6A-14-054. See Board of Trustees' Student Fees Rule 6Hx23-5.17.

II**.** **Special Graduation Requirements:**

A. A grade of "C" or better in all FSE courses.

B. Students must take the National Board Examination offered by the International Conference of Examining Boards.

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.

GOALS AND OBJECTIVES:

1. Expand students' knowledge of the profession.
2. Educate students in every phase of funeral services, and help them become competent in each phase.
3. Teach students about responsibilities of funeral services in relation to the community.
4. Emphasize high standards of professional and ethical conduct and behavior.
5. Provide a post-secondary course of study attuned to the ever-changing needs and theories of funeral services.
6. Encourage continuing education and research in the funeral services profession.
7. Serve as liaison to funeral services practitioners and to the community at large.

ESTIMATED ADDITIONAL FEES:

FSE	2101L	Embalming Clinical I	108.00
FSE	2120L	Restorative Art Lab	60.00
FSE	2141L	Embalming Clinical II	85.00
FSE	2946	Professional Practicum	40.00

FUNERAL SERVICES
(FUNSE-AS)
ASSOCIATE IN SCIENCE DEGREE

Kevin Davis, Program Director and Curriculum Coordinator (727) 341-3781

http://www.spcollege.edu/program/FUNSE-AS

PROGRAM BEGINS EVERY AUGUST AND JANUARY

General Education Requirements must be completed before entry into the Funeral Services program. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

******GENERAL EDUCATION COURSES (19 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts (HUM 2270 or HUM 2270H or REL 2300) ****			3
Social and Behavioral Sciences (INR 2002 or 2002H or WOH 2040 or 2040H) ****			3
Mathematics		[a] One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
CGS	1060	Basic Computer and Information Literacy	1

SUPPORT COURSES (11 credits)

ACG	2001	Applied Financial Accounting I **OR**	3
ACG	2021	Financial Accounting	(3)
BSC	1083	Human Anatomy	3
BUL	2241	Business Law	3
HSC	1524	Introduction to Infectious Disease	2

PROGRAM COURSES

1ST TERM in Program (13 credits)

FSE	1000	* Introduction to Funeral Services	3
FSE	1204	Funeral Service Computer Applications	1
FSE	2060	Funeral Directing	3
FSE	2061	* Thanatology	3
FSE	2202	Funeral Home Management	3

2ND TERM in Program (12 credits)

FSE	1105	Thanatochemistry	2
FSE	2080	Funeral Law	3
FSE	2100	Embalming I	3
FSE	2101L	Embalming Clinical I	1
FSE	2201	Funeral Home Management Operations	3

3RD TERM in Program (12 credits)

FSE	2120	Restorative Art	3
FSE	2120L	Restorative Art Lab	1
FSE	2140	Embalming II	3
FSE	2141L	Embalming Clinical II	1
FSE	2160	Funeral Pathology	3
FSE	2930	Funeral Services Professional Review	1

4TH TERM IN PROGRAM (5 credits)

FSE	2946	[b] Professional Practicum	5

TOTAL PROGRAM HOURS **72**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

* Open Enrollment, not limited to selective admission students.

[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

ASSOCIATE IN SCIENCE DEGREE

The goal of this program is to prepare students 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 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 apply 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 for Health Informatics and Information Management Education of the American Health Information Management Association (AHIMA), 233 North Michigan Avenue, Suite 2150, Chicago, Illinois 60601-5800, (312) 233-1131.

REQUIREMENTS OF THE HEALTH INFORMATION MANAGEMENT PROGRAM

(**College Rule 6Hx23-4.70)** (11/20/2007)

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 Provost's Office at the Health Education Center).

D. Completion of:

1. These support courses with grades of "C" or better: CGS 1060 Basic Computer and Information Literacy or Computer/Information Literacy Competency requirement and HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or (BSC 2085/2085L Anatomy & Physiology I with Lab and BSC 2086/2086L Anatomy & Physiology II with Lab.)

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 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:

HIM	1000	Introduction to Health Information Management	53.00
HIM	1031C	Medical Transcription I	30.00
HIM	1110	Classification Systems, Indexes and Registries	24.00
HIM	1211	Health Information Technologies	27.00
HIM	1800	Professional Practice Experience I	27.00
HIM	2003	Healthcare Informatics Practicum	23.00
HIM	2032C	Medical Transcription II	24.00
HIM	2033C	Medical Transcription III	24.00
HIM	2034C	Medical Transcription IV	24.00
HIM	2500	Organization and Supervision	24.00
HIM	2222	Basic ICD Coding	16.00
HIM	2234	Advanced ICD Coding and Reimbursement	41.00
HIM	2253	Basic CPT Coding	41.00
HIM	2510	Quality & Performance Improvement	24.00
HIM	2652	Electronic Health/Medical Record Systems	50.00

HEALTH INFORMATION MANAGEMENT
(HIM-AS)

ASSOCIATE IN SCIENCE DEGREE

Dr. Phillip V. Nicotera, Provost, HEC, (727) 341-3666

http://www.spcollege.edu/program/HIM-AS

Before entering the first term of the Health Information Management "program courses" students must complete a minimum of 12 credits which must include (CGS 1060 or Computer/Information Literacy Competency requirement), HSC 1531 and (BSC 1083 or (BSC 2085/L and BSC 2086/L) 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 Health Programs Application form. Please see a counselor or advisor.

***Course apply to Medical Coder Certificate**

******GENERAL EDUCATION COURSES (19 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course********			3
Mathematics		[a] One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 1631, 2635 or 2949)	3
Social/Behavioral Sciences Approved Course with POS, PSY or SYG prefix			3
CGS	1060	* Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1

SUPPORT COURSES (6 credits)

BSC	1083	[a,] * Human Anatomy (Lab is not required) **OR** (BSC 2085/L and BSC 2086/L)	3
HSC	1149C	* General Pharmacology for Health Professionals	1
HSC	1531	* Medical Terminology	2

PROGRAM COURSES

1ST TERM IN PROGRAM (12 credits)

HIM	1000	* Introduction to Health Information Management	3
HIM	1430	* Principles of Disease	3
HIM	2222	* Basic ICD Coding	3
HSA	1100	* Healthcare Delivery Systems	3

2ND TERM IN PROGRAM (10 credits)

HIM	1110	Classification Systems, Indexes, and Registries	3
HIM	2012	Health Law Concepts and Practices	3
HIM	2214C	Healthcare Statistics and Research	1
HIM	2234	* Advanced ICD Coding and Reimbursement	3

3RD TERM IN PROGRAM (4 credits)

HIM	1211	* Health Information Technologies	2
HIM	1800	* Professional Practice Experience I	2

4TH TERM IN PROGRAM (8 credits)

HIM	2253	* Basic CPT Coding	3
HIM	2500	Organization and Supervision	3
HIM	2810	* Professional Practice Experience II	2

5TH TERM IN PROGRAM (8 credits)

HIM	2283	* Advanced CPT Coding and Reimbursement	3
HIM	2510	Quality and Performance Improvement	3
HIM	2820	Professional Practice Experience III	2

TOTAL PROGRAM HOURS 67

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] Students planning to transfer to a 4-year college should take BSC 2085/2085L, 2086/2086L and MAC 1105 or higher.

HEALTHCARE INFORMATICS

ASSOCIATE IN SCIENCE DEGREE

Dr. Phillip V. Nicotera, Provost, HEC, (727) 341-3666

REQUIREMENTS OF THE HEALTHCARE INFORMATICS PROGRAM

(**College Rule 6Hx23-4.702)** (10/16/2007)

I. **Progression Requirements:**
Eligibility to start the first specialty course in the Healthcare Informatics associate in science program is based upon the following minimum requirements:

A. Requirements for health related programs (6Hx23-4.53) apply to the Healthcare Informatics 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 healthcare informatics or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D. Completion of:

1. These support courses with grades of "C" or better: Computer/Information Literacy Competency requirement and HSC 1531 Medical Terminology and BSC 1083 Human Anatomy or (BSC 2085/2085L Anatomy & Physiology I with Lab and BSC 2086/2086L Anatomy & Physiology II with Lab.)
2. A minimum of 12 semester hours of Healthcare Informatics 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 Healthcare Informatics courses and in all support courses.

HEALTHCARE INFORMATICS (HCINF-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/HCINF-AS

******GENERAL EDUCATION COURSES (19 credits)**			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics	[a]	One college-level course with a MAC, MAP, MAS, MGF, MTG, or STA prefix	3
PHI	2635	Health Care Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3
Social/Behavioral Sciences – POS, PSY or SYG prefix			3
CGS	1060	Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1
SUPPORT COURSES (5 credits)			
BSC	1083	[a] Human Anatomy **OR** (BSC 2085/L and BSC 2086/L)	3
HSC	1531	Medical Terminology	2
MAJOR COURSES (17 credits)			
HIM	1102	Introduction to Healthcare Informatics	3
HIM	1212	Data and Workflow Management	3
HIM	2003	Healthcare Informatics Practicum	2
HIM	1002	Healthcare Informatics Project Management	3
HIM	2652	Electronic Health/Medical Record Systems	3
HSA	1100	Healthcare Delivery Systems	3
PROFESSIONAL COURSES (26 credits)			
HIM	1000	Introduction to Health Information Management	3
HIM	1110	Classification Systems, Indexes, and Registries	3
HIM	1211	Health Information Technologies	2
HIM	1430	Principles of Disease	3
HIM	2004	Healthcare Informatics Capstone	2
HIM	2012	Health Law Concepts and Practices	3
HIM	2214C	Healthcare Statistics and Research	1
HIM	2223	Introduction to Coding and Reimbursement Systems	3
HIM	2500	Organization and Supervision	3
HIM	2510	Quality and Performance Improvement	3
TOTAL PROGRAM HOURS			**67**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] Students planning to transfer to a 4-year college should take BSC 2085/2085L, 2086/2086L, and MAC 1105 or higher.

HEALTHCARE INFORMATICS
(HCINF-AS)
Transitional Program
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/HCINF-AS

Transitional Requirements: Students who have a current, valid, health-related credential or license **OR** are a graduate of an accredited health-related Associate, Bachelor, or graduate degree program may be eligible for advanced placement credits. Students who qualify for advanced placement would not be required to complete BSC 1083 Human Anatomy, HSC 1531 Medical Terminology, and HIM 1430 Principles of Disease. The listed General Education Courses can be met either by transfer credit or completed at SPC. Documentation verifying the credential/license AND official copies of transcripts must be provided with the Health Programs Application form in order to determine eligibility for advanced placement.

******GENERAL EDUCATION COURSES (19 credits)**			
ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics	[a]	One college-level course with a MAC, MAP, MAS, MGF, MTG, or STA prefix	3
PHI	2635	Healthcare Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3
Social/Behavioral Sciences – POS, PSY or SYG prefix			3
CGS	1060	Basic Computer and Information Literacy	1
		OR Computer and Information Literacy Competency Requirement	
[b]ADVANCED PLACEMENT CREDITS			8
PROFESSIONAL COURSES (21 credits)			
HIM	1000	Introduction to Health Information Management	3
HIM	1110	Classification Systems, Indexes, and Registries	3
HIM	1211	Health Information Technologies	2
HIM	2012	Health Law Concepts and Practices	3
HIM	2214C	Healthcare Statistics and Research	1
HIM	2500	Organization and Supervision	3
HIM	2510	Quality and Performance Improvement	3
HSA	1100	Healthcare Delivery Systems	3
MAJOR COURSES (19 credits)			
HIM	1002	Healthcare Informatics Project Management	3
HIM	1102	Introduction to Healthcare Informatics	3
HIM	1212	Data and Workflow Management	3
HIM	2003	Healthcare Informatics Practicum	2
HIM	2004	Healthcare Informatics Capstone	2
HIM	2223	Introduction to Coding and Reimbursement Systems	3
HIM	2652	Electronic Health/Medical Record Systems	3
TOTAL PROGRAM HOURS			**67**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[a] Students planning to transfer to a 4-year college should take BSC 2085/2085L, 2086/2086L, and MAC 1105 or higher.

[b] Advanced Placement credits are given for:

BSC	1083	Human Anatomy – 3 credit hours **OR** (BSC 2085/L and BSC 2086/L= 8 credits)
HSC	1531	Medical Terminology – 2 credit hours
HIM	1430	Principles of Disease – 3 credit hours

HUMAN SERVICES
SOCIAL SERVICES (HSDIS-AS) OR ALCOHOL/SUBSTANCE ABUSE (HSM-AS)
ASSOCIATE IN SCIENCE DEGREE

Cheryl Kerr, Program Director (727) 341-3736

http://www.spcollege.edu/program/HSDIS-AS

http://www.spcollege.edu/program/HSM-AS

The Human Services program provides a conducive learning environment for students interested in pursuing a career in the helping professions. The program will educate and train students to be well functioning entry level human services practitioners. The A.S. degree programs will provide students with an academic foundation for bachelors' level programs in Human Services, Counseling, Human Development, Social Work, Psychology, and other related disciplines. 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.

Human Services is a multi and interdisciplinary field which focuses on meeting the needs of human beings through prevention, early intervention, and treatment and remediation efforts. A strong desire to help others in need is essential for workers in this field. Other important traits and qualities of Human Services workers include empathy, patience, understanding, good communication skills, responsibility, organization, flexibility, time management, and conflict resolution skills. Some examples of employment opportunities include: behavioral health technicians, child care workers, youth development advocates, early intervention workers, family support workers, outreach workers, residential counselors, vocational counselors, shelter workers, crisis intervention counselors, and alcohol & substance abuse counselors, halfway house workers, gerontology aides, case management aides, life skills instructors, social services technicians, mental health aides, and group home workers.

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 Human Services, Counseling, Human Development, Social Work, Psychology, and other related fields. Introductory courses are offered during both the fall and spring terms. 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 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 crisis. 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 Provider" for education leading to the Certified Addiction Professional (CAP), Certified Addiction Counselor (CAC) and Certified Addiction Specialist (CAS) certification in substance abuse by the Florida Certification Board. The Program provides an opportunity for persons to be either certified or re-certified for these three levels of certification.

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

General education and support courses do not have to be taken in order listed. The first two (2) courses in the program are: HUS 1111 Introduction to Intra & Interpersonal Processes, and SYG 2324 Principles of Substance Abuse. Please consult with a Counselor/Academic Advisor and/or the Program Director.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II **OR** (any approved Literature course) ********	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course (HUM 2270, HUM 2270H or REL 2300) ********			3
Mathematics		[a,b]One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Approved Social and Behavioral Science course (see Support Courses) ********			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (9 credits) - A Grade of "C" or higher is required

BSC	XXXX	Any college-level Biology course	3
PSY	1012	[1] General Psychology or Honors	3
DEP	2004	[1] Developmental Psychology of the Life Span **OR**	3
DEP	2102	Child Development **OR**	(3)
DEP	2302	Adolescent Development	(3)

MAJOR COURSES (31 credits) – A Grade of "C" or higher is required

HUS	1001	[1]Principles & Strategies for Human Services	3
SYG	2324	[2]Principles of Substance Abuse	3
HUS	1111	[1,2]Introduction to Intra & Interpersonal Processes	3
HUS	15XX	Theories and Foundations of Crisis Intervention	1
HUS	1013	Self-Esteem	3
HUS	2200	[2]Dynamics of Groups and Group Counseling	3
HUS	2302	[2]Basic Counseling Skills	3
HUS	2315	Studies in Behavior Modification	3
HUS	2540	[1]Building Stronger Families and Communities	3
HUS	2550	[1]Social Services and the Disenfranchised	3
HUS	2949	[1]Co-op Work Experience	3

OPTION A: SOCIAL SERVICES (HSDIS) (7 credits) – A Grade of "C" or higher is required

HUS	1530	Survey of Developmental Disabilities	3
HUS	1XXX	Children of Dysfunctional Families	2
HUS	XXXX	[2,c]HUS electives	2

TOTAL PROGRAM HOURS 65

OR

OPTION B: ALCOHOL/SUBSTANCE ABUSE (HSM) (15 credits) – A Grade of "C" or higher is required

HUS	2403	[2]Abused Substances and Their Effects	3
HUS	2420	[2]Evaluation of Treatment Environments	3
HUS	2421	[2]Methods for Identification & Intervention in Substance Abuse	3
HUS	2428	[2]Treatment & Resources in Substance Abuse	3
HUS	XXXX	[1,c]HUS electives	3

TOTAL PROGRAM HOURS 73

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

[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] Any course not already taken with a HUS prefix including HUS 2949.

[1] Applies to the Youth Development Professional and/or Maternal Child Health ATD programs.

[2] Applies to the Associate Addiction Professional ATD program.

MEDICAL LABORATORY TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

Valerie Polansky, Program Director and Curriculum Coordinator (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 Rule 6Hx23-4.57**) (12/16/2008)

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 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 Provost's Office at the Health Education Center).

D. Completion of ENC 1101, Mathematics, BSC 2010-2010L and CHM 1025-1025L and satisfaction of the Computer/ Information Literacy Competency Requirement.

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 need to obtain a position as a clinical laboratory trainee in one of the College's affiliated clinical laboratories prior to starting the first specialty course.

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. In order to enroll in courses that have clinical assignments, students need to obtain and maintain a position as a clinical laboratory trainee in one of the College's affiliated clinical laboratories.

III. **In addition to SPC graduation requirements, students must meet these special graduation requirements:**

A. A grade of "C" or better in all 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.
4. Prospective students who are in the United States on a visa should contact the College's International Center (727) 341-4370 to determine their eligibility under INS laws to enroll in this on-line program.

ESTIMATED ADDITIONAL FEES AND EXPENSES:

FRESHMAN YEAR	
Background Check and Drug Screen	$ 96.00
Physical Exam	50.00
Immunizations	285.00
Laboratory Apparel	50.00
Course Fees	330.00
Books	400.00
Liability/Clinical Accidental Insurance	23.00
Trainee License	45.00

SOPHOMORE YEAR	
Liability/Clinical Accidental Insurance	$ 23.00
Course Fees	330.00
Books	400.00
Laboratory Apparel	50.00
Technician License Fee	205.00
Certification Exam Fee	175.00

MEDICAL LABORATORY TECHNOLOGY
(MLT-AS)

ASSOCIATE IN SCIENCE DEGREE

Valerie Polansky, Program Director and Curriculum Coordinator (727) 341-3714

http://www.spcollege.edu/program/MLT-AS

PROGRAM BEGINS EVERY AUGUST

General education and support courses do not have to be completed in the order listed. Candidates must complete the Health Programs Application. Please see a counselor or advisor.

PRE-ENTRY REQUIREMENTS (15 credits)

ENC	1101	Composition I or Honors	3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
CGS	1060	Basic Computer and Information Literacy	1
CHM	1025-1025L	Introductory Chemistry and Lab (or higher)	3,1
BSC	2010-2010L	Biology I and Lab	3,1

******GENERAL EDUCATION COURSES (12 credits)**

SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Social & Behavioral Sciences Approved Course ********			3
PHI	2635	Healthcare Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3

SUPPORT COURSES (4 credits)

*MCB	2010/L	Microbiology and Lab	3,1

PROGRAM COURSES (45 credits) (on-line)

MLT	1022	Introduction to Clinical Laboratory Science	2
MLT	1022L	Introduction to Clinical Laboratory Science Lab	1
MLT	1040	Phlebotomy	1
MLT	1610	Clinical Chemistry	4
MLT	1610L	Clinical Chemistry Laboratory	1
MLT	2150	Clinical Correlations	3
MLT	2362	Hematology and Body Fluid Analysis	4
MLT	2362L	Hematology and Body Fluid Analysis Lab	3
MLT	2400	Clinical Microbiology	4
MLT	2400L	Clinical Microbiology Laboratory	3
MLT	2530	Immunology/Immunohematology	4
MLT	2530L	Immunology/Immunohematology Laboratory	2
MLT	2807L	Immunohematology Clinical Experience	3
MLT	2809L	Hematology Clinical Experience	3
MLT	2810L	Clinical Chemistry Clinical Experience	3
MLT	2811L	Microbiology Clinical Experience	3
MLT	1044L	Phlebotomy Clinical Experience	1

TOTAL PROGRAM HOURS **76**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

*MCB 2010/2010L are prerequisites for MLT 2400.

NURSING (R.N.)

ASSOCIATE IN SCIENCE DEGREE

Gail Burt, Program Director and Curriculum Coordinator. (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 Rule 6Hx23-4.69)** (7/15/2008)

I. **Progression Requirements:**

Students who are eligible to start the first specialty course in the program must submit a Health Programs Application form to be enrolled in that course. Enrolling in the first specialty course, students must continue to meet progression requirements. Students to be admitted will be determined by the Health Programs Special Rules, 6Hx23-4.53, Section I.D.

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 have a Master's degree or higher from a regionally accredited university or college, 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 11 credits in Nursing pre-entry general education and support courses with a 2.75 minimum grade point average on a 4.00 scale and a 2.75 minimum grade point average on a 4.00 scale in the following courses that are being considered for admission: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, MCB 2010, and MCB 2010L.
   5. Computer/Information Literacy Competency (no minimum credits hours required). Computer/Information literacy competency may be demonstrated by completing one of the following:
      a. Passing a College approved Basic Computer/Information Skills Competency Test; or
      b. Successful completion of at least one of the following:
         (1) CGS 1060 Basic Computer and Information Literacy.
         (2) CGS 1100 Microcomputer Applications (as revised in 2002) or (LIS 1102, CGS 1510 and OST 1741.)
         (3) EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Eductional majors.

B. All pre-entry, general education and support courses must be completed with a minimum grade of "C".

C. Each student selected must have a physical examination and required immunizations, titers and/or screenings prior to entrance into the first year of the Nursing program. These must be updated as required while in the program.

D. All progression requirements for health related programs (6Hx23-4.53) apply to the Nursing Program.

E. Students must complete the pre-entry science and support course requirements within three attempts.

F. Consideration for readmission into the nursing program after having failed or withdrawn from any course in the first session of the nursing program will require the student to go through the selective admission process.

G. Students transferring from another Nursing program must be in good standing in such program.

H. Students must have a valid health Care Provider CPR Certification prior to entrance into the first year of the Nursing Program. The certification must be kept current throughout the program.

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., B., C., D., E., F., G. & H. 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.

   BSC 2085/2085L-Human Anatomy and Physiology and Laboratory I
   BSC 2086/2086L-Human Anatomy and Physiology and Laboratory II
   PSY 1012/1020H-General Psychology or Honors General Psychology
3. Additional pre-entry course requirements include:

   College approved Humanities elective (Applicants who have earned an Associate in Arts, Baccalaureate, or higher degree from an accredited institution are waived from this requirement.)
4. For those LPN transitional students entering in May (day schedule), it is recommended they have most, if not all, general education and support courses completed.

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., B., C., D., E., F., G., & H. above.

B. Additional requirements:

1. Must have completed 25 pre-entry general education or support credits. These **MUST** include 8 hours of anatomy and physiology, 3 hours of English and 3 hours of PSY 1012 or PSY 1020H. The other 11 hours are the student's choice from required pre-entry 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 a state certified paramedic.

IV. **Students who have any combination of two failures** in the following nursing courses listed below will be dismissed and unable to return to the program:

Nursing I Theory/Clinical; Nursing II Theory/Clinical; Nursing III Theory/Clinical; Nursing IV Theory/Clinical and Nursing Care Management.

V. **Classes may be offered during the day or evening** schedule depending upon the availability of classes within the program. Evening is defined as 1:00 P.M. – 11:00 P.M.

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.

ESTIMATED ADDITIONAL FEES:

Pre-entrance:	
Application Fee	$ 40.00
Criminal Background/Drug Screening	100.00
FRESHMAN YEAR	
Physical/Titers/Immunizations	$325.00
Books and supplements	1300.00
Clinical laboratory attire	275.00
Liability/Clinical Accidental Insurance	46.00
Course fees	524.00
Skills Kit	210.00
Accident Insurance Fee	20.00
Achievement/Assessment Test Fees	200.00
SOPHOMORE YEAR	
Books	$300.00
Achievement/Assessment Test Fees	200.00
Liability/Clinical Accidental Insurance	46.00
Course fees	524.00
SPC Nursing Pin	55.00

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.

NURSING (R. N.)
(NURSE-AS)
ASSOCIATE IN SCIENCE DEGREE

Gail Burt, Program Director and Curriculum Coordinator (727) 341-3618

http://www.spcollege.edu/program/NURSE-AS

(Fully transferable to Bachelor's Degree at SPC or to any state university in Florida)

PROGRAM BEGINS EVERY AUGUST AND JANUARY WITH A DAY AND EVENING FORMAT

Before entering the first term of the Nursing "program courses" students must complete a minimum of 11 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 below. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor. **Access to a computer is helpful!**

PRE-ENTRY REQUIREMENTS (11 credits)

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology I Lab	1
BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology II Lab	1
PSY	1012	General Psychology or Honors **	3
Computer/Information Literacy Competency Requirement **			

******GENERAL EDUCATION COURSES (9 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course ****			3

SUPPORT COURSES (10 credits)

MCB	2010	*Microbiology	3
MCB	2010L	*Microbiology Lab	1
STA	2023	*Elementary Statistics or Honors**	3
PHI	1600	*Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)**	3

PROGRAM COURSES

1ST TERM IN PROGRAM (9 credits)

NUR	1021	Nursing I	3
NUR	1021L	Nursing I Clinical Experience	6

2ND TERM IN PROGRAM (11 credits)

NUR	1142C	Application of Pharmacology Concepts In Nursing Therapy	1
NUR	1211	Nursing II	4
NUR	1211L	Nursing II Clinical Experience	6

3RD TERM IN PROGRAM (10 credits)

NUR	2462	Nursing III	3
NUR	2462L	Nursing III Clinical Experience	6
NUR	2511C	Psychosocial Nursing	1

4TH TERM IN PROGRAM (12 credits)

NUR	2731	Nursing IV	3
NUR	2731L	Nursing IV Clinical Experience	5
NUR	2811C	Nursing Care Management Practicum	3
NUR	2813	Role Transition in Nursing	1

TOTAL PROGRAM HOURS 72

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

* PHI 1600, MCB 2010-2010L and STA 2023 must be taken before Nursing IV (NUR 2731)

** Counts towards General Education Requirements

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: Nursing theory courses are available on-line or classroom.

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NURSING (R.N.)
(NURSE-AS)
ASSOCIATE IN SCIENCE DEGREE
LPN TRANSITIONAL PROGRAM

Gail Burt, Program Director and Curriculum Coordinator (727) 341-3618

http://www.spcollege.edu/program/NURSE-AS

(Fully transferable to Nursing BS program at SPC or to any state university in Florida)

DAY PROGRAM BEGINS EVERY MAY
EVENING PROGRAM BEGINS EVERY AUGUST & JANUARY

Access to a computer is helpful!

PRE-ENTRY REQUIREMENTS (14 credits)

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology I Lab	1
BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology II Lab	1
Humanities/Fine Arts Approved Course ****			3
PSY	1012	General Psychology or Honors**	3
Computer/Information Literacy Competency Requirement **			

******GENERAL EDUCATION COURSES (6 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3

SUPPORT COURSES (10 credits)

MCB	2010	* Microbiology	3
MCB	2010L	* Microbiology Lab	1
STA	2023	* Elementary Statistics or Honors**	3
PHI	1600	* Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)**	3

1ST TERM IN PROGRAM (20 credits)

NUR	1001	Transition to Professional Nursing	4
NUR	1001C	Transition to Professional Nursing Clinical Experience	3
NUR	1060C	Nursing Process/Physical Assessment	2
		Advanced Placement Credit	**11**

2ND TERM IN PROGRAM (10 credits)

NUR	2462	Nursing III	3
NUR	2462L	Nursing III Clinical Experience	6
NUR	2511C	Psychosocial Nursing	1

3RD TERM IN PROGRAM (13 credits)

NUR	2731	Nursing IV	3
NUR	2731L	Nursing IV Clinical Experience	5
NUR	2811C	Nursing Care Management Practicum	3
NUR	2813	Role Transition in Nursing	1

TOTAL PROGRAM HOURS 72

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

* MCB 2010-2010L, PHI 1600 and STA 2023 must be taken prior to Nursing IV (NUR 2731.)

** Counts towards General Education Requirements.

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: Nursing theory courses are available on-line and in classroom. 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.

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE IN SCIENCE DEGREE

Rebecca Kramer, Program Director and Curriculum Coordinator, (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 Rule 6Hx23-4.60**) (11/2008)

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. Completion of:
   1. BSC 2085 Anatomy and Physiology I and BSC 2085L Anatomy and Physiology I Laboratory with a grade of "C" or better, ENC 1101, HSC 1531 and the Computer Literacy Competency Requirement.
   2. A 2.5 grade point average on a 4.0 scale in at least 9 semester hours of Physical Therapist Assistant general education and support courses.

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 Provost's Office at the Health Education Center).

D. Completion of a minimum total of 24 hours of observation, volunteer service or work experience in a physical therapy departments. This requirement must be completed in at least 2 different types of clinical agencies.

   (Physical therapy experience must be verified by a signed statement from a physical therapist or physical therapist assistant.)

E. Successful completion of the requirements for a Basic Rescuer C.P.R. Certificate and Basic First Aid Certificate. C.P.R. Certificate from an on-line course is not accepted.

F. 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.

II. **Special Progress Requirements:**

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:

Uniforms	$100.00
Course Fees	416.00

PHYSICAL THERAPIST ASSISTANT
(PTA-AS)
ASSOCIATE IN SCIENCE DEGREE

Rebecca Kramer, Program Director and Curriculum Coordinator, (727) 341-3614

http://www.spcollege.edu/program/PTA-AS

PROGRAM BEGINS EVERY AUGUST

All Physical Therapist Assistant courses (PHT) are given only at the Health Education Center at 7200 66th St. N., Pinellas Park.

Due to the time-intensive nature of the PTA program courses, it is highly recommended that students complete as many of the general education and support courses as possible prior to entry into the program. Candidates will also complete the Health Programs Application. It is recommended that all students applying to the PTA program see a counselor or advisor at the Health Education Center.

PRE-ENTRY REQUIREMENT (9 credits)
Grade of" C" or higher required for BSC 2085/L in order to progress to the first term of the PTA Program

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology Laboratory I	1
ENC	1101	Composition I or (Honors)	3
HSC	1531	Medical Terminology	2
Computer/Information Literacy Competency Requirement			

******GENERAL EDUCATION COURSES (15 credits)**

SPC	1017	*** Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
HUM	2270	Humanities (East-West Synthesis)****OR**	3
REL	2300	World Religions****	(3)
Mathematics		*** One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	** General Psychology or (Honors)	3
PHI	2635	Healthcare Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3

SUPPORT COURSES (8 credits)

BSC	2086	* Human Anatomy & Physiology II	3
BSC	2086L	* Human Anatomy & Physiology Laboratory II	1
DEP	2004	*** Developmental Psychology of the Life Span	3
HSC	1149C	** General Pharmacology for Health Professionals	1

PROGRAM COURSES

1ST TERM IN PROGRAM (11 credits)

PHT	1121	Functional Anatomy & Kinesiology	3
PHT	1121L	Functional Anatomy & Kinesiology Lab	2
PHT	1200	Introduction to Basic Patient Care	3
PHT	1200L	Basic Patient Care Laboratory	3

2ND TERM IN PROGRAM (11 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	2

3RD TERM IN PROGRAM (3 credits)

PHT	1801L	Physical Therapy Clinical Practice I	3

4TH TERM IN PROGRAM (7 credits)

PHT	2162	Neurological Disabilities & Treatment	3
PHT	2220	Therapeutic Exercise in Physical Therapy	2
PHT	2220L	Therapeutic Exercise in Physical Therapy Laboratory	2

5TH TERM IN PROGRAM (10 credits)

PHT	2810L	Physical Therapy Clinical Practice II	4
PHT	2931	Trends in Physical Therapy	2
PHT	2820L	Physical Therapy Clinical Practice III	4

TOTAL PROGRAM HOURS 74

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

*BSC 2086-2086L must be taken before PHT 1217-1217L .

**HSC 1149C and PSY 1012 must be taken before PHT 1801L

***SPC 1017, College Level Mathematics, and DEP 2004 must be taken before PHT 2810L

RADIOGRAPHY

ASSOCIATE IN SCIENCE DEGREE

John Fleming, Program Director and Curriculum Coordinator, (727) 341-3758

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 Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone: (312) 704-5300, Fax: (312) 704-5304, Web site: www.jrcert.org. Graduates of this program are eligible to sit for the national registry examination given by the ARRT.

REQUIREMENTS OF THE RADIOGRAPHY PROGRAM

(**College Rule 6Hx23.4.68**) (3/21/2006)

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. Students to be admitted will be determined by the Health Related Programs Special Rules 6Hx23-4.53, Section I.D.

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 2085, BSC 2085L and 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 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 Health, Bureau of Radiation Control approved HIV/AIDS class.

D. Prior to the state 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. **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. Students transferring from another radiography or other health-related program must be in good standing in such program.
4. 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.
5. Program requirements are subject to change. Students should check with a counselor, advisor or program director.

ESTIMATED ADDITIONAL FEES:

Uniforms	$200.00
Course fees	820.00

RADIOGRAPHY
(RAD-AS)
ASSOCIATE IN SCIENCE DEGREE

John Fleming, Program Director and Curriculum Coordinator, (727) 341-3758

http://www.spcollege.edu/program/RAD-AS

(Fully transferable to a Bachelor's Degree at the University of Central Florida)

PROGRAM BEGINS EVERY JANUARY

Before entering the first term of the Radiography "program courses" students are encouraged to begin general education courses and must complete the pre-entry requirements. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

PRE-ENTRY REQUIREMENTS (7 credits)
Grade of "C" or higher required

BSC	2085/L	Human Anatomy & Physiology I and Lab	3,1
MAC	1105	College Algebra or higher	3

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ****			3
Social & Behavioral Sciences Approved Course ****			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

SUPPORT COURSES (4 credits)

BSC	2086/L	Human Anatomy & Physiology II and Lab	3,1

PROGRAM COURSES

1ST TERM IN PROGRAM (10 credits)

RTE	1000	Orientation to Radiography	3
RTE	1418	Principles of Imaging I	2
RTE	1418L	Principles of Imaging I Lab	1
RTE	1503C	Radiographic Procedures I	3
RTE	1503L	Radiographic Procedures I Lab	1

2ND TERM IN PROGRAM (6 credits)

RTE	1513C	Radiographic Procedures II	2
RTE	1513L	Radiographic Procedures II Lab	1
RTE	1804L	Radiographic Clinical Education I	3

3RD TERM IN PROGRAM (11 credits)

RTE	1458	Principles of Imaging II	3
RTE	1473L	Radiographic Quality Assurance Lab	1
RTE	1814L	Radiographic Clinical Education II	5
RTE	2385	Radiation Biology	2

4TH TERM IN PROGRAM (7 credits)

RTE	2613	Radiation Physics	2
RTE	2824L	Radiographic Clinical Education III	5

5TH TERM IN PROGRAM (6 credits)

RTE	2782	Radiographic Pathology	2
RTE	2834L	Radiographic Clinical Education IV	4

6TH TERM IN PROGRAM (8 credits)

RTE	2563	Advanced Medical Imaging	3
RTE	2844L	Radiographic Clinical Education V	5

TOTAL PROGRAM HOURS 77

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

RESPIRATORY CARE

ASSOCIATE IN SCIENCE DEGREE

Dr. Stephen Mikles, Program Director and Curriculum Coordinator (727) 341-3629

This 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, 1-817-283-2835. Graduates receive the degree of Associate in Science in Respiratory Care. Upon graduation, 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 Rule 6Hx23-4.61**) (1/18/2005)

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 program must be in good standing in such program. (Exceptions will be handled by the Provost's Office at the Health Education Center).

D. Completion of twelve (12) credits in general education or support courses to include BSC 2085 and BSC 2085L with a grade of "C" or better.

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 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 I.A., 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 progra**m, 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 I.A., 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
Course Fees	128.00
SOPHOMORE YEAR	
Uniforms	$35.00
Course Fees	498.00

RESPIRATORY CARE
(RESC-AS)

ASSOCIATE IN SCIENCE DEGREE

Dr. Stephen Mikles, Program Director and Curriculum Coordinator (727) 341-3629

http://www.spcollege.edu/program/RESC-AS

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. Students must also complete a minimum of four (4) hours of observation, volunteer service, or work experience in a respiratory care department. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	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	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (12 credits)

BSC	2085/L	Human Anatomy & Physiology I & Lab	3,1
BSC	2086/L	Human Anatomy & Physiology II & Lab	3,1
CHM	1025/L	Introductory Chemistry & Lab	3,1

PROGRAM COURSES

1ST TERM IN PROGRAM (8 credits)

RET	1007	Respiratory Pharmacology	3
RET	1024	Fundamentals of Respiratory Care	3
RET	1874L	Clinical Practice I	2

2ND TERM IN PROGRAM (8 credits)

RET	1264	Principles of Mechanical Ventilation	3
RET	1485	Cardiopulmonary Physiology	3
RET	1875L	Clinical Practice II	2

3RD TERM IN PROGRAM (6 credits)

RET	2284	Advanced Modalities and Monitoring	2
RET	2876L	Clinical Practice III	4

4TH TERM IN PROGRAM (11 credits)

RET	2414	Diagnostic Procedures & Pulmonary Rehabilitation	3
RET	2450	Cardiopulmonary Assessment	2
RET	2484	Pulmonary Disease	2
RET	2877L	Clinical Practice IV	4

5TH TERM IN PROGRAM (9 credits)

EMS	2551	Advanced Cardiac Life Support	1
RET	2714	Neonatal-Pediatric Respiratory Care	2
RET	2878L	Clinical Practice V	4
RET	2935	Medical-Surgical Aspects of Respiratory Care	2

6TH TERM IN PROGRAM (4 credits)

RET	2879L	Clinical Practice VI	4

TOTAL PROGRAM HOURS 76

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

RESPIRATORY CARE

(RESC-AS)

ASSOCIATE IN SCIENCE DEGREE

Paramedic/EMS Transitional Program

Dr. Stephen Mikles, Program Director and Curriculum Coordinator (727) 341-3629

http://www.spcollege.edu/program/RESC-AS

PROGRAM BEGINS EVERY JANUARY

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

******GENERAL EDUCATION COURSES (18 credits)**			
ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	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	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			
SUPPORT COURSES (26 credits)			
CHM	1025/L	Introductory Chemistry & Lab	3,1
ADVANCED PLACEMENT CREDIT			**22**
PROGRAM COURSES			
1ST TERM IN PROGRAM (6 credits)			
RET	1264	Principles of Mechanical Ventilation	3
RET	1485	Cardiopulmonary Physiology	3
2ND TERM IN PROGRAM (2 credits)			
RET	2284	Advanced Modalities and Monitoring	2
3RD TERM IN PROGRAM (11 credits)			
RET	2414	Diagnostic Procedures & Pulmonary Rehabilitation	3
RET	2450	Cardiopulmonary Assessment	2
RET	2484	Pulmonary Disease	2
RET	2877L	Clinical Practice IV	4
4TH TERM IN PROGRAM (9 credits)			
EMS	2551	Advanced Cardiac Life Support	1
RET	2714	Neonatal-Pediatric Respiratory Care	2
RET	2878L	Clinical Practice V	4
RET	2935	Medical-Surgical Aspects of Respiratory Care	2
5TH TERM IN PROGRAM (4 credits)			
RET	2879L	Clinical Practice VI	4
TOTAL PROGRAM HOURS			**76**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

RESPIRATORY CARE

(RESC-AS)

ASSOCIATE IN SCIENCE DEGREE

Certified Therapists Transitional Program

Dr. Stephen Mikles, Program Director and Curriculum Coordinator (727) 341-3629

http://www.spcollege.edu/program/RESC-AS

PROGRAM BEGINS EVERY JANUARY

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	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	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (38 credits)

BSC	2085/L	Human Anatomy & Physiology I & Lab	3,1
BSC	2086/L	Human Anatomy & Physiology II & Lab	3,1
CHM	1025/L	Introductory Chemistry & Lab	3,1

ADVANCED PLACEMENT CREDIT **26**

PROGRAM COURSES

1st TERM IN PROGRAM (6 credits)

RET	1264	Principles of Mechanical Ventilation	3
RET	1485	Cardiopulmonary Physiology	3

2nd TERM IN PROGRAM (2 credits)

RET	2284	Advanced Modalities and Monitoring	2

3rd TERM IN PROGRAM (7 credits)

RET	2414	Diagnostic Procedures & Pulmonary Rehabilitation	3
RET	2450	Cardiopulmonary Assessment	2
RET	2484	Pulmonary Disease	2

4th TERM IN PROGRAM (5 credits)

EMS	2551	Advanced Cardiac Life Support	1
RET	2714	Neonatal-Pediatric Respiratory Care	2
RET	2935	Medical-Surgical Aspects of Respiratory Care	2

TOTAL PROGRAM HOURS **76**

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

VETERINARY TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

Dr. Richard Flora, Dean and Curriculum Coordinator, HEC (727) 341-3653

http://www.spcollege.edu/hec/VT

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 Rule 6Hx23-4.50)** (10/21/2008)

I. 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 a Health Programs Application form to be enrolled in that course. Students who meet the requirements will be admitted on a first-come, first-served basis. Students may submit the Health Programs Application 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 Provost's Office at the Health Education Center).

E. Completion of at least 18 hours of the required Veterinary Technology general education and support courses including composition, math, and biology through enrollment or transfer credits with a minimum grade of "C" in all courses.

F. Documentation of Veterinary Technology related experience in accordance with specific program requirements including the completion of at least 40 hours observation and discussion with a veterinarian and veterinary technician in a veterinary practice.

II. **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.

III**. In addition to SPC graduation requirements,** students must earn a grade of "C" or better in all designated specialty courses in this program.

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

Dr. Richard Flora, Dean and Curriculum Coordinator, HEC (727) 341-3653

http://www.spcollege.edu/program/VETTC-AS

(Fully transferable to Veterinary Technology BAS Program at SPC)

ON CAMPUS PROGRAM BEGINS IN AUGUST

Before entering the first term of the On Campus Veterinary Technology "program courses", all students must have completed at least 18 of the 22 credits of the required Veterinary Technology general education and support courses including composition, mathematics, and biology. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St Petersburg College campus or distance education courses. The general education and/or support courses do not have to be taken in the order listed. Applicants must have worked or volunteered in a veterinary hospital at least 40 hours prior to applying for admission to fulfill the clinical observation requirement. Candidates will also complete the Health Programs Application form and the Veterinary Hospital Observation and Discussion form before they will be considered for acceptance into the Veterinary Technology Program. Please see a counselor and/or advisor.

The complete on campus program application includes the following:

a. The general college application and the $40 fee for new students at SPC.
b. The Health Programs Application form.
c. The Hospital Observation and Discussion form.
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.

******GENERAL EDUCATION COURSES (18 credits)**

ENC	1101	Composition I or Honors	3
SPC	1017	Introduction to Speech Communication	3
		OR (SPC 1017H, 1065, 1608 or 1608H)	
Humanities/Fine Arts Approved Course********			3
Mathematics		[a] One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Science Approved Course ********			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

SUPPORT COURSES (4 credits)

Biological Sciences	Any BSC Biology course and Lab	3,1
	OR	
Biology/Biology Lab	Transferable College level Biology	(3,1)
	OR Zoology and Lab	

FALL TERM IN PROGRAM (12 credits)

ATE	1110	Animal Anatomy	3
ATE	1110L	Animal Anatomy Lab	1
ATE	1211	Animal Physiology	3
ATE	1311L	Veterinary Office Procedures	1
ATE	1650L	Veterinary Clinical Practice I	1
ATE	1741	Veterinary Medical Terminology	1
ATE	1943	Veterinary Work Experience I	1
ATE	2050C	Small Animal Breeds & Behavior	1

SPRING TERM IN PROGRAM (11 credits)

ATE	1636	Large Animal Clinical and Nursing Skills	2
ATE	1654L	Veterinary Clinical Practice II	1
ATE	1944	Veterinary Work Experience II	1
ATE	2501C	Professional Development Seminar	1
ATE	2631	Animal Nursing I	3
ATE	2656L	Large Animal Clinical and Nursing Skills Lab	1
ATE	2722	Avian & Exotic Pet Medicine	2

[a] Suggested course is MGF 1106, but for transfer to upper division science degree programs students should take MAC 1105.

FALL TERM IN PROGRAM (14 credits)

ATE	2611	Animal Medicine I	3
ATE	2634	Animal Nursing II	3
ATE	2638	Animal Laboratory Procedure I	3
ATE	2638L	Animal Laboratory Procedure Lab	2
ATE	2651L	Animal Nursing & Medicine Lab I	2
ATE	2945	Veterinary Work Experience III	1

SPRING TERM IN PROGRAM (14 credits)

ATE	1671L	Laboratory Animal Medicine	1
ATE	2612	Animal Medicine II	3
ATE	2639	Animal Laboratory Procedures II	3
ATE	2639L	Animal Laboratory Procedures Lab II	2
ATE	2653L	Animal Nursing & Medicine Lab II	2
ATE	2661	Large Animal Diseases	1
ATE	2710	Animal Emergency Medicine	1
ATE	2946	Veterinary Work Experience IV	1

TOTAL PROGRAM HOURS 73

*******To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

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.

DISTANCE EDUCATION PROGRAM IN VETERINARY TECHNOLOGY

DISTANCE EDUCATION PROGRAM BEGINS IN AUGUST, JANUARY AND MAY

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.

Before entering the first semester of the Distance Veterinary Technology "program courses" all students must have completed at least 18 of the 22 credits of general education and support courses and be computer literate. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St Petersburg College campus or distance education courses. Applicants must have worked or volunteered in a veterinary hospital at least 40 hours prior to applying for admission to fulfill the clinical observation requirement. Students must also be in a veterinary hospital at least 20 hours per week each semester they are enrolled in the distance program. Students must master over 200 tasks and skills, resulting in the need to be in a hospital where there is the opportunity, equipment, supplies, and expertise to be instructed and learn these tasks and skills. Candidates will also complete the Health Programs Application form and the Veterinary Hospital Observation and Discussion form before they will be considered for acceptance into the Veterinary Technology Program. Please contact a counselor and/or advisor.

The Veterinary Technology Distance Education Program is based on the following assumptions:

a. At least 18 hours of the 22 credits of the general education and support courses are completed including composition, mathematics, and biology 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.

The complete distance program application includes the following:

a. The general college application and the $40 fee for new students at SPC.
b. The Health Programs Application Form.
c. The Hospital Observation and Discussion form.
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

Distance Program –Veterinary Technology courses are designed to be completed in the specific sequence below. Please contact the program director for advice if you wish to make adjustments.

Year One - 17 credits

Term 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
Term 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
Term 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

Term 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
Term II		
ATE 2612	Animal Medicine II	3
ATE 2653L	Animal Nursing & Medicine Lb II	2
ATE 2946	Veterinary Work Experience IV	1
		6
Term III		
ATE 2638	Animal Laboratory Procedures I	3
ATE 2638L	Animal Lab Procedure Lab	2
		5

Year Three – 16 credits

Term I		
ATE 2639	Animal Lab Procedures II	3
ATE 2639L	Animal Lab Proc Lab II	2
ATE 1636	Large Animal Clinical & Nsg Skls	2
		7
Term II		
ATE 2634	Animal Nursing II	3
ATE 2656L	Large Animal Cln & Nsg Skls Lab	1
ATE 2661	Large Animal Diseases	1
		5
Term III		
ATE 1671L	Laboratory Animal Medicine	1
ATE 2722	Avian & Exotic Pet Medicine	2
ATE 2501C	Professional Development Seminar	1
		4

GENERAL EDUCATION REQUIREMENTS
FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

(College Rule 6Hx23-4.32) (6/17/08)

http://www.spcollege.edu/program/GENR-AAS

*****To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Applied Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

The general education requirements for the Associate in Applied Science degree consist of a minimum of 18-21 credits. The minimum area requirements for the 18-21 credit 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. Choose One.....3 credits

ENC	1101	Composition I
	OR	
ENC	1121H	Honors Composition I

NOTE: ENC 1101 or ENC 1121H must be completed within the first 24 credit hours of course work

AND IF REQUIRED BY PROGRAM

2. Choose One:.....3 credits

ENC	1102	Composition II within the first 36 credit hours of coursework
	OR	
ENC	1122H	Honors Composition II
AML	2010	American Literature I or Honors
AML	2020	American Literature II or Honors
ENL	2012	British Literature I or Honors
ENL	2022	British Literature II
****LIT	2110	World Literature I or Honors
****LIT	2120	World Literature II or Honors

3. Choose One:.....3 credits

SPC	1017	Introduction to Speech Communication
SPC	1017H	Honors Introduction to Speech Communication
SPC	1065	Business & Professional Speaking
SPC	1608	Public Speaking
SPC	1608H	Honors Public Speaking

B. **HUMANITIES/FINE ARTS**.....**3 credits**
This requirement may be met by completing one of the 3 credit hour courses below:

ARH	2050	Art History I.....
ARH	2051	Art History II.....
*HUM	2210	Western Humanities I (Ancient through Renaissance)
*HUM	2210H	Honors Western Humanities I (Ancient through Renaissance)
*HUM	2233	Western Humanities II (Baroque to the Present)
*HUM	2233H	Honors Western Humanities II (Baroque to the Present)
****HUM	2270	Humanities (East-West Synthesis)
****HUM	2270H	Honors Humanities (East-West Synthesis)
MUH	1110	Introduction to Music
ORI	2000	Oral Interpretation of Literature
PHI	1010	Introduction to Philosophy or Honors
****REL	2300	World Religions
****HUM	2250	Humanities (Western Man)
****HUM	2250H	Honors Humanities (Western Man)

C. **MATHEMATICS**.....**3 credits**
Any course with a 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 credit 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
ECO	2013H	Honors Principles of Macroeconomics
EUH	1000	Development of Western Civilization I
EUH	1001	Development of Western Civilization II
POS	2041	American National Government
POS	2050H	Honors American National Government
POS	2112	State and Local Government
PSY	1012	General Psychology
PSY	1020H	Honors General Psychology
SYG	2000	Introductory Sociology
SYG	2010	Social Problems
****WOH	2040	The Twentieth Century or Honors

F. **ETHICS**.....**3 credits**
PHI 1600 or PHI 1602H or PHI 1631 or PHI 2635 or PHI 2649

G. **COMPUTER/INFORMATION LITERACY COMPETENCY**
(no minimum credit hours required). Computer/information literacy competency may be demonstrated by completing one of the following:

1. Passing a College approved Basic Computer/ Information Skills Competency Test;
2. Successful completion of at least one of the following:
   a. CGS 1060 Basic Computer and /Information Literacy; CGS 1100 Microcomputer Applications (as revised in 2002) **or** (LIS 1002, CGS 1510 **and** OST 1741.)
   c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
   d. DEH 3730, DEH 3813, DEH 3814 and DEH 4607.

TOTAL (18-21 credit hours)
Programs may limit the options available under Mathematics, Humanities/Fine Arts and Social and Behavioral Sciences.

*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

BUSINESS MANAGEMENT AND ADMINISTRATIVE

MANAGEMENT (MGMT-AAS) OR MARKETING (MKT-AAS)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724

http://www.spcollege.edu/program/MGMT-AAS

http://www.spcollege.edu/program/MKT-AAS

GENERAL EDUCATION REQUIREMENTS (24 credits)

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts		Approved Course	3
Mathematics		One college-level course with an MAC, MAP, MAS, MAT, MGF, MTG or STA prefix	3
ECO	2013	Principles of Macroeconomics or Honors	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

SUPPORT REQUIREMENTS (10 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
ECO	2023	Principles of Microeconomics	3
Computer		Any CEN, CGS, CIS, COP or CTS prefix	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	3
GEB	2350	Survey of International Business	3
MAN	2340	Human Factors in Supervision	3
MAN	2582	Introduction to Project Management	3
MAN	2949	Co-op Work Experience	3

TOTAL PROGRAM HOURS 64

OR

OPTION B: MARKETING (MKT) (15 credits)

MAR	1142	Global Marketing	3
MAR	2321	Advertising	3
MKA	2021	Sales	3
MKA	2512	Sales Promotion and Public Relations	3
MKA	2949	Co-op Work Experience	3

TOTAL PROGRAM HOURS 64

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Applied Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

INDUSTRIAL MANAGEMENT TECHNOLOGY
(INMG-AAS)
ASSOCIATE IN APPLIED SCIENCE DEGREE

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724

http://www.spcollege.edu/program/INMG-AAS

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. The goal of this program is to provide 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 (21 credits)**

ENC	1101	Composition I or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		One college-level course with a MAC, MAP, MAS, MAT, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course ********			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

PROGRAM REQUIREMENTS (15 credits)

ETI	1701	Industrial Safety	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2340	Human Factors in Supervision	3
OST	2335	Professional Communication Skills	3

TOTAL SPC CREDITS 36

PINELLAS TECHNICAL EDUCATION CENTER

1. Credits from Approved Industrial Programs at Pinellas Technical Education Centers Certificate Program Clock Hours 1800* — 24

   *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)

   OR

6. Florida Department of Transportation Maintenance of Traffic – Advanced (24)
   a. Intermediate (12)
   b. Basic (6)

TOTAL PROGRAM HOURS 60

SUGGESTED ELECTIVES

BUSINESS TECHNOLOGY

BUL	2241	Business Law I	3
CGS	1515	Spreadsheet Techniques and Programming	3
CGS	1520	Microcomputer Business Presentations/ Graphics	1
CGS	1540	Microcomputer Database Mgmt I	1
MAN	2949	Co-Op Work Experience (Suggested for persons with no previous management experience)	1-3
MNA	1744	Effective Project Management	1
MNA	1751	Customer Service I: Developing a Spirit of Customer Service	1
MNA	1771	Critical Skills for Supervisors	1
MNA	1781	Effective Business Communications Skills	1
MNA	1784	Time Management for Increased Productivity	1
OST	1793	Internet Orientation	1

ENGINEERING TECHNOLOGY

EET	1084	Introduction to Electronics	3

BUILDING ARTS

BCN	1050	Building Specifications	1
BCN	1272	Blueprint Reading	2
BCN	2068	ADA (Codes)	1
BCN	2732	OSHA (Codes)	1
BCT	1760	Building Codes	2

Additional courses may be chosen from appropriate technical fields with the approval of the program directors.

*******To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Applied Science degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

HEALTH CARE ADVANCED TECHNICAL CERTIFICATES

A.S. DEGREE AND RN LICENSE REQUIRED FOR ADMISSION TO THESE CERTIFICATES

CRITICAL CARE ADVANCED TECHNICAL CERTIFICATE (CC-ATC)

Dr. Jean Wortock, Dean, HEC (727) 341-3640

http://www.spcollege.edu/program/CC-ATC

Courses are taken in the sequence listed below.

PROGRAM REQUIREMENTS

NUR	3298	ECG Interpretation for Health Care Professionals	2
NUR	3299	Progressive Care Nursing	4
NUR	3295	Critical Care Nursing	3

TOTAL CERTIFICATE HOURS 9

ERIN K. FLATLEY ADVANCED TECHNICAL CERTIFICATE IN SEPSIS AWARENESS & EDUCATION (SAE-ATC)

Dr. Jean Wortock, Dean, HEC (727) 341-3640

http://www.spcollege.edu/program/SAE-ATC

For admission to this program students must possess an A.S. degree in Nursing

PROGRAM REQUIREMENTS

NUR	3784	Infectious Disease and Sepsis	3
NUR	3785	Infection Control for Healthcare Settings	3
NUR	3786	Communicable Disease Prevention and Control	3

TOTAL CERTIFICATE HOURS 9

EMERGENCY CARE ADVANCED TECHNICAL CERTIFICATE (EMC-ATC)

Dr. Jean Wortock, Dean, HEC (727) 341-3640

http://www.spcollege.edu/program/EMC-ATC.

Courses are taken in the sequence listed below.

PROGRAM REQUIREMENTS

NUR	3298	ECG Interpretation for Health Care Professionals	2
NUR	3295	Critical Care Nursing	3
NUR	3299	Progressive Care Nursing	4
NUR	3290	Emergency Department Nursing	2

TOTAL CERTIFICATE HOURS 11

COLLEGE CREDIT CERTIFICATES

ACCOUNTING APPLICATIONS CERTIFICATE (ACTAP-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program/ACTAP-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	2450	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
TAX	2000	Introduction to Business Taxes	3

TOTAL CERTIFICATE HOURS 18

BUSINESS ADMINISTRATION CERTIFICATE (BUSADM-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

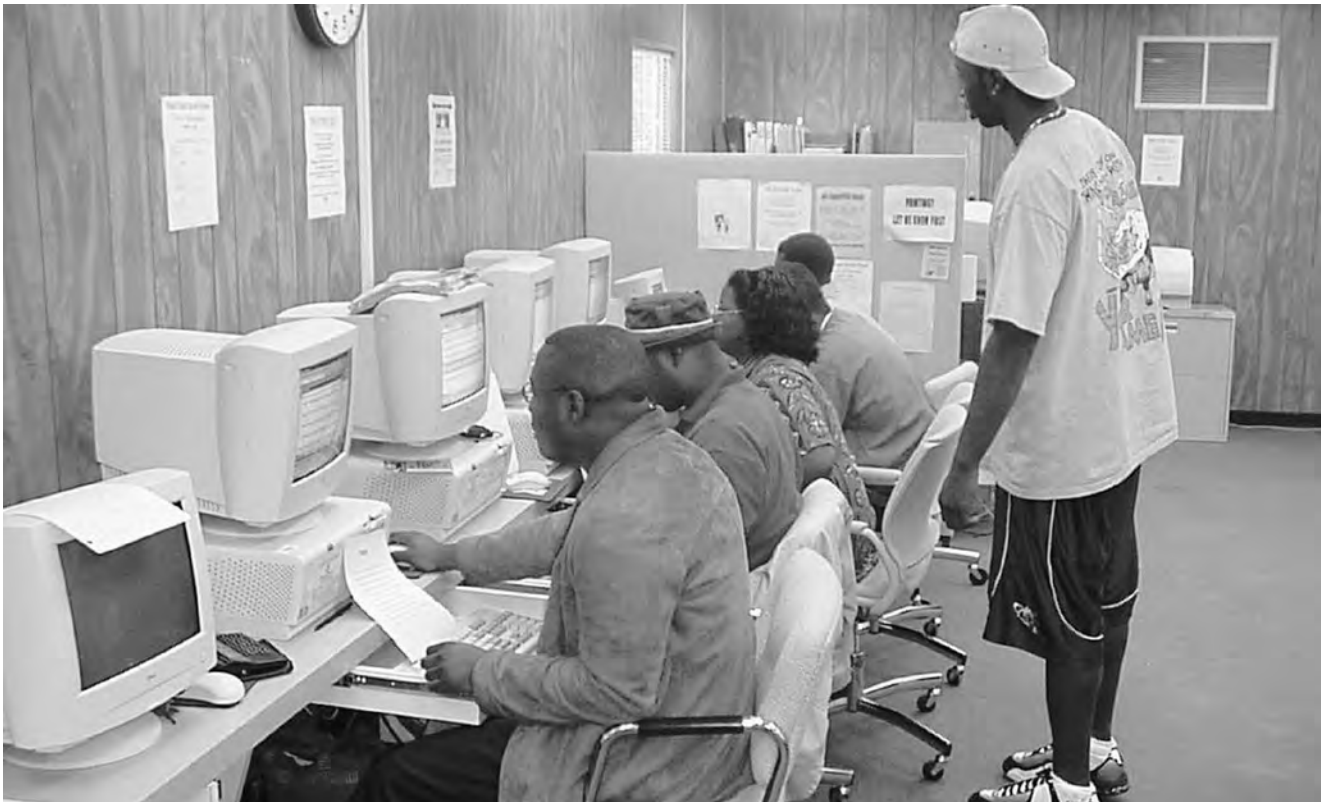
http://www.spcollege.edu/program/BUSADM-CT

The business courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

PROGRAM REQUIREMENTS

ACG	2021	Financial Accounting	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 of Marketing	3
Any Business Co-op Work Experience Course			3

TOTAL CERTIFICATE HOURS 24



CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE (CCNA-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program/CCNA-CT

Job Related Opportunities:

- Field Engineering Technician
- Help Desk Technician
- Network Administrator I
- Network Engineer I
- Network Manager
- Network Support Specialist I
- Network Systems Analyst I
- Network Technician
- Pre-Sales Technical Support
- Router Engineer/Technician I
- Technical Support Specialist
- WAN Administrator

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 costs and textbooks are not included in the cost of the courses. Course lab fees may vary.

Upon completion of the Cisco Certified Network Associate program, the student is awarded a college certificate. These courses will apply toward the AS degree in Computer Networking.

For more information regarding class offerings, see the SPC Hi-Tech Programs Web site.

Go to http://www.cisco.com/web/learning for information about the Cisco tests and certification.

PROGRAM REQUIREMENTS

CET	1600	Network Fundamentals	3
CET	1610	Routing Protocols and Concepts	3
CET	2615	LAN Switching and Wireless	3
CET	2620	Accessing the WAN	3

TOTAL CERTIFICATE HOURS 12

COMPUTER PROGRAMMING CERTIFICATE (COMPRG-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program/COMPRG-CT

Job Related Opportunities:

- Entry-level Visual Basic or Java programmer
- Knowledge of programming for project management
- Programmer Specialists
- Computer Programmers
- Senior Programmers
- Information Systems Programmers
- Chief Business Programmers

This certificate is designed to develop student proficiency in Windows programming using Visual Basic and Java. Upon completion of the program the student will be expected to enter the job market as an entry-level programmer.

Programmer skill set needs have been expanded by the increase in corporate and individual usage of the Internet. Java and Visual Basic .NET are the dominant programming industry skill sets needed to create both desktop applications and browser based Internet and intranet applications.

Programmers are finding it necessary to upgrade their skills to remain competitive in the job market. Both Sun Microsystems and Microsoft offer certification in software languages. Taking these courses will provide the student with the foundation on which to build the skills necessary to pass the Microsoft Certified exams and Sun Certified Programmer exam.

PROGRAM REQUIREMENTS (27 credits)

Complete any 3 of the 4 Computer Programming Languages below: 9,9,9

A. Computer Programming Language: PERL (9 credits)

CGS	1178	Web Scripting with CGI/PERL and Java Script	
CGS	1937	CGI Scripts using PERL II	
COP	1842	Developing Web Sites with PHP/MySQL	

B. Computer Programming Language: C/C++/C# (9 credits)

CGS	2402	Programming in C++ for Business	
COP	2362	Advanced Programming with C#	
COP	2360	Introduction to C# Programming	

C. Computer Programming Language: Java (9 credits)

COP	2250	Java Programming I	
COP	2800	Java Programming II	
COP	2806	Java Server Pages and Servlets	

D. Computer Programming Language: VB.NET (9 credits)

COP	2837	Visual Basic.Net Programming I	
COP	2838	Visual Basic.Net Programming II	
COP	2839	ASP.NET Programming With VB.NET	

TOTAL CERTIFICATE HOURS 27

COMPUTER SUPPORT CERTIFICATE (APLUS-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program/APLUS-CT

Job Related Opportunities:

- Applications System Specialist
- Computer Operator
- Computer Repair Technician
- Computer Sales Person
- Help Desk Specialist
- Information Systems Specialist
- Microcomputer Specialist
- Office Systems Support Specialist
- Software Tester
- Technical Support Specialist
- User Support Analyst
- User Support Specialist

The Computer Support certificate prepares students to review microcomputer-oriented operating procedures, software applications packages, and hardware in order to select the appropriate information technology equipment for a particular microcomputer-based work environment; install information technology equipment; troubleshoot information technology equipment; and support information technology users.

This certificate will prepare the student for industry certification exams in CompTIA A+ Essentials and IT Technician (http://certification.comptia.org/a/), Microsoft Certified Professional (MCP http://www.microsoft.com/learning/mcp/mcp/), and CompTIA Network+ (http://certification.comptia.org/network/).

Credits earned in this certificate program can apply to an Associate of Science degree in Computer Networking.

PROGRAM REQUIREMENTS

CET	1171C	Personal Systems Repair I	3
CET	1172C	Personal Computer Systems Repair II	3
CNT	1000	Local Area Network Concepts	3
CIS	2321	Systems Analysis and Design	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows Server	3
MAN	2582	Introduction to Project Management	3

SELECT 6 credits:

CET	1600	Network Fundamentals	(3)
CET	1610	Routing Protocols and Concepts	(3)
CGS	1100	Microcomputer Applications	(3)
CTS	2106	Fundamentals of the Linux/Unix Operating Environment	(3)

TOTAL CERTIFICATE HOURS 27

MICROSOFT CERTIFIED OFFICE SPECIALIST CERTIFICATE (MOS-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program/MOS-CT

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 2002, Excel 2002, PowerPoint 2002, Access 2002, Outlook 2002 and Office XP Integration software. The program provides an 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 one or two levels within the specialist examination schedule of the Office XP software—the "Core" user level, which indicates that you can handle a wide range of standard tasks, and the "Expert" user level, which indicates the ability to handle more complex assignments that require knowledge 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. These tests are 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.

These courses will apply toward the AS degree in Microsoft Certified Office Specialist.

Some courses may require a prerequisite that must be met by the student.

PROGRAM REQUIREMENTS

CGS	1930	Micro Systems Software	1
CGS	2103	Advanced Microcomputer Applications	3
CTS	2205	Advanced Excel (Microsoft Specialist)	3
CTS	2213	Outlook (Microsoft Specialist)	1
CTS	2220	Advanced Word (Microsoft Specialist)	3
CTS	2230	Advanced PowerPoint (Microsoft Specialist)	3
CTS	2431	Advanced Access (Microsoft Specialist)	3
OST	1793	Internet Orientation	1

TOTAL CERTIFICATE HOURS 18

MICROSOFT CERTIFIED IT PROFESSIONAL: SERVER ADMINISTRATOR CERTIFICATE (MCITPSA-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program

Job Related Opportunities:

- Computer Security Specialist
- Data Communication Analyst
- Help Desk Specialist
- Information Technology Specialist
- Microcomputer Technician
- Network Control Operators
- Network Administrator
- Network Specialist
- Network Systems Technician
- Network Support Specialist
- Network Technician
- Network Troubleshooter
- Private consultant in Microsoft Windows Servers

This certificate program is designed to produce a Microsoft Certified IT Professional: Server Administrator, MCITP: Server Administrator. An MCITP: Server Administrator is recognized in the computer industry as one who is competent to maintain and administer Windows 2005/NET operating systems.

Upon completion of the specified courses, students will be prepared to take certification 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. Some of these courses may have lab fees.

For more information regarding class offerings, see the SPC Hi-Tech Programs Web site.

These courses will apply toward the AS degree in Computer Networking.

PROGRAM REQUIREMENTS

CET	1171C	Personal Systems Repair I	3
CET	1172C	Personal Computer Systems Repair II	3
CNT	1000	Local Area Network Concepts	3
CTS	1303	Configuring and Troubleshooting Windows Server Active Directory	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3
CTS	1334	Configuring and Troubleshooting Windows Server Network Infrastructure	3

TOTAL CERTIFICATE HOURS 21

MICROSOFT CERTIFIED IT PROFESSIONAL: ENTERPRISE ADMINISTRATOR CERTIFICATE (MCITPEA-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program

Job Related Opportunities:

- Computer Security Specialist
- Data Communication Analyst
- Help Desk Specialist
- Information Technology Specialist
- Microcomputer Technician
- Network Control Operators
- Network Administrator
- Network Designer
- Network Manager
- Network Specialist
- Network Systems Technician
- Network Support Specialist
- Network Technician
- Network Troubleshooter
- Private consultant in Microsoft Windows Servers

This certificate program is designed to produce a Microsoft Certified IT Professional: Enterprise Administrator, MCITP: Enterprise Administrator. An MCITP: Enterprise Administrator is recognized in the computer industry as one who is competent to install and maintain Windows operating systems.

Upon completion of the 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 may have lab fees.

For more information regarding class offerings, see the SPC Hi-Tech Programs Web site.

These courses will apply toward the AS degree in Computer Networking.

PROGRAM REQUIREMENTS

CET	1171C	Personal Systems Repair I	3
CNT	1000	Local Area Network Concepts	3
CTS	1302	Designing a Windows Server Active Directory Infrastructure and Services	3
CTS	1303	Configuring and Troubleshooting Windows Server Active Directory Domain Services	3
CTS	1334	Configuring and Troubleshooting Windows Server Network Infrastructure	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows Server	3
CTS	1335	Configuring and Troubleshooting Internet Information Server and Windows Terminal Services	3
CTS	2106	Fundamentals of Unix/Linux	3
MAN	2582	Introduction to Project Management	3

TOTAL CERTIFICATE HOURS 30

WEB DESIGNER CERTIFICATE (WEBDS-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program/WEBDS-CT

Job Related Opportunities:

- Web Designer
- Web Producer
- Flash Designer
- Web Graphic Artist
- Marketing & Communications Professional
- Technical Writer
- Web Author

This certificate program is designed to introduce the student to the variety of skills necessary to design and create Web sites. In the initial courses, the student is introduced to HyperText Markup Language (HTML), Cascading Style Sheets for formatting of Web sites, use of HTML editing and Web site development tools, and the concepts of Web site hosting and domain name registration. The student then progresses to more advanced design courses, covering the concepts of site design, marketing, site navigation, and use of Web graphics and animation.

Students complete the certificate by selecting among electives in Flash, E-Commerce, advanced Web Graphics design, and JavaScript. These courses will apply toward the AS degree in Web Designer.

PROGRAM REQUIREMENTS

CGS	1822	Web Site Essentials	2
CGS	1823	Web Site Design Concepts	3
COP	1822	Introduction to Web Page Creation(Topic-HTML)	1
COP	1826	Web Graphics Design I	3
COP	2823	Advanced Web Page Creation	3

ELECTIVES - Select 6 credits:

CGS	1172	E-Commerce Site Designer I	(3)
CGS	1874	Introduction to Flash	(3)
CGS	2173	E-Commerce Site Designer II	(3)
COP	1827	Web Graphics Design II	(3)
COP	2801	JavaScript	(3)

TOTAL CERTIFICATE HOURS 18

WEB DEVELOPMENT SPECIALIST CERTIFICATE (WEBDVS-CT)

Dr. Sharon Setterlind, Dean, SPG (727) 341-4724 or CL (727) 791-2530

http://www.spcollege.edu/program/WEBDVS-CT

Job Related Opportunities:

- Application Developer
- Application Programmer
- Client/Server Developer
- Internet/Intranet Administrator
- Internet/Intranet Developer
- Internet/Intranet Master
- Internet/Intranet Technician
- Software Developer
- Web Administrator
- Web Master
- Web Systems Architect
- Web Technician
- Web Site Developer
- Web Programmer

This certificate program is designed to introduce the student to the variety of skills necessary to create dynamic Web content and transaction-based Web systems. In the initial courses, the student is introduced to HyperText Markup Language (HTML), Cascading Style Sheets for formatting of Web sites, use of HTML editing and Web site development tools, and the concepts of Web site hosting and domain name registration. The student then progresses to more advanced development courses, covering Web scripting on the Client (with JavaScript) and on the Server (with CGI/PERL and PHP Hypertext Preprocessor), and developing Web systems that interact with databases.

CORE COURSES (9 credits)

CGS	1000	Introduction to Computers and Programming	3
CGS	1822	Web Site Essentials	2
COP	1822	Introduction to Web Page Creation	1
MAN	2582	Introduction to Project Management	3

Complete any 2 of the 4 Computer Programming Languages below: 18

A. Computer Programming Language: PERL (9 credits)

CGS	1178	Web Scripting with Chi/PERL and Java Script	
CGS	1937	CGI Scripts using PERL II	
COP	1842	Developing Web Sites with PHP/MySQL	

B. Computer Programming Language: C/C++/C# (9 credits)

CGS	2402	Programming in C++ for Business	
COP	2360	Introduction to C# Programming	
COP	2362	Advanced Programming with C#	

C. Computer Programming Language: Java (9 credits)

COP	2250	Java Programming I	
COP	2800	Java Programming II	
COP	2806	Java Server Pages and Servlets	

D. Computer Programming Language: VB.NET (9 credits)

COP	2837	Visual Basic.Net Programming I	
COP	2838	Visual Basic.Net Programming II	
COP	2839	ASP.NET Programming With VB.NET	

AND

ELECTIVES - Select 8 credits: 8

CGS	1823	Website Design Concepts	(3)
CGS	1874	Introduction to Flash	(3)
COP	1941	Website Creation Practicum	(1)
COP	2801	Java Script	(3)
COP	2823	Advanced Web Page Creation	(3)
COP	2840	Scripting for Browsers	(2)
COP	2843	Advanced PHP/MySQL	(3)
DIG	2030	Survey of Digital Video	(3)
DIG	2040	Survey of Game Development	(3)
DIG	2091	Legal Issues in Media Development	(2)
DIG	2141	Encoding and Streaming Media	(3)
DIG	2360	Advanced Adobe Flash	(3)
GRA	2103C	Introduction to Computer Graphics	(1)
GRA	2151C	Computer Illustration	(3)

TOTAL CERTIFICATE HOURS 35

FOOD AND BEVERAGE MANAGEMENT CERTIFICATE (FBM-CT)

Dr. Robert Meyer, Instructor-in-Charge, SE (727) 394-6165

http://www.spcollege.edu/program/FBM-CT

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

FSS	2235C	Introductory Food Production Management	3
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 and Service Practicum	2
HFT	2265	Food Service Operations	3
HFT	2276	Club and Resort Operations	2
HFT	2450	Hospitality Cost Controls	3
HFT	2600	Hospitality Law	3
HFT	2942	Hospitality Internship	3
MNA	1751	Customer Service I: Developing a Spirit Of Customer Service	1
MNA	1760	Customer Service II: Developing Exceptional Customer Service	1

TOTAL CERTIFICATE HOURS 30

ROOMS DIVISION MANAGEMENT CERTIFICATE (RDM-CT)

Dr. Robert Meyer, Instructor-in-Charge, SE (727) 394-6165

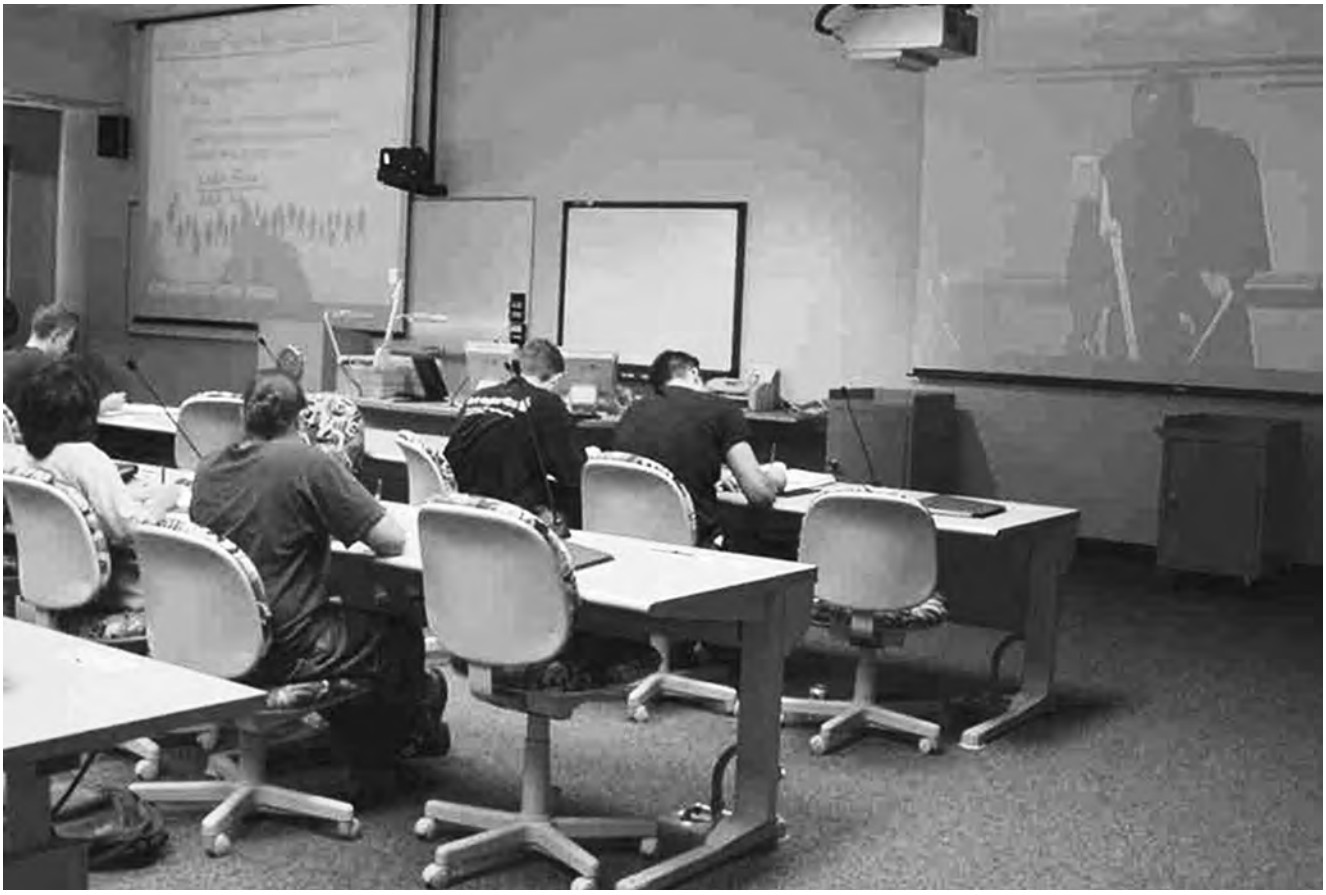
http://www.spcollege.edu/program/RDM-CT

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

FSS	2235C	Introductory Food Production Management	3
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 and Service Practicum	2
HFT	2276	Club and Resort Operations	2
HFT	2600	Hospitality Law	3
HFT	2942	Hospitality Internship	3
MNA	1751	Customer Service I: Developing a Spirit Of Customer Service	1
MNA	1760	Customer Service II: Developing Exceptional Customer Service	1

TOTAL CERTIFICATE HOURS 30



COMPUTER-AIDED DESIGN & DRAFTING CERTIFICATE (CADD-CT)

Brad Jenkins, Program Director, CL (727) 791-1111

http://www.spcollege.edu/program/CADD-CT

(These courses are only taught on the Clearwater Campus.)

Job Related Opportunities:

- CAD Designer
- CAD Technician
- Design Technician
- Detailer
- Engineering Aide

This certificate provides a program of study with courses in CAD and solid modeling needed to assist the engineering activities of industry and consultants in planning, designing, and detailing. Rapid Prototyping is also utilized throughout the solid modeling courses. These courses are also applied to the 62-credit hour Associate in Science Degree in Drafting and Design 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

ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3
ETD	2364C	Introduction to SolidWorks	3
ETD	2368C	Advanced SolidWorks	3
Select any additional ETD related course			3

TOTAL CERTIFICATE HOURS 18

ENGINEERING TECHNOLOGY SUPPORT CERTIFICATE (ENGTECH-CT)

Brad Jenkins, Program Director, CL (727) 791-1111

http://www.spcollege.edu/program/ENGTECH-CT

Job Related Opportunities:

- Engineering Support Specialist
- Engineering Technician
- Process Technician
- Quality Specialist
- Manufacturing Specialist

The purpose of this certificate is to prepare students for initial employment with an occupational title as Engineering Support Specialist or Engineering Specialist in various specialized areas to support engineering design, manufacturing processes and production, testing, and/or maintaining product quality, or to provide supplemental training for persons previously or currently employed in these occupational areas.

This 18 credit hour certificate has been defined to align with the Manufacturing Skills Standards Council's (MSSC) skills standards. MSSC skill standards define the knowledge, skills, and performance needed by today's frontline manufacturing workers. After completing this core and the General Education requirements in the A.S. degree, it is anticipated that students will be prepared to pass the MSSC Production Technician Certification.

These courses are also part of the 60-credit hour Associate in Science Degree in Engineering Technology.

PROGRAM REQUIREMENTS

EET	1084	Introduction to Electronics	3
ETD	1320C	Introduction to CAD	3
ETI	1110	Introduction to Quality Assurance	3
ETI	1420	Manufacturing Processes and Materials I	3
ETI	1701	Industrial Safety	3
ETM	1010C	Mechanical Measurement and Instrumentation	3

TOTAL CERTIFICATE HOURS 18

LEAN SIX-SIGMA GREEN BELT CERTIFICATE (LEAN-CT)

Brad Jenkins, Program Director, CL, (727) 791-1111

http://www.spcollege.edu/program/LEAN-CT

Job Related Opportunities:

- Quality Technician
- Process Technician
- Production Assistant
- Manufacturing Technician

This Green Belt certificate provides a series of courses that focuses on the concepts, theories, and tools of the Lean Enterprise and Six Sigma as used in the manufacturing and services industries. The program covers the methods used in Lean and Six Sigma such as continuous flow, overall equipment effectiveness (OEE), Kaizen, process mapping, the 5S's, total productive maintenance (TPM), cellular manufacturing, the DMAIC, self-directed work teams, the kanban system, design for manufacturing, and value steam mapping. Throughout industry today there is a significant need of individuals educated in the methods of the concepts and tools of the Lean Enterprise and Six Sigma.

The courses in this Green Belt certificate program are part of the Quality Specialty Subplan in the AS degree in Engineering Technology.

PROGRAM REQUIREMENTS

ETI	1622	Concepts of Lean and Six-Sigma	3
ETI	1628	Developing and Coaching Self-Directed Work Teams	3
ETI	2601	Principles of Six-Sigma	3
ETI	2623	Tools for Lean Manufacturing	3

TOTAL CERTIFICATE HOURS 12

SIX SIGMA BLACK BELT CERTIFICATE (SIXSG-CT)

Brad Jenkins, Program Director, CL, (727) 791-1111

http://www.spcollege.edu/program/SIXSG-CT

Job Related Opportunities:

- Quality Technician
- Quality Analyst
- Quality Control Specialist
- Manufacturing Technician

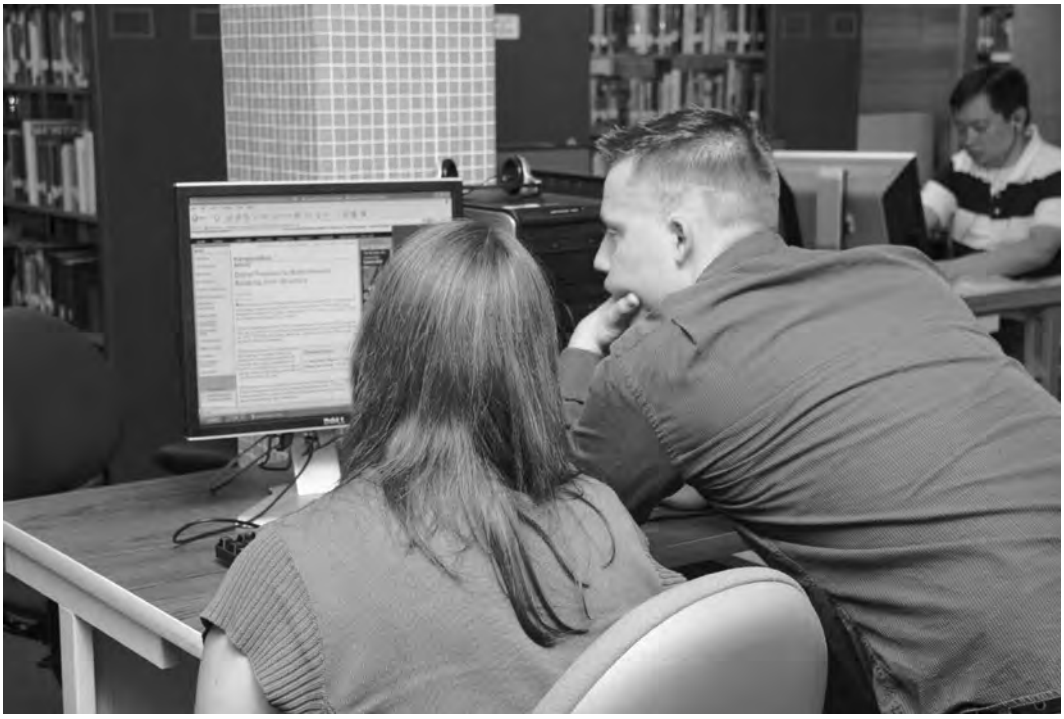
The Six Sigma black Belt certificate provides a four course sequence of classes covering the theory of Six Sigma along with a Six Sigma Project Course. This certificate, intended for the manufacturing and services industries, will build from the concepts of the Lean Six-Sigma Green Belt Expert Certificate. The major objectives of Six Sigma methodology include problem solving, strategic improvement, and business transformation. The course offerings of this certificate program will focus on the theory and methods of Six Sigma and concentrates using facts and data to improve customer satisfaction, reduce cycle time, and reduce defects.

The courses in this Black Belt certificate are part of the Quality Specialty in the AS degree in Engineering Technology.

PROGRAM REQUIREMENTS

ETI	2619	Six Sigma Project Management	3
ETI	2624	Six Sigma Black Belt Concepts	3
ETI	2670	Technical Economic Analysis	3
ETI	2626	Six Sigma Capstone Project	3

TOTAL CERTIFICATE HOURS 12



MEDICAL QUALITY SYSTEMS CERTIFICATE (MEDQS-CT)

Brad Jenkins, Program Director, CL (727) 791-1111

http://www.spcollege.edu/program/MEDQS-CT

This program was developed for the Medical Device Industry Education Consortium (MDIEC) Project under the National Science Foundation (NSF) Advanced Technological Consortium (ATE) Program to meet the critical industry-specific educational needs in quality assurance and present the regulatory and quality standards that are required for the medical device industry.

MDIEC was formed to build a national learning and innovation network to develop and deliver industry-endorsed solutions that address critical industry-defined technical education and training needs.

The courses in this certificate program will be part of the Medical Systems specialty of the Associate in Science degree in Engineering Technology.

Job Titles:

- Quality Specialist
- Quality Assurance Technician
- Manufacturing Technician
- Production Technician
- Quality Systems Auditor
- Quality Compliance Specialist

PROGRAM REQUIREMENTS

ETI	1030	Regulatory Environment for Medical Devices	3
ETI	2031	Risk Management and Assessment for Medical Devices	3
ETI	2032	Change Control and Documentation	3
ETI	2041	Medical Device Design and Manufacturing	3
ETI	2171	Quality Auditing for Medical Devices	3

TOTAL CERTIFICATE HOURS 15

BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE (BCNST-CT)

Brad Jenkins, Program Director, CL (727) 791-7111

http://www.spcollege.edu/program/BCNST-CT

(These courses are only offered at the Clearwater Campus)

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. These courses will apply towards the AS degree in Architectural Design and Construction.

PROGRAM REQUIREMENTS

BCN	1050	Building Specifications	1
BCN	1251C	Construction Drawing **OR**	3
BCN	1272	Blueprint Reading	(2)
BCN	2068	ADA	1
BCN	2732	OSHA	1
BCT	1760	Building Codes	2
BCT	1770	Construction Estimating	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	Construction Practicum	(3)
BCN	2949	Co-op Work Experience	(3)
TAR	1941	Architectural Drafting Practicum	(3)
TAR	2949	Co-op Work Experience	(3)

Specialty experience in Construction Drafting, Construction Management, Construction Estimating

ELECTIVES: Select 7- 8 credits: 7(8)

ARC, BCN, BCT, TAR courses
or ETD 1320C or ETD 1340C

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 1320C, ETD 1340C
Construction Estimating	Estimating, Materials, Codes, Industry
Construction Management	Codes, Industry, Estimating, General
Construction Superintendent	BCT 2730, Codes, Estimating, Materials, Industry

DRAFTING CERTIFICATE (DRAFT-CT)

Brad Jenkins, Program Director, CL (727) 791-1111

http://www.spcollege.edu/program/DRAFT-CT

(These courses are only offered at the Clearwater Campus)

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. These courses will apply towards the AS degree in Drafting and Design Technology.

PROGRAM REQUIREMENTS

BCN	1050	Building Specifications	1
BCN	1251C	Construction Drawing	3
BCN	2068	ADA	1
BCT	1760	Building Codes	2
ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	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	Construction Practicum	(3)
BCN	2949	Co-op Work Experience	(3)
TAR	1941	Architectural Drafting Practicum	(3)
TAR	2949	Co-op Work Experience	(3)

ELECTIVES: Select 2 credits:

ARC, BCN, BCT or TAR courses 2

TOTAL CERTIFICATE HOURS 24

DIGITAL MEDIA PRODUCTION CERTIFICATE (DMPRD-CT)

Delynda Keefe, Instructor-in-Charge, SE (727) 394-6127

Dr. James Olliver, Provost, SE (727) 394-6111

http://www.spcollege.edu/program/DMPRD-CT

Job Related Opportunities:

- Digital Media Developer
- Digital Multimedia Author
- Media Production Development
- Project Assistant
- Streaming Video Producer
- Web Master

This certificate is designed to prepare students for the latest technological advances in digital media including recent innovations in 2-D, 3-D, streaming media and DVD needed to produce and create dynamic digital media projects and productions. All courses apply toward the AS degree in Digital Media/Multimedia Technology - Digital Media Production option.

PROGRAM REQUIREMENTS

COP	1827	Web Graphics Design II	3
DIG	2141	Encoding and Streaming Media	3
DIG	2285	Advanced Multimedia/Digital Media Using Director	3
DIG	2360	Advanced Adobe Flash	3
DIG	2560	Planning & Management of Digital Media Authoring	3

TOTAL CERTIFICATE HOURS 15

DIGITAL VIDEO PRODUCTION CERTIFICATE (DVPRD-CT)

Delynda Keefe, Instructor-in-Charge, SE (727) 394-6127

Dr. James Olliver, Provost, SE (727) 394-6111

http://www.spcollege.edu/program/DVPRD-CT

Job Related Opportunities:

- Videographer
- Video Editor
- Camera Operator
- Production Assistant
- Associate Producer
- Studio Technician
- Floor Director
- Gaffer
- Assistant Camera

This certificate is designed to prepare students to produce complex digital video tape presentations for 'on' or 'off' air. Students will be exposed to hands-on training in several aspects of digital videography including: professional video camera operation, on and off-line editing, scripting, lighting, program directing and producing.

All courses apply towards the AS degree in Digital Video Production.

Some courses may require a prerequisite that must be met by the student.

PROGRAM REQUIREMENTS

DIG	2141	Encoding and Streaming Media	3
DIG	2200	Basic Video Camera	3
DIG	2205	Basic Video Editing	3
DIG	2410	Basic Scripting for Video	3

TOTAL CERTIFICATE HOURS 12

VIDEO GAME FOUNDATIONS CERTIFICATE (VGF-CT)

Delynda Keefe, Instructor-in-Charge, SE (727) 394-6127

Dr. James Olliver, Provost, SE (727) 394-6111

http://www.spcollege.edu/program/VGF-CT

Job Related Opportunities:

- Video Game Quality Assurance
- Game Tester
- QA Leads
- Technical Associate
- Game Master
- Video Game Sales Associate
- 2-D/3-D Artist

This certificate is designed to explore multiple disciplines established within the gaming industry. This interdisciplinary program offers fundamental insights into the business of electronic gaming by examining areas of critical game studies, game design, game production, basic game programming, an introduction to 3-D art and the massive business of video gaming.

All courses apply toward the AS degree in Video Game Foundations.

PROGRAM REQUIREMENTS

ART	2370	Drawing for Animation	3
DIG	1710	Introduction to Game Development Programming	3
DIG	2040	Survey of Game Development	3
DIG	2430	Storyboarding and Conceptualizing for Game Creation	3
DIG	2364	3D Animation for Game Development	3

TOTAL CERTIFICATE HOURS 15

HEALTH CARE CERTIFICATES

MEDICAL CODER CERTIFICATE

Dr. Phillip V. Nicotera, Provost, HEC, (727) 341-3666

REQUIREMENTS OF THE MEDICAL CODER CERTIFICATE PROGRAM

(**College Rule 6Hx23-4.70**) (11/20/07)

I. **Progression Requirements:**

Eligibility to start the first specialty course in the Medical Coder Certificate program is based upon the following minimum requirements.

A. Requirements for health related programs (6Hx23-4.53) apply to the Medical Coder Certificate 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 medical coder or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).

D. Completion of these support courses with grades of "C" or better:

CGS 1060 Basic Computer and Information Literacy or Computer/Information Literacy Competency requirement and
HSC 1531 Medical Terminology and
BSC 1083 Human Anatomy **OR**
BSC 2085/2085L Anatomy & Physiology I with Lab **AND**
BSC 2086/2086L Anatomy & Physiology II with Lab.

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 Medical Coder Certificate courses and in all support courses.

B. Students must satisfactorily complete an end-of-the program competency assessment examination

MEDICAL CODER CERTIFICATE (MEDCD-CT)

Dr. Phillip V. Nicotera, Provost, HEC, (727) 341-3666

http://www.spcollege.edu/program/MEDCD-CT

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 Certificate 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.

These courses will apply toward the AS degree in Health Information Management.

PROGRAM REQUIREMENTS

CGS	1060	Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1
HSC	1531	Medical Terminology	2
BSC	1083	[a]Human Anatomy (Lab is not required) **OR** (BSC 2085/L and BSC 2086/L)	3
HSC	1149C	General Pharmacology for Health Professionals	1
HIM	1430	Principles of Disease	3
HIM	2222	Basic ICD Coding	3
HIM	2253	Basic CPT Coding	3
HIM	1000	Introduction to Health Information Management	3
HSA	1100	Healthcare Delivery Systems	3
HIM	1211	Health Information Technologies	2
HIM	1800	Professional Practice Experience I	2
HIM	2234	Advanced ICD Coding & Reimbursement	3
HIM	2283	Advanced CPT Coding & Reimbursement	3
HIM	2810	Professional Practice Experience II	2
TOTAL CERTIFICATE HOURS			**34**

[a] Students planning to transfer to a 4 year college should take BSC 2085/2085L and BSC 2086/2086L.

Note:

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 CT curriculum in order to graduate from the program.

New graduates from the Medical Coder Certificate program are advised to gain coding experience in both inpatient and outpatient settings before taking the Certified Coding Associate (CCA) examination, Certified Coding Specialist (CCS) examination and/or the Certified Coding Specialist-Physician-based (CCS-P) examination administered by the American Health Information Management Association (AHIMA).

HEALTHCARE INFORMATICS CERTIFICATE

Dr. Phillip V. Nicotera, Provost, HEC, (727) 341-3666

REQUIREMENTS OF THE HEALTHCARE INFORMATICS CERTIFICATE PROGRAM

College Rule 6Hx23-04.702) (10/16/2007)

I. **Progression Requirements:**
Eligibility to start the first specialty course in the Healthcare Informatics Certificate program is based upon the following minimum requirements.
   A. Requirements for health related programs (6Hx23-4.53) apply to the Healthcare Informatics Certificate program. Students must be in academic good standing.
   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 healthcare informatics or other health related program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).
   D. Completion of:
      Computer/Information Literacy Competency requirement with a grade of "C" or better or passing a college approved Basic Computer/Information Skills Competency Test.

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 Healthcare Informatics courses and in all support courses.

HEALTHCARE INFORMATICS CERTIFICATE (HCINF-CT)

Dr. Phillip V. Nicotera, Provost, HEC, (727) 341-3666

http://www.spcollege.edu/program/HCINF-CT

PROGRAM REQUIREMENTS

CGS	1060	Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1
HSA	1100	Healthcare Delivery Systems	3
HIM	1002	Healthcare Informatics Project Management	3
HIM	1102	Introduction to Healthcare Informatics	3
HIM	1212	Data and Workflow Management	3
HIM	2003	Healthcare Informatics Practicum	2
HIM	2652	Electronic Health/Medical Record Systems	3

TOTAL CERTIFICATE HOURS 18

PARAMEDIC CERTIFICATE (PMED-CT)

Dr. Nerina Stepanovsky, Program Director, HEC (727) 341-3656 or 3680

http://www.spcollege.edu/program/PMED-CT

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. See admission requirements in BOT Rule 6Hx 23-4.55.

Prerequisites:

- Must meet all college admissions requirements, including college placement tests
- Current certification as a FL certified EMT-Basic
- Current CPR card at the healthcare provider level

PROGRAM REQUIREMENTS

BSC	1084C	[a] Essentials of Human Anatomy & Physiology	4
HSC	1531	Medical Terminology	2
EMS	2600C	Introduction to Paramedic Practice	3
EMS	1522C	General Pharmacology for EMS Provider	2
EMS	2601	Paramedic Theory I	6
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	2
EMS	2659	Paramedic Field Internship	5

TOTAL CERTIFICATE HOURS 42

[a] Can substitute BSC 2085/2085L and BSC 2086/2086L

VETERINARY MANAGEMENT CERTIFICATE (VMG-CT)

Dr. Richard Flora, Dean and Curriculum Coordinator, HEC (727) 341-3653

http://www.spcollege.edu/program/VMG-CT

Job Related Opportunities

- Certified Veterinary Practice Manager

For admission to this program students must meet the entrance requirements for St Petersburg College.

The veterinary hospital management courses identified in this certificate program will meet the educational requirements for the Veterinary Hospital Managers Association examination for Certified Veterinary Practice Managers. The six 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	1364	Leadership in the Veterinary Office	3
ATE	2349	Veterinary Hospital Operations	3
BUL	2241	Business Law I	3
MAN	2021	Principles of Management	3
MAR	2011	Principles in Marketing	3

TOTAL CERTIFICATE HOURS 18

INFORMATION TECHNOLOGY (IT) SECURITY CERTIFICATE (ITSEC-CT)

Brian Frank, Dean, AC (727) 341-4143

http://www.spcollege.edu/program/ITSEC-CT

Job Related Opportunities

- Systems Security Professional
- IT Security Analyst
- Information Security Specialist
- IT Security Architect
- IT Security Manager
- IT Security Risk Manager
- IT Consultant

The prerequisites for entry are basic computer usage skills: editing files, navigating a file system, browsing the Web, basic knowledge of networking, and working knowledge or training in the Unix or Linux operating system.

This certificate emphasizes understanding and demonstrated skills of the following concepts related to IT security: policies, intrusion detection systems, router security, TCP/IP (Transmission Control Protocol/Internet Protocol), and network security basics; implementing and managing a firewall; auditing tools; basics of cryptography, biometrics, and file encryption; hardware and software designed to secure information network systems; and legal aspects of IT security. The courses include tasks that will enhance the students' ability to interpret data and information from various sources and create reports based upon this information.

The program is also designed to assist students in preparing for various IT Security certification exams, such as the (ISC)² CISSP® (Certified Information Systems Security Professional), SSCP® (Systems Security Certified Practitioner), and the CompTIA Security+™ Certification. There is a lab fee for each course.

These courses will apply toward the A.S. degree in Information Technology (IT) Security.

PROGRAM REQUIREMENTS

CAP	2134	Database Security	3
CET	2691	Laws and Legal Aspects of Information Technology Security	3
CGS	2811	Incident Response and Disaster Recovery	3
CIS	1358	Operating System Security	3
CIS	2352	Ethical Hacking	3
CTS	1120	Introduction to Network Security Foundations	3
CTS	1314	Network Defense and Countermeasures	3

TOTAL CERTIFICATE HOURS 18

PUBLIC SERVICE CERTIFICATES

Brian Frank, Dean, AC (727) 341-4143

COMPUTER RELATED CRIME INVESTIGATION CERTIFICATE (CRCI-CT)

http://www.spcollege.edu/program/CRCI-CT

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

This certificate 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 and basic computer 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.

These courses will apply toward the AS degree in Public Safety Criminal Justice, subplan Computer Related Crime Investigations.

SPECIAL ADMISSION REQUIREMENTS:

1. Attend an advising session with program director or faculty member.
2. Submit signed CRCI Waiver form.

SPECIAL GRADUATION REQUIREMENTS:

1. Completion of an End-of-Program Assessment Examination.
2. A grade of "I" will be assigned to a currently enrolled CJE course until the End of Assessment Examination is completed.

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 Criminal Investigations	3
CJE	1686	Forensic Computer Related Crimes Investigations	3
CJE	1687	Computer Software Piracy & Copyright Infringement	3

TOTAL CERTIFICATE HOURS 24

CRIME SCENE TECHNOLOGY CERTIFICATE (CST-CT)

http://www.spcollege.edu/program/CST-CT

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

These courses will apply toward the Crime Scene Technology AS program.

SPECIAL ADMISSION REQUIREMENTS:

1. Complete SPC application.
2. Take SPC placement test and take any remedial courses as student needs to be at college level writing and reading skills.
3. Attend an advising session with program director or faculty member.

SPECIAL GRADUATION REQUIREMENTS:

1. A grade of "C" or better in all designated specialty courses in this program.
2. Completion of an End-of-Program Assessment Examination.
3. Online students are required to attend a Lab Technique Review Session during their graduating term.
4. A grade of "I" will be assigned to a currently enrolled CJT course until the End of Assessment Exam and any required Lab Technique Review Session is completed.

PROGRAM REQUIREMENTS
Grade of "C" or higher in all courses is required.

CJE	1640	Introduction to Crime Scene Technology	3
CJE	1643	Advanced Crime Scene Technology	3
CJE	1770	Crime Scene Photography I	3
CJE	1772	Crime Scene Photography II	3
CJE	2664	Crime Scene Safety	2
CJE	2640	Introduction to Forensic Science	3
CJE	2672	Fingerprint Classification	3
CJE	2671	*Latent Fingerprint Development	3
CJE	2878	Biological Evidence	2
CJL	2610	*Courtroom Presentation of Scientific Evidence	3

TOTAL CERTIFICATE HOURS 28

* Courses CJL 2610 and CJE 2671 should be taken during the student's last semester.

GANG INVESTIGATIONS CERTIFICATE (GI-CT)

http://www.spcollege.edu/program/GI-CT

The purpose of this certificate is to prepare students to work in law enforcement agencies, correctional institutions, juvenile courts, human and social services organizations, and juvenile justice agencies with a mission to address youth violence, with the skills needed to combat the serious crisis of juvenile delinquency and gang violence in the United States. These courses will apply towards the AS degree in Public Safety Criminal Justice, subplan Gang Investigations.

PROGRAM REQUIREMENTS

CCJ	1512	Gangs and Terrorism	3
CCJ	2511	Intervention and Prosecution Techniques for Gangs	3
CCJ	2509	Introduction to gangs and Crime	3
CCJ	2940	Practicum	3
CJC	2212	The Incarceration Connection	3
CJE	1177	Central American Gang Assessment	3
CJE	1204	Contemporary Topics in Gang Investigations	3
CJE	2262	Technology and Gang Intelligence Sharing	3

TOTAL CERTIFICATE HOURS 24

EMERGENCY ADMINISTRATION AND MANAGEMENT CERTIFICATE (EAM-CT)

http://www.spcollege.edu/program/EAM-CT

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 administration of emergency response teams. This certificate integrates the practical, technical and Management (EAM) is a comprehensive certificate focused on policy, planning 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.

These courses will apply toward the AS degree in Emergency Administration and Management.

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 II (IEMS II)	3
FFP	2822	Integrated Emergency Management Systems I (IEMS I)	3
FFP	2831	Hazard Mitigation	3
FFP	2840	Disaster Recovery Operations	3
FFP	2880	Public Policy in Emergency Management	3

TOTAL CERTIFICATE HOURS 24

HOMELAND SECURITY CERTIFICATE (HLS-CT)

http://www.spcollege.edu/program/HLS-CT

Job Related Opportunities:

- Risk Manager in private and public organizations
- Emergency Response Director
- Security Manager at the local, state or the federal levels or private industry
- Professionals interested in emergency response training and management
- Governmental and industrial emergency planner

This certificate is a comprehensive certificate focused on policy, planning and administration of emergency response teams and systems. This certificate focuses on homeland security and 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 local, state, and federal guidelines and build communications skills as crisis advisors. These courses apply towards the Emergency Administration and Management AS program and the Public Safety Criminal Justice, subplan Homeland Security AS program.

PROGRAM REQUIREMENTS

DSC	1004	Introduction to the NRF and NIMS	3
DSC	1002	Domestic and International Terrorism	3
DSC	1033	Weapons of Mass Destruction	3
DSC	1222	Psychological Management of Weapons Of Mass Destruction Victims	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Response Planning	3
DSC	1751	Homeland Security Policy and Law	3

TOTAL CERTIFICATE HOURS 24

FIRE INSPECTOR I CERTIFICATE (FISI - CT)

http://www.spcollege.edu/program/FISI-CT

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.

These courses will apply toward the AS degree in Fire Science subplan Fire Inspector I.

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)

http://www.spcollege.edu/program/FISII-CT

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.

These courses will apply towards the Fire Inspector II subplan in the Fire Science AS degree.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2541	Private Fire Protection Systems II	3
FFP	2706	Fire Service Public Information Officer	3

TOTAL CERTIFICATE HOURS 12

FIRE INVESTIGATOR I CERTIFICATE (FIVI - CT)

http://www.spcollege.edu/program/FIVI-CT

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.

These courses will apply toward the AS degree in Fire Science subplan Fire Investigator I.

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 OFFICER I CERTIFICATE (FOI-CT)

http://www.spcollege.edu/program/FOI-CT

Job Related Opportunities:

- 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.

These courses will apply toward the AS degree in Fire Science subplan Fire Officer I.

PROGRAM REQUIREMENTS

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 & Strategy I	3
FFP	2811	Firefighting Tactics & Strategy II	3

TOTAL CERTIFICATE HOURS 24

FIRE INVESTIGATOR II CERTIFICATE (FIVII-CT)

http://www.spcollege.edu/program/FIVII-CT

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 Supervisor. Students who complete SPC's Certificate Program in Fire Investigator II will become eligible to take the competency test for Fire Investigator II which is administered by the State Fire Marshal's Bureau of Fire Standards and Training.

These courses will apply toward the AS degree in Fire Science subplan Fire Investigator II.

PROGRAM REQUIREMENTS

FFP	2604	Arson Investigation	3
FFP	2606	Post Blast Investigations	3
FFP	2630	Latent Investigations	3
FFP	2670	Legal Issues for Investigators	3

TOTAL CERTIFICATE HOURS 12

FIRE OFFICER II CERTIFICATE (FSOII-CT)

http://www.spcollege.edu/program/FSOII-CT

Job Related Opportunities:

- 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.

These courses will apply toward the AS degree in Fire Science subplan Fire Officer II.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2770	Ethical and Legal Issues for the Fire Service	3
FFP	2741	Fire Service Course Design	3
FFP	2781	Fire Administration	3
FFP	2706	Fire Service Public Information Officer	3

TOTAL CERTIFICATE HOURS 18

APPLIED TECHNOLOGY DIPLOMAS

ASSOCIATE ADDICTION PROFESSIONAL APPLIED TECHNOLOGY DIPLOMA (AAP-ATD)

Cheryl Kerr, Program Director, HEC (727) 341-3736

http://www.spcollege.edu/program/AAP-ATD

Job Related Opportunities:

- Behavioral Health Technician
- Drug Treatment Counselor
- Substance Abuse Technician
- Residential or Group Home Worker
- Program Supervisor or Program Director (with CAP certification)

PREREQUISITE

PSY	1012	General Psychology or Honors	
PHI	1600	Studies in Applied Ethics	
		OR (PHI 1602H, 1631, 2635 or 2649)	

This program will prepare individuals to work in the field of alcohol and substance abuse prevention and/or addiction treatment. The Human Services Program is a Single-Source Provider with the Florida Certification Board (FCB). The coursework in this Applied Technology Diploma satisfies the educational requirements for the Certified Addiction Specialist (CAS) examination, the Certified Addiction Counselor (CAC) examination and also the Certified Addiction Professional (CAP) examination through the Florida Certification Board.

These courses will apply toward the AS degree in Human Services – Alcohol/Substance Abuse option.

PROGRAM REQUIREMENTS
Grade of "C" or higher is required

HUS	1111	Introduction to Intra & Inter-personal Processes	3
SYG	2324	Principles of Substance Abuse	3
HUS	1480	AIDS and Drug Crisis	2
HUS	1450	Dual Diagnosis I	2
HUS	2200	Dynamics of Groups and Group Counseling	3
HUS	2302	Basic Counseling Skills	3
HUS	2403	Abuse Substances and Their Effects **OR**	3
HUS	2420	Evaluation of Treatment Environments	(3)
HUS	2421	Methods for Identification & Intervention In Substance Abuse **OR**	3
HUS	2428	Treatment and Resources in Substance Abuse	(3)
HUS	XXXX	HUS electives- any HUS course not already taken	2

TOTAL DIPLOMA HOURS 24

MATERNAL AND CHILD HEALTH APPLIED TECHNICAL DIPLOMA (MCH-ATD)

Cheryl Kerr, Program Director, HEC (727) 341-3736

http://www.spcollege.edu/program/MCH-ATD

Job Related Opportunities:

- Family Support Worker
- Community Health Worker
- Healthy Start Worker
- Head Start Workers
- Migrant Workers
- Health Workers/Liaisons

Our Maternal and Child Health program targets non-degreed, front-line community health workers who serve as home visitors, family support workers, resource workers, peer counselors, public health aides, family advocates, and outreach workers. The goal of this program is to increase the skills and job performances of those who provide outreach and support services to families with children, age birth to five, who are in public health child development and family services programs. Students enrolled in this program will learn skills necessary for promoting, fostering and supporting healthy, well-functioning families.

These courses will apply toward the A.S. degree in Human Services.

PROGRAM PREREQUISITES
Grade of "C" or higher is required

HUS	1111	Intro to Intra & Inter-personal Processes	3
HUS	1001	Principles & Strategies for Human Services	3
HUS	2540	Building Stronger Families & Communities	3
HUS	2541	Working With Families in the Early Childhood Period	3
HUS	2542	Working With Families in the Perinatal Period	3
HUS	2550	Social Services & the Disenfranchised	3
HUS	2949	Co-Op Work Experience	3
HUS	XXXX	Human Services Elective*	3

*recommended: HUS 1920: Foundations of Youth Development

TOTAL DIPLOMA HOURS 24

YOUTH DEVELOPMENT PROFESSIONAL APPLIED TECHNOLOGY DIPLOMA (YDP-ATD)

Cheryl Kerr, Program Director, HEC (727) 341-3736

http://www.spcollege.edu/program/YDP-ATD

Job Related Opportunities:

- Youth Counselor/Worker
- Recreation Leader
- Camp Counselor
- Case Management Aide
- Youth/Child Advocate
- Life Skills Instructor

The Human Services profession is experiencing changes as the emphasis is shifting from rehabilitation efforts to prevention and early intervention and promoting the development of healthy children, families, and communities. This Applied Technology Diploma program will prepare para-professionals to function in this dynamic field and focus on working with children and youth.

PROGRAM REQUIREMENTS
Grade of "C" or higher is required

PSY	1012	General Psychology or Honors	3
DEP	2004	Developmental Psychology of the Life Span	3
HUS	1001	Principles and Strategies for Human Services	3
HUS	1111	Introduction to Intra & Inter-personal Processes	3
HUS	12XX	Foundations of Youth Development	3
HUS	2540	Building Stronger Families and Communities	3
HUS	2949	Co-op Work Experience	3
HUS	XXXX	Any HUS course not already taken	3

TOTAL DIPLOMA HOURS 24

EMERGENCY MEDICAL TECHNICIAN APPLIED TECHNOLOGY DIPLOMA (EMT-ATD)

Dr. Nerina Stepanovsky, Program, HEC (727) 341-3656 or 3680

http://www.spcollege.edu/program/EMT-ATD

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 program 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. See admission requirements in BOT Rule 6Hx 23-4.55.

These courses will apply toward the AS degree in Emergency Medical Services.

PROGRAM REQUIREMENTS

EMS	1119	Fundamentals of Emergency Medical Care	4
EMS	1119L	Fundamentals of Emergency Medical Care Laboratory	2
EMS	1411	Fundamentals of Emergency Medical Care Clinical Experience	2
EMS	1421	EMT Field Internship	3

TOTAL DIPLOMA HOURS 11

POST SECONDARY ADULT VOCATIONAL (PSAV) CERTIFICATES

BASIC FIREFIGHTING I PSAV CERTIFICATE (FFI-PSAV)

Jim Terry, Program Director (727) 572-5315

The Fire Academy offers three "minimum standards" classes per year, each consisting of Fighter I and Firefighter II. These classes meet the State Fire Marshal's Academic and Practical Requirement for certification as a firefighter based on National Fire Protection Association Standards NFPA 1001.

Job Related Opportunities:

- Volunteer Firefighter
- Industrial Fire Brigade Member

This post secondary Firefighter I 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 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 Ability 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 take the College Placement Test (CPT) and complete all remediation that may be indicated by the CPT scores, prior to graduating. Students must also hold current certification as a Florida EMT or Paramedic, or must have recently completed the EMT lecture, lab, and clinical portions of the EMT program as they are offered at St. Petersburg College.

PROGRAM REQUIREMENTS			CONTACT HOURS
FFP	0010	Fire Fighter I	225

TOTAL CONTACT HOURS 225

BASIC FIREFIGHTING II PSAV CERTIFICATE (FFII-PSAV)

Jim Terry, Program Director (727) 572-5315

Job Related Opportunities:

- Career Fire Fighter
- Volunteer Firefighter
- Industrial Fire Brigade Member

This program requires successful completion of Firefighter II and 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: fire chemistry and behavior, firefighter safety and survival, fire service organizational theory, NFPA standards, rescue practices, fire streams, and principles of ventilaton. Because of the physical nature of the course and the career, students are required to pass a Physical Ability 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 career Firefighter.

Notes:
Students are required to take the College Placement Test (CPT) and complete all remediation that may be indicated by the CPT scores, prior to graduating. Students must also hold current certification as a Florida EMT or Paramedic, or must have recently completed the EMT lecture, lab, and clinical portions of the EMT program as they are offered at St. Petersburg College.

PROGRAM REQUIREMENTS			CONTACT HOURS
FFP	0020	Fire Fighter II	225

TOTAL CONTACT HOURS 225

UPPER DIVISION CERTIFICATES

PARALEGAL STUDIES CERTIFICATE (LEGAL-CT)

Dr. Susan Demers, Dean, CL (727) 791-2501

http://www.spcollege.edu/program/LEGAL-CT

Job Related Opportunities:

- Paralegal within private law firms, governmental entities, or corporate legal offices.

The Paralegal studies courses identified in this certificate program will meet the educational requirement for the Certified Legal Assisting Examination administered nationwide by the National Association of Legal Assistants.

Prerequisites:

- Applicants must have graduated with at least a bachelor's degree from a regionally accredited college or university.
- Applicants must have a 2.0 overall grade point average.
- Applicants must meet the College's Computer/Information Literacy Competency Requirement

REQUIRED COURSES - Grade of "C" or higher required.

PLA	1003	Introduction to Paralegalism	3
PLA	1361	Techniques of Interview and Investigation	3
PLA	1763	Law Office Management	3
PLA	1104	Legal Research and Writing	3
PLA	2114	Advanced Legal Research	3
PLA	2203	Civil Litigation I	3
PLA	3700	Seminar in Professional Responsibility	3
PLA	4944	Paralegal Certificate Capstone	3

TOTAL CERTIFICATE HOURS 12

PUBLIC SAFETY ADMINISTRATION GANGS ENFORCEMENT MANAGEMENT CERTIFICATE (GEM-CT)

Brian Frank, Dean, AC (727) 341-4143

http://www.spcollege.edu/program/GEM-CT

The purpose of this certificate is to prepare students, who currently hold a bachelors degree or higher in any academic discipline, to work in law enforcement agencies, correctional institutions, juvenile courts, human and social services organizations, and juvenile justice agencies with a mission to address youth violence, with the technical knowledge that is needed to combat the serious crisis of juvenile delinquency and gang violence in the United States.

REQUIREMENTS

To enter the certificate program, an applicant must hold a four-year degree or higher from a college or university accredited by a regional accreditation body.

REQUIRED COURSES (12 credits)
Grade of "C" or higher required

CJE	3264	Supervising Tactical Gang Units and High Risk Operations	3
CJE	3611	Criminal Investigations Theory and Practice	3
CJE	4693	Geographic Information Systems In Gang Enforcement	3
PAD	4014	Political and Socio-Economic Impact of Gangs	3

ELECTIVE COURSES (Choose 6 credits)
Grade of "C" or higher required

CJE	3263	International Gang Awareness for Public Safety Administrators	(3)
PAD	3724	Forecasting Trends in Gangs Enforcement	(3)
PAD	4232	Grant Administration and Resource Development	(3)
PAD	3874	Community Relations Theory and Practice	(3)

TOTAL CERTIFICATE HOURS 18

VETERINARY HOSPITAL MANAGEMENT (VEHM-CT)

Dr. Richard Flora, Dean and Curriculum Coordinator, HEC (727) 341-3653

http://www.spcollege.edu/program/VEHM-CT

Job Related Opportunities:

- Certified Veterinary Practice Manager

REQUIREMENTS

To be admitted to this certificate program, the student must have earned a minimum of an AS degree, have completed at least 60 credits of college-level courses, or other criteria as set forth in BOT Rule 6Hx23-4.02.

The veterinary hospital management courses identified in this certificate program will meet the educational requirements for the Veterinary Hospital Managers Association examination for Certified Veterinary Practice Managers. The 6 courses will cover the areas of personnel, accounting and finance, marketing, legal requirements and budgeting and planning

The upper division courses apply toward the BAS degree in Veterinary Technology.

PROGRAM REQUIREMENTS

ATE	1364	Leadership in the Veterinary Office	3
ATE	2349	Veterinary Hospital Operations	3
ATE	3316	Finance for the Veterinary Manager	3
ATE	3515	Business Law	3
ATE	4317	Veterinary Hospital Management	3
ATE	4319	Veterinary Hospital Marketing	3

TOTAL CERTIFICATE HOURS 18

COLLEGE OF EDUCATION

Dr. Sally S. Naylor, Dean, TS, (727) 712-5876

EPI CERTIFICATES:

Elementary Education (K-6)
Exceptional Student Education (K-12)
Mathematics Education (6-12)
Science Education (6-12)
Middle Grades Mathematics Education (5-9)
Middle Grades General Science Education (5-0)
Canadian Elementary Education

BACHELOR OF SCIENCE DEGREES

Business Technology Education (6-12)
Educational Studies
Elementary Education (K-6) With Infused ESOL & Reading Endorsements
Exceptional Student Education (K-12) With Infused ESOL & Reading Endorsements
Middle Grades Mathematics Education (5-9)
Middle Grades General Science Education (5-9)
Secondary Mathematics Education (6-12)
Secondary Science Education – Biology (6-12)
Technology Education (6-12)

EPI CERTIFICATES

EDUCATOR PREPARATION INSTITUTE (EPI)

Alternative certification programs in Florida are designed to provide non-education majors, who hold at least a bachelor's degree in a subject area for which a professional certificate may be issued, the opportunity to be trained as educators.

The Educator Preparation Institute is an innovative route to prepare talented individuals possessing a non-education bachelor's degree to obtain Florida Teacher Certification.

St. Petersburg College and participating local school districts have partnered to create a program for professional education and development leading to teacher certification in Florida. The EPI program validates what you already know and identifies those critical teaching skills you need to develop to become a teacher. Through assessment, coursework, observations, and practical experience you will learn how to be a highly effective teacher and meet the teacher competencies specified by the state. Successful completion of the EPI program earns Florida teacher certification.

EPI ELEMENTARY EDUCATION CERTIFICATE (IMPELED-CT)

http://www.spcollege.edu/program/IMPELED-CT

PREREQUISITE: Admission to the College of Education – Educator Preparation Institute (EPI)

* Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
* Applicants must have a 2.5 overall grade point average.
* Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of Florida's most vital resource – its children.
* Within the first semester admitted, applicants must present passing scores on applicable portions of the Florida Teacher Certification Exam.
* Applicants must be computer literate.

CORE REQUIREMENTS (8 credits) - Grade of "C" or higher required

EDF	3214	Psychology of Learning; IMPACT	2
EDF	4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management and Communication K-12	2
EEX	3012	Teaching in the Inclusive Classroom; IMPACT	2

MAJOR REQUIREMENTS (13 credits) - Grade of "C" or higher required

EDE	4304	Instructional Strategies in Elementary Math and Science : IMPACT	3
EDE	4226	Instructional Strategies in Elementary Language Arts and Social Studies:IMPACT	2
EDE	4942*	Literacy Field Experience: IMPACT (35 SBH)	1
EDE	4943*	Integrated Mathematics & Science Elem Field Experience: IMPACT (35 SBH)	1
RED	3309	Learning to Read: IMPACT	2
RED	4511	Reading to Learn: IMPACT	2
RED	4519	Diagnosis and Remediation in Reading: IMPACT	2

ESOL REQUIREMENTS (6 credits) - Grade of "C" or higher required

TSL	3080	ESOL Issues: Principles and Practices I K-12	3
TSL	4081	ESOL Issues: Principles and Practices II K-12	3

TOTAL CERTIFICATE HOURS 27

***School-Based Hours – (70 clinical clock hours)**

EDE	4942	Literacy Field Experience: IMPACT (35 SB hrs)
EDE	4943	Integrated Mathematics & Science Elem field Experience: IMPACT (35 hrs)

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and completing school based hours are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EPI EXCEPTIONAL STUDENT EDUCATION CERTIFICATE (IMPESED-CT)

http://www.spcollege.edu/program/IMPESED-CT

PREREQUISITE: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
- Applicants must have a 2.5 overall grade point average.
- Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of Florida's most vital resource – its children.
- Within the first semester admitted, applicants must present passing scores on applicable portions of the Florida Teacher Certification Exam.
- Applicants must be computer literate.

CORE REQUIREMENTS (8 credits)
Grade of "C" or higher required

EDF	3214	Psychology of Learning: IMPACT	2
EDF	4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management and Communication K-12	2
EEX	3012	Teaching in the Inclusive Classroom: IMPACT	2

MAJOR REQUIREMENTS (16 credits)
Grade of "C" or higher required

EDE	4304	Instructional Strategies in Elementary Math and Science	3
EDE	4226	Instructional Strategies in Elementary Language Arts and Social Studies: IMPACT	2
EDE	4942*	Literacy Field Experience: IMPACT (35 SBH)	1
EDE	4943*	Integrated Mathematics & Science Elem Field Experience: IMPACT 35 SBH)	1
EEX	3101	Survey of Normal/Abnormal Language and Speech	1
EEX	3280	Career/Vocational Assessment and Instructional Planning	1
EEX	4261	Differentiated Instruction:IMPACT	1
RED	3309	Learning to Read: IMPACT	2
RED	4511	Reading to Learn: IMPACT	2
RED	4519	Diagnosis and Remediation in Reading: IMPACT	2

ESOL REQUIREMENTS (3 credits)
Grade of "C" or higher required

TSL	3080	ESOL Issues: Principles and Strategies I K-12	3

TOTAL CERTIFICATE HOURS 27

***School-Based Hours – (70 clinical clock hours)**

EDE	4942	Literacy Field Experience: IMPACT (35 SBH)
EDE	4943	Integrated Mathematics & science Elem Field Experience: IMPACT (35 SBH)

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and completing school based hours are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EPI MATHEMATICS EDUCATION CERTFICATE (IMPMATH-CT)

http://www.spcollege.edu/program/IMPMATH-CT

PREREQUISITE: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
- Applicants must have a 2.5 overall grade point average.
- Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of Florida's most vital resource – its children.
- Within the first semester admitted, applicants must present passing scores on applicable portions of the Florida Teacher Certification Exam.
- Applicants must be computer literate.

CORE REQUIREMENTS (9 credits)
Grade of "C" or higher required

EDF	3214	Psychology of Learning: IMPACT	2
EDF	4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management and Communication K-12	2
EDG	4322	Paideia II	1
EEX	3012	Teaching in the Inclusive Classroom: IMPACT	2

MAJOR REQUIREMENTS (12 credits)
Grade of "C" or higher required

EDG	3341	Effective Strategies for Underachieving Students	2
MAE	3320	Interactive Middle School Mathematics Methods	3
MAE	4330	Instructional Methods in Secondary Mathematics with Technology	3
MAE	3941*	Interactive Middle School Mathematics Field Experience IMPACT(35 SBH)	1
MAE	4942*	Instructional Methods in Secondary Mathematics Field Experience IMPACT(20 SBH)	1
RED	4335	Reading Across the Curriculum: IMPACT	2

ESOL REQUIREMENTS (3 credits)
Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles and Strategies I K-12	3

TOTAL CERTIFICATE HOURS 24

***School-Based Hours (55 clinical hours Plus 15 hrs Field Experience)**

MAE	3941	Interactive Middle School Mathematics Field Experience IMPACT(35 SBH)
MAE	4942	Instructional Methods in Secondary Mathematics Field Experience: IMPACT (20 SBH)
TSL	3080	ESOL Issues: Principles and Practices I K-12 (15 hrs field experience)

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and completing school based hours are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EPI SECONDARY SCIENCE CERTIFICATE (IMPSCI-CT)

http://www.spcollege.edu/program/IMPSCI-CT

PREREQUISITE: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
- Applicants must have a 2.5 overall grade point average.
- Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of Florida's most vital resource – its children.
- Within the first semester admitted, applicants must present passing scores on applicable portions of the Florida Teacher Certification Exam.
- Applicants must be computer literate.

CORE REQUIREMENTS (9 credits)
Grade of "C" or higher required

EDF	3214	Psychology of Learning: IMPACT	2
EDF	4430	Measurement Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management & Communication K-12	2
EDG	4322	Paideia II	1
EEX	3012	Teaching in the Inclusive Classroom: IMPACT	2

MAJOR REQUIREMENTS (12 credits)
Grade of "C" or higher required

EDG	3341	Effective Strategies for Underachieving Students	2
SCE	3945	Interactive Projects That Promote Learning in Science	3
SCE	4330	Secondary School Science and Assessments with Technology	3
RED	4335	Reading Across the Curriculum: IMPACT	2
SCE	3941*	Secondary Science Field Experience Grades 6-8:IMPACT (35 SBH)	1
SCE	4940*	Secondary Science Field Experience Grades 9-12: IMPACT (20 SBH)	1

ESOL REQUIREMENTS (3 credits)
Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles and Practices I K-12 (15 hrs field experience)	3

TOTAL CERTIFICATE HOURS 24

***School-Based Hours (55 clinical hours Plus 15 hrs Field Experience)**

TSL	3080	ESOL Issues: Principles and Practices I K-12 (15 hrs field experience)
SCE	3941	Secondary Science Field Experience Grades 6-8:IMPACT (35 SBH)
SCE	4940	Secondary Science Field Experience Grades 9-12: IMPACT (20 SBH)

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and completing school based hours are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EPI MIDDLE GRADES MATHEMATICS (5-9) EDUCATION CERTIFICATE (IMPMGM-CT)

http://www.spcollege.edu/program/IMPMGM-CT

PREREQUISITE: Admission to the College of Education – Educator Preparation Institute (EPI)

- • Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
- Applicants must have a 2.5 overall grade point average.
- Applicants must present passing scores on the General Knowledge (GK) and Middle Grades Mathematics, 5-9 Subject Area Tests of the Florida Teacher Certification Exam.
- Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of Florida's most vital resource – its children.
- Applicants must be computer literate.

CORE REQUIREMENTS (8 credits)
Grade of "C" or higher required

EDF	3214	Psychology of Learning: IMPACT	2
EDF	4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012	Teaching in the Inclusive Classroom: IMPACT	2

MAJOR REQUIREMENTS (13 credits)
Grade of "C" or higher required

MAE	3320	Interactive Middle School Mathematics Projects	3
MAE	3941*	Interactive Middle School Mathematics Field Experience IMPACT(35 SBH)	1
RED	4335	Reading Across the Curriculum: IMPACT	2
EDG	4343	Cognitive Strategies Instruction in the Classroom	3
EDG	4943*	Cognitive Strategies Instruction Practicum (20 SB hrs)	1
RED	4324	Reading in the Middle School	3

ESOL REQUIREMENTS (3 credits)
Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles and Practices I K-12 (15 hrs field experience)	3

TOTAL CERTIFICATE HOURS 24

***School-Based Hours (55 clinical hours Plus 15 hrs Field Experience)**

EDG	4943	Cognitive Strategies Instruction Practicum (20 SB hrs)
MAE	3941	Interactive Middle School Mathematics Field Experience: IMPACT (35 SBH)
TSL	3080	ESOL Issues: Principles and Practices I K-12 (15 hrs field experience)

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and completing school based hours are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EPI MIDDLE GRADES GENERAL SCIENCE EDUCATION CERTIFICATE (IMPMGS-CT)

http://www.spcollege.edu/program/IMPMGS-CT

PREREQUISITE: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
- Applicants must have a 2.5 overall grade point average.
- Applicants must present passing scores on the General Knowledge (GK) and Middle Grades Science, 5-9 Subject Area Tests of the Florida Teacher Certification Exam.
- Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of Florida's most vital resource – its children.
- Applicants must be computer literate.

CORE REQUIREMENTS (8 credits)
Grade of "C" or higher required

EDF	3214	Psychology of Learning: IMPACT	2
EDF	4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012	Teaching in the Inclusive Classroom: IMPACT	2

MAJOR REQUIREMENTS (13 credits)
Grade of "C" or higher required

SCE	3945	Interactive Projects That Promote Learning in Science	3
SCE	3941*	Secondary Science Field Experience (6-8): IMPACT (20 SB hrs)	1
RED	4335	Reading Across the Curriculum: IMPACT	2
EDG	4343	Cognitive Strategies Instruction in the Classroom	3
EDG	4943*	Cognitive Strategies Instruction Practicum (20 SB hrs)	1
RED	4324	Reading in the Middle School	3

ESOL REQUIREMENTS (3 credits)
Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles and Practices I K-12 (15 hrs field experience)	3

TOTAL CERTIFICATE HOURS 24

***School-Based Hours (40 clinical hours Plus 15 hrs Field Experience)**

EDG	4943	Cognitive Strategies Instruction Practicum (20 SB hrs)
SCE	3941	Secondary Science Field Experience (6-8): IMPACT (20 SB hrs)
TSL	3080	ESOL Issues: Principles and Practices I K-12 (15 hrs field experience)

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and completing school based hours are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EPI CANADIAN ELEMENTARY EDUCATION CERTIFICATE (IMPCAN-CT)

http://www.spcollege.edu/program/IMPCAN-CT

PREREQUISITE: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
- Applicants must have a 2.5 overall grade point average.
- Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of our most vital resource – our children.
- Within the first semester admitted, applicants must present passing scores on applicable portions of the Florida Teacher Certification Exam.
- Applicants must be computer literate.

CORE REQUIREMENTS (11 credits)
Grade of "C" or higher required

EEX	3012	Teaching in the Inclusive Classroom	2
EDF	4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management and Communication K-12	2
EDF	3214	Psychology of Learning	2
EDG	3620	Ontario: Issues and directions (8 weeks)	3

MAJOR REQUIREMENTS (18 credits)
Grade of "C" or higher required

CGS	1060	Basic Computer and Information Literacy	1
EDE	4304	Instructional Strategies in Elementary Math and Science	3
EDE	4226	Instructional Strategies in Elementary Language Arts and Social Studies	2
RED	3309	Learning to Read: IMPACT	2
RED	4511	Reading to Learn: IMPACT	2
RED	4519	Diagnosis and Remediation in Reading	2
EDE	4940	**Canadian Internship – (35 SB hrs)*	3,3

ESOL REQUIREMENTS (6 credits)
Grade of "C" or higher required

TSL	3080	ESOL Issues: Principles and Practices I K-12	3
TSL	4081	ESOL Issues: Principles and Practices II K-12	3

TOTAL CERTIFICATE HOURS 35

***School-Based Hours (70 clinical clock hours)**

EDE	4940	Canadian Internship –35 SB each term

** Must be taken 2 semesters

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), completing school based hours and Ethics training are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

BUSINESS TECHNOLOGY EDUCATION (6-12)
(BTEED-BS)
BACHELOR OF SCIENCE DEGREE
http://www.spcollege.edu/program/BTEED-BS

PREREQUISITE: Admission to the College of Education – Business Technology Education

EDUCATION PREREQUISITES - Grade of "C" or higher required.

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA, AS, or bachelors degree should consult an advisor for transcript review.

OTHER PROGRAM PREREQUISITES (Grade of "C" or higher required)

ACG	2021	Financial Accounting **OR**	3
ACG	2001/2011	Applied Financial Accounting I & II	(6)
ECO	2013	Principles of Macroeconomics (can count as a social science elective)	3
ECO	2023	Principles of Microeconomics	3
Elective in Business Administration (BUL 2361, or Any CGS, FIN, MAN, MAR Course)			3

CORE REQUIREMENTS (27 credits) Grade of "C" or higher required

EDF	3214*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430	Measurement, Evaluation & Assessment in Education, K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication, K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335	Reading in the Content Areas	3
BTE	4940*	Internship – Business Technology Education (6-12)	12

MAJOR REQUIREMENTS (34 credits) Grade of "C" or higher required

BTE	4412*	Instructional Methods for Middle School Business Technology Ed (25 SB hrs)	2
BTE	4413	Instructional Methods for Secondary Business Technology Education	3
BTE	4946*	Instructional Methods for Secondary Business Tech Ed Practicum (40 SB hrs)	2
BTE	4948*	Curriculum Overview in Business Education (30 SB hrs)	3
BUL	3320	Advanced Business Law I	3
COP	1822	Introduction to Web Page Creation	1
COP	1829	Web Graphics I	1
ENC	2210	Technical Writing	3
ISM	4480	Electronic Commerce Systems & Strategies	3
LIS	1002	Electronic Research Strategies for College Students	1
MAN	3504	Operations Mgmt	3
MAN	3600	International Business	3
MAR	3802	Marketing for Managers	3
Select One Course Below:			3
CGS	2402	C++ Programming I	
COP	2250	JAVA Programming I	
COP	2837	Visual Basic.NET Programming I	

ESOL REQUIREMENTS (3 credits) Grade of " C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 124

***School-Based Hours (125 clinical clock hours plus a 15 week Internship)**

BTE	4412	Instructional Methods for Middle School Business Tech Education with Practicum (25 SB hrs)
BTE	4940	Internship Business Technology Education, 6-12
BTE	4946	Instructional Methods for Secondary Business Tech Education Practicum (40 SB hrs)
BTE	4948	Curriculum Overview in Business Education (30 SB)
EDF	3214	Student Development & Learning Principles (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)

ADDENDUM: Additional Graduation Requirements

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EDUCATIONAL STUDIES WITH SUBPLANS IN INTERDISCIPLINARY STUDIES OR EARLY CHILDHOOD DEVELOPMENT (EDST-BS)

BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/EDST-BS

This Degree Does Not Lead To A Teaching Certificate.

PREREQUISITE: Admission to the College of Education – Educational Studies

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

EDUCATION PREREQUISITES - Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

MAJOR REQUIREMENTS (31 credits)
Grade of "C" or higher required

COM	3120	Organizational Communication	3
DEP	3305*	Psychology of Adolescence (5 SB/FB hrs)	3
EDF	3660	Education and Public Policy in the U.S.	3
EDF	4490	Research in Educational Studies	3
EDG	3620	Curriculum & Instruction	3
MAN	3303	Leadership and Management Practices	3
PAD	3034	Survey of Public Policy	3
PAD	3874	Community Relations: Theory and Practice	3
PAD	4232	Grant Administration & Resource Development	3
EDF	4932	Senior Capstone for Educational Studies	4

SUBPLAN A: INTERDISCIPLINARY STUDIES (IDS)
(Select 29 credits) Grade of "C" or higher required

BTE	4948	Curriculum Overview in Business Education	(3)
BUL	3320	Advanced Business Law I	(3)
EDF	3214*	Student Development & Learning Principles K-12 (5 SB hrs)	(3)
EDF	3862	International Perspectives in Education	(3)
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	(2)
EDF	4781	Educational Issues for the 21st Century	(2)
EDG	3410	Classroom Management & Communication K-12	(2)
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	(3)
EEX	3241	Organization, Curriculum, and Instruction for Exceptional Students	(2)
MAN	4102	Managing Cultural Diversity	(3)
MAN	3240	Applied Organizational Behavior	(3)
MAN	3301	Public Personnel Management	(3)
PAD	4014	Political and Socio-Economic Impact of Gangs	(3)
RED	3309*	Early and Emergent Literacy– K-2 (15 SB hrs)	(3)
TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	(3)
TSL	4081*	ESOL Issues: Principles & Practices II K-12(15 SB hrs)	(3)

Other College of Education courses may count as electives with the Dean's approval

TOTAL PROGRAM HOURS 120

OR

SUBPLAN B: EARLY CHILDHOOD DEVELOPMENT (ECD) (29 credits)
A Grade of "C" or higher required (Courses in BOLD Not Yet Approved)

EDF	4781	Educational Issues for the 21st Century	2
MAN	3301	Public Personnel Management	3
MAN	4102	Managing Cultural Diversity	3
RED	3309*	Early and Emergent Literacy– K-2(15 SB hrs)	3
TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3
TSL	4081*	ESOL Issues: Principles & Practices II K-12(15 SB hrs)	3
EEC	**3731**	**Health/Nutrition/Safety of Young Children**	**3**
EEC	**4408**	**Child, Family, Teacher Relations**	**3**
EDF	**4111**	**Child Growth and Development**	**3**
EDG	**4909**	**Assessment, Evaluation, and Reporting of Progress of Young Children**	**3**

TOTAL PROGRAM HOURS 120

***School-Based Hours (65 clinical clock hours)**

EDF	3214	Student Development & Learning Principles K-12 (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
DEP	3305	Psychology of Adolescence (5 SB hrs)
RED	3309	Early and Emergent Literacy– K-2(15 SB hrs)
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)
TSL	4081	ESOL Issues: Principles & Practices II K-12(15 SB hrs)

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE REQUIREMENTS:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.0 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

ELEMENTARY EDUCATION (K-6)
WITH INFUSED ESOL & READING ENDORSEMENTS
(ELED-BS)

BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/ELED-BS

PREQUISITE: Admission to the College of Education – Elementary Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

EDUCATION PREREQUISITES - Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

CORE REQUIREMENTS (25 credits) Grade of "C" or higher required

EDE	4940*	Internship – Elementary Education K-6	12
EDF	3214*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4940*	Final Internship in Reading	1

MAJOR REQUIREMENTS (29 credits) Grade of "C" or higher required

EDE	4220	Integrated Health & Recreation	1
EDE	4226	Integrated Language Arts, Children's Literature and Social Sciences	4
EDE	4304	Integrated Mathematics & Science	4
EDE	4314	Mathematical Concepts and Procedures in the K-6 classroom	1
EDE	4421	Evaluation in Elementary Education	2
EDE	4943*	Integrated Mathematics & Science Practicum (60 SB hrs)	1
EDE	4942*	Integrated Language Arts, Children's Literature & Social Science Practicum (60 SB hrs)	1
EDG	3620	Curriculum & Instruction	3
EEX	4604	Behavior Management of Exceptional Students	3
RED	3309*	Early and Emergent Literacy– K-2 (15 SB hrs)	3
RED	4511*	Intermediate Literacy 3-6: Reading & Thinking (20 SB hrs)	3
RED	4519*	Diagnosis and Intervention in Reading (20 SB hrs)	3

ESOL REQUIREMENTS (6 credits) Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3
TSL	4081*	ESOL Issues: Principles & Practices II K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 120

***School-Based Hours (220 clinical clock hours plus a 15 week Internship in Elementary Education and Reading)**

EDE	4940	Internship – Elementary Education K-6
EDE	4942	Integrated Language Arts, Children's Literature & Social Science Practicum (60 SB hrs)
EDE	4943	Integrated Mathematics & Science Practicum (60 SB hrs)
EDF	3214	Student Development & Learning Principles K-12 (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
RED	3309	Early and Emergent Literacy – K-2 (15 SB hrs)
RED	4511	Intermediate Literacy 3-6: Reading & Thinking (20 SB hrs)
RED	4519	Diagnosis and Intervention in Reading (20 SB hrs)
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)
TSL	4081	ESOL Issues: Principles & Practices II K-12(15 SB hrs)

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE REQUIRMENTS:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

EXCEPTIONAL STUDENT EDUCATION (K-12) WITH INFUSED ESOL & READING ENDORSEMENTS (ESED-BS)

BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/ESED-BS

PREREQUISITE: Admission to the College of Education – Exceptional Student Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

EDUCATION PREREQUISITES: Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

CORE REQUIREMENTS (25 credits) – Grade of "C" or higher required

EDF	3214*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
EEX	4940*	Internship – Exceptional Student Education	12
RED	4940*	Final Internship in Reading	1

MAJOR REQUIREMENTS (34 credits) Grade of "C" or higher required

EDE	4226	Integrated Language Arts, Children's Literature and Social Sciences	4
EDE	4304	Integrated Mathematics & Sciences	4
ED	4314	Mathematical Concepts and Procedures in the K-6 classroom	1
EDE	4942*	Integrated Language Arts, Children's Literature and Social Sciences Practicum (60 SB hrs)	1
EDE	4943*	Integrated Mathematics & Science Practicum (60 SB hrs)	1
EEX	3101	Survey of Normal/Abnormal Language & Speech Development	1
EEX	3241	Organization, Curriculum & Instruction for Exceptional Students	2
EEX	3280	Career/Vocational Assessment and Instructional Planning	1
EEX	4221	Educational Assessment of Exceptional Students	3
EEX	4261*	Curriculum & Instructional Strategies for Students with Behavioral Disorders & Specific Learning Disabilities (10 SB hrs)	4
EEX	4604	Behavior Management of Exceptional Students	3
RED	3309*	Early & Emergent Literacy K-2 (15 SB hrs)	3
RED	4511*	Intermediate Literacy 3-6: Reading & Thinking (20 SB hrs)	3
RED	4519*	Diagnosis and Intervention in Reading (20 SB hrs)	3

ESOL REQUIREMENTS (6 credits) Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3
TSL	4081*	ESOL Issues: Principles & Practices II K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 125

***School-Based Hours (230 clinical hours plus a 15 week Internship)**

EDE	4942	Integrated Language Arts, Children's Literature & Social Science Practicum (60 SB hrs)
EDE	4943	Integrated Mathematics & Science Practicum (60 SB hrs)
EDF	3214	Student Development & Learning Principles K-12 (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
EEX	4261	Curriculum & Instructional Strategies for Students with Behavioral Disorders & Specific Learning Disabilities (10 SB hrs)
EEX	4940	Internship: Exceptional Student Education K-12
RED	3309	Early & Emergent Literacy K-2 (15 SB hrs)
RED	4511	Intermediate Literacy 3-6: Reading & Thinking (20 SB hrs)
RED	4519	Diagnosis and Intervention in Reading (20 SB hrs)
RED	4940*	Final Internship in Reading
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)
TSL	4081	ESOL Issues: Principles & Practices II K-12 (15 SB hrs)

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 credit hours.

FOREIGN LANGUAGE:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org. and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

MIDDLE GRADES MATHEMATICS EDUCATION (5-9)
(MGMED-BS)
BACHELOR OF SCIENCE DEGREE
http://www.spcollege.edu/program/MGMED-BS

PREREQUISITE: Admission to the College of Education – Middle Grades Mathematics Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

EDUCATION PREREQUISITES: Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to the Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

15 credits – College-level Mathematics to include:

4 credits	Calculus & Analytic Geometry
3 credits	Computer Programming Language
4 credits	Biological Science
4 credits	Elective in Mathematics or Elective in Physical Science

CORE REQUIREMENTS (27 credits) Grade of "C" or higher required

EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
DEP	3305*	Psychology of Adolescence (5 SB hrs)	3
RED	4335	Reading in the Content Areas	3
MAE	4943*	Internship – Middle Grades Mathematics Education (5-9)	12

MAJOR REQUIREMENTS (30 credits) Grade of "C" or higher required

EDG	4343	Cognitive Strategies Instruction in the Classroom	3
EDG	4943*	Cognitive Strategies Instruction Practicum (60 SB hrs)	1
EEX	4604	Behavior Management of Exceptional Students	3
MAD	2104	Discrete Mathematics	3
MAE	3320	Interactive Middle School Mathematics Projects	3
MAE	3823	Connections through Algebraic Thinking	4
MAE	3941*	Interactive Middle School Mathematics Projects Practicum (60 SB hrs)	1
MAE	4642	Assessing Cognitive & Affective Issues in Learning Mathematics	2
MHF	4404	Perspectives in Mathematics	3
MTG	3212	Modern Geometries	4
RED	4324	Reading in the Middle School	3

ESOL REQUIREMENTS (3 credits) Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 120

***School-Based Hours (150 clinical clock hours plus a 15 week Internship)**

DEP	3305	Psychology of Adolescence (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
EDG	4943	Cognitive Strategies Instruction Practicum (60 SB hrs)
MAE	3941	Interactive Middle School Mathematics Projects Practicum (60 SB hrs)
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)
MAE	4943	Internship – Middle Grades Mathematics Education (5-9)

ADDENDUM ADDITIONAL GRADUATION REQUIREMENTS

Cultural Diversity: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours

FOREIGN LANGUAGE:

Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org. and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

MIDDLE GRADES GENERAL SCIENCE EDUCATION (5-9)

(MGSED-BS)

BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/MGSED-BS

PREREQUISITE: Admission to the College of Education – Middle Grades General Science Education (5-9)

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

EDUCATION PREREQUISITES - Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

15 credits – College-level Science to include:

8 credits	Biology with Lab or Chemistry with Lab or Physics with Lab
4 credits	Geology with Lab
3 credits	Oceanography

CORE REQUIREMENTS (27 credits) Grade of "C" or higher required

DEP	3305*	Psychology of Adolescence (5 SB hrs)	3
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335	Reading in the Content Areas	3
SCE	4943*	Internship – Middle Grades General Science Education (5-9)	12

MAJOR REQUIREMENTS (30 credits) Grade of "C" or higher required

AST	1002	Universe: The Infinite Frontier	3
BSC	4032	Issues and Challenges in Science Education	2
EDG	4343	Cognitive Strategies Instruction in the Classroom	3
EDG	4943*	Cognitive Strategies Instruction Practicum (60 SB hrs)	1
EEX	4604	Behavior Management of Exceptional Students	3
PCB	3043C	Ecology with Lab	4
PCB	4674	Adaptations in Plants and Animals	3
RED	4324	Reading in the Middle School	3
SCE	3420C	Physical Science for Middle Grade Teachers	4
SCE	3945	Interactive Projects That Promote Learning in Science	3
SCE	3941*	Secondary Science Field Experience (60 SBH)	1

ESOL REQUIREMENTS (3 credits) Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 120

***School-Based Hours (150 clinical clock hours plus a 15 week Internship)**

DEP	3305	Psychology of Adolescence (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
EDG	4943	Cognitive Strategies Instruction Practicum (60 SB hrs)
SCE	3941	Secondary Science Field Experience (60 SBH)
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)
SCE	4943	Internship – Middle Grades General Science Education (5-9)

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org. and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

SECONDARY MATHEMATICS EDUCATION (6-12)

(MTSED-BS)

BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/MTSED-BS

PREREQUISITE: Admission to the College of Education – Secondary Mathematics Education (6-12)

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

EDUCATION PREREQUISITES: Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to the Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelors degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

14-16 credits – College-level Mathematics to include:

4 credits – Calculus & Analytic Geometry I
4 credits – Calculus & Analytic Geometry II
3 credits – Computer Programming Language
4 credits – Electives in Mathematics

CORE REQUIREMENTS (27 credits) - Grade of "C" or higher required

EDF	3214*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
MAE	4940*	Internship – Secondary Mathematics	12
RED	4335	Reading in the Content Areas	3

MAJOR REQUIREMENTS (33 credits) Grade of "C" or higher required

MAD	3107	Discrete Structures	3
MAE	3320	Interactive Middle School Mathematics Projects	3
MAE	3941*	Interactive Middle School Mathematics Projects Practicum (60 SB hrs)	1
MAE	4330	Instructional Methods in Secondary Mathematics with Technology	3
MAE	4642	Assessing Cognitive & Affective Issues in Learning Mathematics	2
MAE	4942*	Instructional Methods in Secondary Mathematics with Technology Practicum (60 SB hrs)	1
MAS	3105	Linear Algebra with Applications	4
MAS	4203	Number Theory	3
MAS	4301	Introductory Abstract Algebra	3
MGF	4301	Transitions to Advanced Mathematics	3
MHF	4404	Perspectives in Mathematics	3
MTG	3212	Modern Geometries	4

ESOL REQUIREMENTS (3 credits) - Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 123

***School-Based Hours (150 clinical clock hours plus a 15 week Internship)**

EDF	3214	Student Development & Learning Principles K-12 (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
MAE	3941	Interactive Middle School Mathematics Projects Practicum (60 SB hrs)
MAE	4942	Instructional Methods in Secondary Mathematics with Technology Practicum (60 SB hrs)
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)
MAE	4940	Internship- Secondary Mathematics

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 credit hours.

FOREIGN LANGUAGE:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org. and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

SCIENCE TEACHER EDUCATION BIOLOGY TEACHER EDUCATION (6-12)

(BSCED-BS)

BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/BSCED-BS

PREREQUISITE: Admission to the College of Education –Secondary Science Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

EDUCATION PREREQUISITES - Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor degree should consult an advisor for transcript review.

22 credits – College Level Natural/Physical Science to include:

8 credits – Biology with labs
8 credits – Chemistry with labs **OR** Physics with Labs
6 credits – Science elective

CORE REQUIREMENTS (27 credits) – Grade of "C" or higher required

EDF	3214*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335	Reading in the Content Areas	3
SCE	4942*	Internship – Secondary Science with Emphasis in Biology	12

MAJOR REQUIREMENTS (33 credits) Grade of "C" or higher required

BCH	3023	Elementary Organic & Biological Chemistry	3
BSC	3096	Human Biology	3
BSC	4032*	Issues & Challenges in Science Education	2
PCB	3043C	Ecology with Lab	4
PCB	3063C	Genetics with Lab	4
PCB	4674	Adaptations in Plants and Animals	3
PCB	4723C	Comparative Animal Physiology with Lab	4
SCE	3030*	Science Matters (5 SB hrs)	2
SCE	3945	Interactive Projects That Promote Learning in Science	3
SCE	4330	Secondary School Science and Assessment with Technology	3
SCE	4940*	Instructional Methods in Secondary Science and Assessment with Technology Practicum (60 SB hrs)	1
SCE	3941*	Secondary Science Field Experience (6-8) (60 SB hrs)	1

ESOL REQUIREMENTS (3 credits) – Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 123

***School-Based Hours (155 clinical clock hours plus a 15 week Internship)**

EDF	3214	Student Development & Learning Principles K-12 (5 SB hrs)
EEX	3012	Nature & Needs of Exceptional Students K-12 (10 SB hrs)
SCE	3030	Science Matters (5 SB hrs)
SCE	3941	Secondary Science Field Experience (6-8) (60 SB hrs)
SCE	4940	Instructional Methods in Secondary Science & Assessment with Technology Practicum (60 SB hrs)
SCE	4942	Internship – Secondary Science with Emphasis in Biology
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org. and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

TECHNOLOGY EDUCATION (6-12)

(TECED-BS)

BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/TECED-BS

PREREQUISITE: Admission to the College of Education – Technology Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

EDUCATION PREREQUISITES - Grade of "C" or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

CORE REQUIREMENTS (27 credits) – Grade of "C" or higher required

EDF	3214*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335	Reading in the Content Areas	3
EVT	4940*	Internship – Technology Education (6-12)	12

MAJOR REQUIREMENTS (32 credits) – Grade of "C" or higher required

EVT	3123	Instructional Methods in Middle School Technology Education	3
EVT	3192*	Foundations of Technology Education (15 SB hrs)	3
EVT	3261	Program Management: Technology Education	2
EVT	3402C	Materials and Processes w/Lab	4
EVT	3403C	Manufacturing and Transportation with Lab	4
EVT	3946*	Instructional Methods for Middle School Technology Education Practicum (60 SB hrs)	1
EVT	4094	Technological Design	3
EVT	4294C	Information & Communication Technology with Lab	4
EVT	4333	Instructional Methods for Secondary Technology Education	3
EVT	4407C	Energy and Power Systems w/Lab	4
EVT	4947*	Instructional Methods for Secondary Technology Education Practicum (60 SB hrs)	1

ESOL REQUIREMENTS (3 credits)- Grade of "C" or higher required

TSL	3080*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 122

***School-Based Hours (165 clinical clock hours plus a 15 week Internship)**

EEX	3012	Nature and Needs (10 SB hrs)
EDF	3214	Student Development (5 SB hrs)
EVT	3192	Foundations of Technology Education (15 SB hrs)
EVT	3946	Instructional Methods for Middle School Technology Education Practicum (60 SB hrs)
EVT	4947	Instructional Methods for Secondary Technology Education Practicum (60 SB hrs)
TSL	3080	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)
EVT	4940	Internship – Technology Education 6-12

ADDENDUM: Additional Graduation Requirements

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Counselor or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Counselor or Academic Advisor.

HEALTH RELATED BACCALAUREATE PROGRAMS

BACHELOR OF SCIENCE DEGREE

NURSING

BACHELOR OF APPLIED SCIENCE DEGREES

DENTAL HYGIENE

HEALTH SERVICES ADMINISTRATION
WITH SUBPLANS IN:
Health Services Administration General
Human Studies
Health Information Systems

ORTHOTHICS AND PROSTHETICS

VETERINARY TECHNOLOGY
WITH SUBPLANS IN:
Clinical
Hospital Management
Clinical & Hospital Management

COLLEGE OF NURSING

NURSING

(NURS-BS)

BACHELOR OF SCIENCE DEGREE

Dr. Jean Wortock, Dean, HEC (727) 341-3640

http://www.spcollege.edu/program/NURS-BS

******GENERAL EDUCATION COURSES (42 credits)**

ENC	1101	Composition I or Honors	3
Communication Approved Course****			3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
HUM	2210	Western Humanities or Honors **OR** HUM 2233 Western Humanities II or Honors	3
Humanities/Fine Arts Approved Courses****			3
Mathematics		One college-level course with a MAC, MAP, MAS or MGF prefix	3
STA	2023	Elementary Statistics	3
PSY	1012	General Psychology or Honors	3
POS	2041	American National Government or Honors	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1631, 2635 or Honors)	3
BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology I Lab	1
BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology II Lab	1
MCB	2010	Microbiology	3
MCB	2010L	Microbiology Lab	1
Computer Information/Literacy Competency			
Lower Division Nursing (by transfer)			**39**

MAJOR COURSES (40 credits)

NUR	3805	Professional Roles and Dimensions of Nursing Practice	3
NUR	3125	Pathophysiology	3
NUR	3145	Pharmacology in Nursing Practice	2
NUR	3066C	Health Assessment and Physical Appraisal	4
NUR	4165	Introduction to Nursing Research	3
NUR	3655	Nursing in Multicultural Society	3
NUR	4606	Nursing of Family Theory	3
NUR	3826	Legal and Ethical Aspects of Nursing	3
NUR	4636	Community Health Nursing Theory	3
NUR	4636L	Community Health Practicum	4
NUR	4835	Leadership Theory	3
NUR	4835L	Leadership Practicum	4
NUR	3XXX	Nursing Elective – upper division course	2

TOTAL PROGRAM HOURS 121

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required. If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

NOTE: RN to BSN students must complete 40 semester hours of upper-division nursing coursework. Ten (10) semester hours may be met by transfer from another institution. RN to BSN students must complete each NUR upper division course with a grade of "C" or better in order to receive credit and progress in the program.

SCHOOL OF DENTAL HYGIENE

DENTAL HYGIENE

(DENH-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

Tami J. Grzesikowski, Dean, HEC (727) 341-3671

http://www.spcollege.edu/program/DENH-BAS

A.S. degree students are required to complete the thirty-six (36) credit general education requirement of St. Petersburg College. Refer to the College Catalog for a list of specific courses for each category below. Lower and Upper division general education must total a minimum of thirty-six (36) credits.

******GENERAL EDUCATION COURSES**

A. COMMUNICATIONS ****.....9
B. HUMANITIES/FINE ARTS **** 6
C. MATHEMATICS.....6
D. NATURAL & PHYSICAL SCIENCES (met with support courses listed below).....6-7
E. SOCIAL AND BEHAVIORAL SCIENCES****.....6
F. ETHICS.....3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (see catalog for details)

Lower Division Dental Hygiene (by transfer)	**38**
Upper Division Dental Hygiene (by credentials)	**10**

MAJOR COURSES (30 credits) – A grade of "C" or better in all coursework in the upper-division dental hygiene

DEH	3813	Contemporary Issues in Dental Hygiene	4
DEH	3730	Dental Hygiene Educational Concepts	3
DEH	3814	Introduction to Dental Hygiene Research	3
DEH	4852	Advanced Ethics in Dental Hygiene	3
DEH	4851	Dental Hygiene Practice Management	3
DEH	4607	Advanced Periodontics	4
DEH	4854	Leadership in Dental Hygiene	3
DEH	4947	Dental Hygiene Capstone	7

TOTAL PROGRAM HOURS 120

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required. If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

HEALTH SERVICES ADMINISTRATION

(HSA-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

Tami J. Grzesikowski, Dean, HEC (727) 341-3671
http://www.spcollege.edu/program/HSA-BAS

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits from the following health disciplines (Funeral Services, Health Information Management, Healthcare Informatics, Human Services, Medical Laboratory Technology, Physical Therapy Assistant, Radiography, Respiratory Care, Dental Hygiene, and Nursing) including at least fifteen (15) credit hours in transferable general education. Students with an A.A. degree or A.S. degree not listed may be admitted with the permission of the dean; they may have different requirements to fulfill depending on their coursework

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.). All students must fulfill the mandated prerequisites listed above.

****** Additional General Education Courses (15 - 21 credits)**

A.	COMMUNICATIONS ****	9
B.	HUMANITIES/FINE ARTS ****	6
C.	MATHEMATICS	6
D.	NATURAL & PHYSICAL SCIENCES	6-7
E.	SOCIAL AND BEHAVIORAL SCIENCES ****	6
F.	ETHICS	3
G.	COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)	

REQUIRED MAJOR COURSES (30 credits)
(A grade of "C" or better in all coursework in the upper-division Health Services Administration courses)

HSA	3170	Health Care Finance	3
HSA	3104	Health Care Delivery in the U.S.	3
HSA	3551	Ethics in Health Care	2
HSA	3702	Research Methods in Health Science	3
HSA	4140	Strategic Health Management and Planning	3
HSA	4184	Leadership and Management in Health Related Organizations	3
HSC	3201	Community Health and Epidemiology	3
HSC	4910	Health Services Administration	4
MAN	3240	Applied Organizational Behavior	3
MAN	4102	Managing Cultural Diversity	3

SUBPLAN A: HEALTH SERVICES ADMINISTRATION GENERAL (HSA) (Select 15 credits)

COM	3120	Organizational Communications	(3)
ETI	4448	Applied Project Management	(3)
HSA	3113	Contemporary Issues in Health Care	(3)
HSC	3211	Concepts of Health Promotion and Disease Prevention	(3)
HSA	4191	Health Information Systems	(3)
HSA	4502	Health Care Risk Management	(3)
ISM	3330	Information Security Policy Administration And Management	(3)
ISM	4212	Database Design And Administration	(3)
ISM	4323	Security Essentials	(3)
MAN	3534	Business Architecture and Process Modeling	(3)
MAN	4625	Managing Global Human Resources	(3)
NUR	3833	Fundamentals of Quality Management	(2)
PAD	4232	Grant Administration & Resource Development	(3)
PLA	4522	Health Care Law	(3)

OR

SUBPLAN B: HUMAN SERVICES (HUS) (Select 15 credits) (Courses In Bold Have Not Been Approved)

HUS	4561	Social Problems and Policy	(3)
HUS	3XXX	Case Management and Problem-Solving in Human Services	(3)
		Issues in Mental Health	**(3)**
		Social Problems and Policy	**(3)**
		Issues in Vurnerable Populations	**(3)**
		Substance Abuse and the Family	**(3)**

TOTAL PROGRAM HOURS 120

OR

SUBPLAN C: HEALTH INFORMATION SYSTEMS (HIS) (Select 15 credits)

HSA	4191	Health Information Systems	(3)
HSA	4502	Health Care Risk Management	(3)
ISM	3330	Information Security Policy Administration And Management	(3)
ISM	4212	Database Design And Administration	(3)
ISM	4323	Security Essentials	(3)
MAN	3534	Business Architecture And Process Modeling	(3)

TOTAL PROGRAM HOURS 120

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE:

Two consecutive years in high school or one year of college instruction in a single foreign language. Completion of the College Level Academics Skill Test (CLAST), unless exempted is required.

For admission and graduation a cumulative GPA of 2.0 or higher is required. Questions regarding admissions, please consult with the Dean of School of Dental Hygiene.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Baccalaureate Specialist or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Baccalaureate Specialist or Advisor

COLLEGE OF ORTHOTICS & PROSTHETICS

BACHELOR OF APPLIED SCIENCE DEGREE

Tami J. Grzesikowski, Dean, HEC (727) 341-3671

REQUIREMENTS OF THE ORTHOTICS AND PROSTHETICS PROGRAM

ADMISSION REQUIREMENTS

(College Rule 6Hx23-4.02 – XXI) 11/2008

A. Completion of an Associate in Science degree from a regionally accredited postsecondary institution.
   1. Students with an A.A.S., or A.A. degree may be admitted to the upper-division program with permission of the dean.
   2. Students with 60 credits but no degree may be admitted to the upper-division program only with permission of the dean.

B. Cumulative grade point average of 2.50 on a 4.00 scale.
   Completion of the following prerequisites or equivalents with a "C" average in each of the following:

Biology or higher	BSC 1005/1005L
Chemistry or higher	CHM 1045/1045L
Physics or higher	PHY 1053/1048L
Psychology or higher	PSY 1012 or PSY 1020H
Trigonometry or Higher Math	MAC 1114 or MAC 1147 or MAC 2311 or MAC 2233
Human Anatomy & Physiology with Lab	BSC 2085/2085L and BSC 2086/2086L
Elementary Statistics	STA 2023
Introduction to Speech Communication	SPC 1017 or SPC 1017H

C. Completion of the appropriate upper-division baccalaureate application supplement form and presentation of official transcripts from all postsecondary institutions attended.

D. Submission of a letter of introduction, outlining career goals, objectives, and related work, service or academic experience.

E. Submission of a letter of recommendation. Students may submit a second letter from a certified orthotist, certified prosthetist, or certified prosthetist orthotist.

F. Non-degree seeking baccalaureate students may enroll in no more than 12 credit hours of upper division courses in the major without permission of the Dean.

G. If the number of eligible students exceeds the positions available, other selection criteria will be used. If student is not selected in their initial application, a letter of intent wishing to remain in the applicant pool, must be received by the date of the next application deadline. The initial decision for selection into the program will be made by May 1 each year.

H. Students will comply with any clinical affiliation requirements for the clinical experience and pay any related expense.

I. A background check and a drug screening are required for each Orthotics and Prosthetics program applicant. The student will pay the background check and drug screening fees directly to the vendor. Upon request, fee waivers may be approved by the Health Education Center's associate provost or provost to documented, economically disadvantaged applicants (AFDC, Pell, Workforce, etc.)

J. 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 who do not successfully pass the drug screening on the first attempt will be allowed to reapply for admission to a health program for a following semester. A student who fails the drug screening a second time will not be permitted to reapply for admission to the Orthotics and Prosthetics program for the period of one year form the date of the most recent application. Students must remain drug-free throughout the tenure in their program at the College. Students may be subject to drug screening pursuant to placement at a clinical site. Failure to do so shall be grounds for dismissal from the program. A student who fails the background check will not be admitted into the program.

GRADUATION REQUIREMENTS

(College Rule 6Hx23-4.24)

A. Completion of 40 semester hours of upper-division orthotics and prosthetics coursework.

B. A grade of "C" or better in all courses in the Orthotics and Prosthetics Program.

C. Student must satisfactorily complete and end of program competency assessment examination in theory and an end of program clinical evaluation.

ORTHOTICS & PROSTHETICS
(ORTHO-BAS)
BACHELOR IN APPLIED SCIENCE DEGREE

Tami J. Grzesikowski, Dean, HEC (727) 341-3671

http://www.spcollege.edu/program/ORTHO-BAS

PROGRAM BEGINS EVERY AUGUST

PRE-ENTRY REQUIREMENTS FOR ADMISSION TO PROGRAM – Grade of "C" or better required

The following courses are required and may be used as part of the *General Education Requirements (13 credits)

BSC	2085/2085L	*Human Anatomy & Physiology I and Lab	3,1
BSC	2086/2086L	Human Anatomy & Physiology II and Lab	3,1
BSC	1005/1005L	Biological Science and Lab **OR** (any transferable college-level Biology with Lab)	3,1
PSY	1012	*General Psychology **OR** (any transferable college-level psychology)	3
MAC	1114	*Trigonometry **OR** (MAC 1147, 2311, or 2233)	3
PHY	1053/1048L	*General Physics I and Lab	3,1
CHM	1045/1045L	General Chemistry and Qualitative Analysis I and Lab	3,1
STA	2023	*Elementary Statistics **OR** (any transferable college-level statistics)	3
SPC	1017	*Introduction to Speech Communication **OR** (any transferable college-level communications)	3

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits) including at least fifteen (15) credit hours in transferable general education. Students with an A.A. degree or A.S. degree not listed may be admitted with the permission of the dean; they may have different requirements to fulfill depending on their coursework.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) All students must fulfill the mandated prerequisites listed above.

****** Additional General Education Courses (15 - 21 credits)**

A. COMMUNICATIONS****.....9
B. HUMANITIES/FINE ARTS**** 6
C. MATHEMATICS.....6
D. NATURAL & PHYSICAL SCIENCES 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES****.....6
F. ETHICS.....3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

[b] CPR for healthcare providers

CORE COURSES (15 credits)

FALL TERM 1st Year AUGUST 2009

PRO	3000	Introduction to Orthotics, Prosthetics and Rehabilitation	2
PRO	3100	Biomechanics	2
PRO	3120	Gait Analysis and Pathomechanics	2
PRO	3200C	Human Anatomy and Physiology for Orthotics and Prosthetics	4
PRO	3500C	Clinical Methods	3
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum I	2

SUPPORT COURSES (54 credits)

Spring Term 1st Year (14 credits) January 2010

PRO	3110	Clinical Pathology	3
PRO	3310C	Lower Extremity Orthotics I	4
PRO	3301C	Transtibial Prosthetics	5
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum II	2

SUMMER TERM 1st Year (10 credits) MAY 2010

PRO	4130	Material Science	2
PRO	4350C	Spinal Orthotics	5
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum III	3

FALL TERM 2nd Year (16 credits) AUGUST 2010

PRO	3311C	Lower Extremity Orthotics II	5
PRO	3505	Clinical Problem Solving	2
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum IV	2
PRO	4331C	Transfemoral Prosthetics	5
PRO	4600	Practice Management Orthotics and Prosthetics	2

SPRING TERM 2nd Year (14 credits) JANUARY 2011

PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum V	2
PRO	4190	Research Methods	2
PRO	4371C	Upper Extremity Orthotics	4
PRO	4361C	Upper Extremity Prosthetics	4
PRO	4850	Senior Capstone	2

TOTAL PROGRAM HOURS 129

Students must meet foreign language, computer and CLAST requirements prior to graduation.

- Additional courses may be required as prerequisites depending on the student's preparation.
- Total program hours is higher, than the usual 120, but some of the prerequisite courses may be used towards fulfilling the general education requirements.

[b] Student must maintain a valid CPR card while in the BAS program.

******* To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

SCHOOL OF VETERINARY TECHNOLOGY

VETERINARY TECHNOLOGY

(VETTC-BAS)

BACHELOR IN APPLIED SCIENCE DEGREE

Dr. Richard Flora, Dean, HEC (727)341-3603

http://www.spcollege.edu/program/VETTC-BAS

******GENERAL EDUCATION COURSES (37 credits)**

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II or approved Literature course ********	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
HUM	2210	Western Humanities I or (HUM 2233 or 2250 or Honors)	3
Humanities/Fine Arts Approved Course ********			3
Mathematics		Any 2 college-level approved courses with a MAC, MAP, MAS, MGF, MTG OR STA prefix	6
Natural Sciences		One Biological & One Physical Science Course (One Course must include a Lab) **OR**	6-7
Biological Sciences		Any college-level Biological Science approved courses **OR**	(12)
Physical Sciences		Any college-level Physical Science approved courses	(12)
POS	2041	American National Government or (Honors)	3
Social and Behavioral Science Approved Course ********			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

Lower Division Veterinary Technology 41

MAJOR COURSES (42 credits) – A grade of "C" or better in all coursework in the upper-division veterinary technology courses

CORE COURSES (18 credit hours)

ATE	3001	Advanced Veterinary Terminology	1
ATE	3100	Tools for Success	1
ATE	3200	Safety and Regulatory Compliance in Veterinary Technology	1
ATE	3615	Veterinary Pharmacology	3
ATE	3914	Intro to Veterinary Technology Research	3
ATE	4814	Veterinary Technology Capstone II	5
ATE	4854	Leadership in Veterinary Technology	3
ATE	4000	Veterinary Technology Capstone I	1

CLINICAL TRACK (24 credit hours)

ATE	3616	Small Animal Nursing	3
ATE	3617	Companion Animal Diseases	3
ATE	3633	Small Animal Nutrition	3
ATE	3658	Anesthesia and Surgical Nursing	3

Select 12 credits (4 courses): 12

ATE	3316	Finance for the Veterinary Manager
ATE	3344	Supervision in the Veterinary Hospital
ATE	3410	Dental Techniques in Veterinary Technology
ATE	3510	Understanding the Human-Animal Bond
ATE	3515	Legal and Ethical Issues in Veterinar Technology
ATE	3601	Integrative Veterinary Nursing
ATE	3634	Veterinary Ophthalmic Nursing
ATE	3635	Large Animal Nursing
ATE	4317	Veterinary Hospital Management
ATE	4319	Veterinary Hospital Marketing
ATE	4320	Entrepreneurial Business Management
ATE	4644	Veterinary Ultrasonography
ATE	3803	Veterinary Technology Communications
ATE	4051	Advanced Veterinary Behavior
ATE	4711	Emergency and Critical Care

OR

HOSPITAL MANAGEMENT TRACK (24 credit hours)

ATE	3316	Finance for the Veterinary Manager	3
ATE	3344	Supervision in the Veterinary Hospital	3
ATE	3515	Legal and Ethical Issues in Veterinary Technology	3
ATE	4317	Veterinary Hospital Management	3

Select 12 credits (4 Courses): 12

ATE	3410	Dental Techniques in Veterinary Technology
ATE	3510	Understanding the Human-Animal Bond
ATE	3601	Integrative Veterinary Nursing
ATE	3616	Small Animal Nursing
ATE	3617	Companion Animal Diseases
ATE	3633	Small Animal Nutrition
ATE	3634	Veterinary Ophthalmic Nursing
ATE	3635	Large Animal Nursing
ATE	3658	Anesthesia and Surgical Nursing
ATE	3803	Veterinary Technology Communications
ATE	4051	Advanced Veterinary Behavior
ATE	4319	Veterinary Hospital Marketing
ATE	4320	Entrepreneurial Business Management
ATE	4644	Veterinary Ultrasonography
ATE	4711	Emergency and Critical Care

OR

COMBINED CLINICAL AND HOSPITAL MANAGEMENT TRACK (24 credit hours)

Select 6 credits: Two Courses 6

ATE	3616	Small Animal Nursing
ATE	3617	Companion Animal Diseases
ATE	3633	Small Animal Nutrition
ATE	3658	Anesthesia and Surgical Nursing

Select 6 credits: Two Courses 6

ATE	3316	Finance for the Veterinary Manager
ATE	3344	Supervision in the Veterinary Hospital
ATE	3515	Legal and Ethical Issues in Veterinary Technology
ATE	4317	Veterinary Hospital Management

Select 12 credits: Four Courses Not Already Taken 12

ATE	3316	Finance for the Veterinary Manager
ATE	3344	Supervision in the Veterinary Hospital

Continued on next page

ATE	3410	Dental Techniques in Veterinary Technology
ATE	3510	Understanding the Human-Animal Bond
ATE	3515	Legal and Ethical Issues in Veterinary Technology
ATE	3601	Integrative Veterinary Nursing
ATE	3616	Small Animal Nursing
ATE	3617	Companion Animal Diseases
ATE	3633	Small Animal Nutrition
ATE	3634	Veterinary Ophthalmic Nursing
ATE	3635	Large Animal Nursing
ATE	3658	Anesthesia & Surgical Nursing
ATE	3803	Veterinary Technology Communications
ATE	4051	Advanced Veterinary Behavior
ATE	4320	Entrepreneurial Business Management
ATE	4644	Veterinary Ultrasonography
ATE	4711	Emergency & Critical Care
ATE	4317	Veterinary Hospital Management
ATE	4319	Veterinary Hospital Marketing

TOTAL PROGRAM HOURS 120

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required. If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

***** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

BACHELOR OF APPLIED SCIENCE DEGREES

PARALEGAL STUDIES

PUBLIC SAFETY ADMINISTRATION

WITH SUBPLANS IN:

Criminal Justice
Fire Science & Emergency Management
Emergency Medical Services
Gangs Enforcement Management
Cross Discipline

SCHOOL OF PARALEGAL STUDIES

PARALEGAL STUDIES

(LEGAL-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

Dr. Susan Demers, Dean , CL (727) 791-2501

http://www.spcollege.edu/program/LEGAL-BAS

The Paralegal Studies BAS program is designed to train students for careers as 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.

LOWER DIVISION REQUIREMENTS:

Admission requires an A.S. Degree in Paralegal/ Legal Assisting (up to 60 credits) with at least 15 hours of transferable general education.

General Education Credits .....15 - 21
Legal Assisting and Support Courses .....39 - 45

Note: Students may be admitted with an A.A. Degree with approval by the Dean. If general education hours for an A. A. Degree have been completed, the student must complete fifteen (15) credits consisting of the following PLA courses – PLA 1003, PLA 1104, PLA 1763, PLA 2114 and PLA 2203, plus 3 credits of any other lower division PLA course required of an A.S. Degree student totaling 18 credits.

UPPER DIVISION REQUIREMENTS:

An additional 15-21 general education credits are required to complete the thirty-six (36) general education requirement of St. Petersburg College (**Refer to the College Catalog for a list of specific courses for each category above and for general education course descriptions.)** Lower and Upper division general education must total a minimum of thirty-six (36) credits.

****** ADDITIONAL GENERAL EDUCATION COURSES (15 - 21 credits)**

A. COMMUNICATIONS**** 9
B. HUMANITIES/FINE ARTS**** 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES 7
E. SOCIAL AND BEHAVIORAL SCIENCES**** 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

REQUIRED MAJOR COURSES (21 credits)

A grade of "C" or better is required

FIRST YEAR – Courses are Offered as Listed

FALL TERM (12 credits)

PLA	3880	U.S. Constitutional Law	3
PLA	4117	Legal Writing Seminar	3
Electives			6

SPRING TERM (12 credits)

PLA	3723	Logic and the Law	3
PLA	4830	Comparative Legal Systems	3
PLA	4941	Paralegal Capstone	3
Electives			3

SUMMER TERM (6 credits)

PLA	3700	Seminar in Professional Responsibility	3
PLA	3732	Computers and the Law Office	3

SECOND YEAR

FALL, SPRING, SUMMER TERM

Electives			12

ELECTIVES (21 credits)

A grade of "C" or better is required

BUL	3564	Legal Aspects of Managing Technology	(3)
PLA	3240	Alternative Dispute Resolution	(3)
PLA	3304	Criminal Law and Procedure	(3)
PLA	3410	Intellectual Property	(3)
PLA	3467	Bankruptcy	(3)
PLA	3474	Labor and Employment Law	(3)
PLA	3563	Insurance Law	(3)
PLA	3873	Securities Law	(3)
PLA	4275	Tort and Personal Injury Law	(3)
PLA	4522	Healthcare Law	(3)
PLA	4554	Environmental Law	(3)
PLA	4827	Sports & Entertainment Law	(3)
PLA	4843	Immigration Law	(3)
PLA	4944	Paralegal Certificate Capstone	(3)
PLA	4949	Paralegal Studies Co-Op Work Experience	(1-3)

TOTAL PROGRAM HOURS 120

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required. If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

*******To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

COLLEGE OF PUBLIC SAFETY ADMINISTRATION

PUBLIC SAFETY ADMINISTRATION

(PSA-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

Brian Frank, Dean, AC, (727) 341-4143

http://www.spcollege.edu/program/PSA-BAS

LOWER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits in a public safety discipline *(see program admission for a list of acceptable disciplines)* with at least fifteen (15) credit hours in transferable general education credits.

General Education Credits 15-21

Note: Students may be admitted with an A.A. Degree with approval by the Dean. If general education hours for an A.A. Degree have been completed, the student must complete twenty-four (24) credits in a single public safety major in place of additional general education required of the A.S. student.

****** ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)**

A. COMMUNICATIONS....9
B. HUMANITIES/FINE ARTS....6
C. MATHEMATICS....6
D. NATURAL & PHYSICAL SCIENCES....6-7
E. SOCIAL AND BEHAVIORAL SCIENCES....6
F. ETHICS....3
G. COMPUTER/INFORMATION LITERACY COMPETENCY

UPPER DIVISION REQUIREMENTS

An additional 15-21 general education credits are required to complete the thirty-six (36) general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of specific courses for each category above. General education course descriptions provided in Appendix COE-5.) Lower and Upper division general education must total a minimum of thirty-six (36) credits.

REQUIRED MAJOR COURSES (27 credits) Grade of "C" or higher required

PAD	3820	Foundations of Public Safety Administration (required 1st semester)	3
MAN	3301	Public Personnel Management	3
PAD	3034	Survey of Public Policy	3
PAD	3821	Contemporary Issues in Public Safety Administration	3
PAD	3874	Community Relations Theory & Practice	3
PAD	4204	Public Finance	3
PAD	4603	Administrative Law	3
PAD	4878	Public Safety Administration Capstone	3
PAD	4232	Grant Administration and Resource Development	3

ELECTIVE MAJOR COURSES – Select 6 credits – Two Courses – Grade of "C" or higher required

COM	3120	Organizational Communication
ISM	3011	Management of Information Systems
MAN	3240	Applied Organizational Behavior
MAN	3303	Leadership and Management Practices
MAN	4863	Facilities and Property Management
PAD	3311	Program Planning & Evaluation
PAD	4332	Strategic and Operational Planning

Five subplans are available (9 credits each) 9

SUBPLAN A: CRIMINAL JUSTICE (CJ) - Select 9 credits – Three Courses – Grade of "C" or higher required

CJE	3341	Patrol Issues in Law Enforcement Administration
CJE	3611	Criminal Investigations Theory and Practice
CJE	3361	Management of Specialized Law Enforcement Units
CJC	3160	Management of Community Corrections
CJC	3311	Contemporary Issues & Trends in Corrections
CJC	3601	Corrections Practice and Policy

OR

SUBPLAN B: FIRE SCIENCE AND EMERGENCY MANAGEMENT (FSE)
Select 9 credits – Three Courses - Grade of "C" or higher required

FES	3015	Advanced Fire Administration
FES	3533	Community Fire and Risk Reduction
FES	3780	Analytical Approaches to Public Fire Protection
FES	3823	Planning Methodology for Hazard Mitigation
FES	3833	Emerging Issues in Environmental Disaster Management
FES	4014	Evolution of Emergency Management

OR

SUBPLAN C: EMERGENCY MEDICAL SERVICES (EMS) - (9 credits) – Grade of "C" or higher required

EMS	4314	Advanced EMS Administration
EMS	4315	Analytical Approaches to EMS Services
EMS	4316	EMS Injury Prevention and Public Health

OR

SUBPLAN D: GANGS ENFORCEMENT MANAGEMENT (GEM)
Select 9 credits –Three Courses - Grade of "C" or higher required

CJE	3263	International Gang Awareness for Public Safety Administrators
CJE	3264	Supervising Tactical Gang Units and High Risk Operations
CJE	4693	Geographic Information Systems in Gang Enforcement
PAD	3724	Forecasting Trends in Gangs Enforcement
PAD	4014	Political & Socio-Economic Impact of Gangs

OR

SUBPLAN E: CROSS DISCIPLINE (CD) (Select 9 credits (Three courses) from the Subplans above)
Grade of "C" or higher required

TOTAL PROGRAM HOURS 120

**** **To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required.

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the BAS Program.

COLLEGE OF TECHNOLOGY AND MANAGEMENT

Dr. Shri Goyal, Dean, 727-791-2735

BACHELOR OF APPLIED SCIENCE DEGREES
TECHNOLOGY AND MANGEMENT

WITH SUBPLANS IN:
Technology Management
Industrial & Business Services Management
Business Information Systems
Information Security Assurance

BANKING

INTERNATIONAL BUSINESS

MANAGEMENT AND ORGANIZATIONAL LEADERSHIP

WITH SUBPLANS IN:
Management and Organizational Leadership General
Entrepreneurship
Not-For-Profit Management
Real Estate Management
Sustainability and Green Management
Insurance Management

SUSTAINABILITY MANAGEMENT

TECHNOLOGY AND MANAGEMENT

(TMGT-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/TMGT-BAS

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a technology discipline** *(*see program admission for a list of acceptable disciplines) with at least fifteen (15) credit hours in transferable general education.

General Education Credits	15-21
Technology and Support Courses	39-45

Note: Students may be admitted with an A.A. Degree with approval by the Dean. If general education hours for an A.A. Degree have been completed, the student must complete twenty-one (21) credits in a single technical major in place of additional general education required of the A.S. student.

****** ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)**

A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS **** 6
C. MATHEMATICS 6
D. SCIENCE 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES **** 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY
(See catalogue for details)

For the A.S. degree student an additional 15-21 general education credits are required to complete the thirty-six (36) general education requirement at St. Petersburg College. (Refer to the College Catalog for a list of specific general education course descriptions.) Lower and Upper division general education must total a minimum of thirty-six (36) credits**.**

REQUIRED MAJOR COURSES (27 credits) A grade of "C" or better is required in all upper-division courses

BUL	3310	Advanced Legal Environment of Business	3
COM	3120	Organizational Communication	3
ETI	3116	Quality Assurance Methodology (Non Security Track Students) **OR**	3
ISM	3330	Information Security Policy, Administration and Management (SecurityTrack Students)	(3)
ETI	4448	Applied Project Management	3
FIN	3403	Financial Management	3
ISM	4480	Electronic Commerce Systems & Strategies	3
MAN	4915	Senior Capstone Project in Technology Management	3
MAN	3240	Applied Organizational Behavior	3
MAN	3504	Operations Management	3

SUBPLAN A: TECHNOLOGY MANAGEMENT GENERAL (TMGT) (Select 15 credits)

BUL	3564	Legal Aspects of Managing Technology	(3)
ETI	3647	Supply Chain Management	(3)
ISM	3232	Software Essentials	(3)
ISM	3320	Core Security Principles	(3)
ISM	3324	Applications in Information Security	(3)
ISM	4212	Database Design & Administration	(3)
ISM	4220	Network Technologies for Information Professionals	(3)
ISM	4301	Global Information Systems	(3)
ISM	4323	Security Essentials	(3)
MAN	3303	Leadership and Management Practices	(3)
MAN	3503	Managerial Risk Analysis and Decision Making	(3)
MAN	3534	Business Architecture and Process Modeling	(3)
MAN	3930	Seminars in Business and Management	(1)*
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4102	Managing Cultural Diversity	(3)
MAN	4520	Quality Management (Six Sigma)	(3)
MAN	4570	International Procurement and Outsourcing	(3)
MAN	4584	Process Improvement Methodologies	(3)
MAN	4935	Special Topics in Management	(3)
MAR	3802	Marketing for Managers	(3)
MAR	4424	International Sales and Marketing	

OR

SUBPLAN B:		**INDUSTRIAL & BUSINESS SERVICES MANAGEMENT (INDUS& BUS) (15 credits)**	
ETI	3647	Supply Chain Management	3
MAN	4584	Process Improvement Methodologies	3
MAN	4520	Quality Management (Six Sigma)	3
Select 6 credits:			
MAN	3503	Managerial Risk Analysis and Decision Making	(3)
MAN	3534	Business Architecture and Process Modeling	(3)
MAN	4570	International Procurement and Outsourcing	(3)
MAR	4424	International Sales and Marketing	(3)

OR

SUBPLAN C:		**BUSINESS INFORMATION SYSTEMS (BIS) (15 credits)**	
ISM	3232	Software Essentials	3
ISM	4212	Database Design and Administration	3
ISM	4220	Network Technologies for Information Professionals	3
Select 6 credits:			
ISM	4301	Global Information Systems	(3)
ISM	4323	Security Essentials	(3)
MAN	3303	Leadership and Management Practices	(3)
MAN	3534	Business Architecture and Process Modeling	(3)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4570	International Procurement and Outsourcing	(3)

OR

SUBPLAN D:		**INFORMATION SECURITY ASSURANCE TRACK (ISA) 15 credits)**	
ISM	3320	Core Security Principles	3
ISM	3224	Applications in Information Security	3
ISM	4220	Network Technologies for Information Professionals	3
Select 6 credits:			
ISM	3232	Software Essentials	(3)
ISM	4212	Database Design and Administration	(3)
MAN	3303	Leadership and Management Practices	(3)
MAN	3534	Business Architecture and Process Modeling	(3)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4520	Quality Management (Six Sigma)	(3)

TOTAL PROGRAM HOURS 120

****** To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required.

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the BAS Program.

BANKING

(BANK-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/BANK-BAS

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits from the following business disciplines** (International Business and Business Administration) including at least fifteen (15) credit hours in transferable general education and the state-mandated prerequisites listed below. Students with an A.A. degree or A.S. degree not listed may be admitted with the permission of the dean; all students must fulfill the state-mandated prerequisites listed below and 15 credits in business support courses, as defined in the Banking/Financial Services program guide.

BANKING/FINANCIAL SERVICES PREREQUISITES

ACG 2021	Financial Accounting
ACG 2071	Managerial Accounting
CGS 1100*	Microcomputer Applications
ECO 2013*	Macroeconomics
ECO 2023	Microeconomics
MAC2233*	Applied Calculus
STA 2023*	Elementary Statistics

*Applies towards general education requirements.

For AS degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of specific general education course descriptions.). All students must fulfill the state-mandated prerequisites listed above.

****** ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)**

A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS **** 6
C. MATHEMATICS.....6
D. SCIENCE.....6-7
E. SOCIAL AND BEHAVIORAL SCIENCES ****.....6
F. ETHICS.....3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

REQUIRED MAJOR COURSES (33 credits)
A grade of "C" is required in all upper-division courses

BRC	3203	Banking Regulation and Compliance	3
COM	3120	Organizational Communications	3
FIN	3324	Principles of Commercial Bank Management	3
FIN	3345	Introduction to Credit Analysis and Loan Structures	3
FIN	3403	Financial Management	3
FIN	3XXX	Financial Analysis	3
FIN	4323	Bank Operations and Management	3
MAN	3303	Leadership and Management Practices	3
MAR	3802	Marketing for Managers	3
MAR	4413	Sales, Negotiating and Relationship Management	3
MAN	4910	Senior Capstone Project-Banking	3

Select 12 credits:

BUL	3310	Advanced Legal environment of Business	(3)
COM	3441	Group Communication and Team Interaction	(3)
FIN	4140	Financial Planning	(3)
FIN	4244	Money, Banking and Financial Markets	(3)
FIN	4504	Investments	(3)
FIN	4634	International Banking and Finance	(3)
FIN	4930	Special Topics in Finance	(3)
ISM	4301	Global Information Systems	(3)
MAN	3600	International Business	(3)
MAN	3930	[a]Seminars in Business and Management	(1)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4102	Managing Cultural Diversity	(3)
MAN	4520	Quality Management (Six Sigma)	(3)
MAN	4625	Managing Global Human Resources	(3)
MAN	4702	Strategic Management and Policy	(3)
MAN	4935	Special Topics in Management	(3)
MAR	4613	Marketing Research	(3)

TOTAL PROGRAM HOURS 120

[a] Up to 3 Seminar credits allowed.

*******To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required.

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the BAS Program.

INTERNATIONAL BUSINESS

(INTBUS-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/INTBUS-BAS

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits from the following business disciplines *(International Business and Business Administration)* including at least fifteen (15) credit hours in transferable general education and the state-mandated prerequisites listed below. Students with an A.A. degree or A.S. degree not listed may be admitted with the permission of the dean; all students must fulfill the state-mandated prerequisites listed below and 15 credits in business support courses, courses at the lower division 1000 and 2000 level with a prefix of MAN, MAR, FIN, GEB, INR, BUL (must be taken as pre-requisite to BUL 3XXX).

INTERNATIONAL BUSINESS PREREQUISITES:

ACG 2021	Financial Accounting
ACG 2071	Managerial Accounting
CGS 1100*	Microcomputer Applications for Business
ECO 2013*	Macroeconomics
ECO 2023	Microeconomics
MAC 2233*	Applied Calculus
STA 2023*	Elementary Statistics

*Applies towards general education requirements.

For AS degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) All students must fulfill the state-mandated prerequisites listed above.

****** ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)**

A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS **** 6
C. MATHEMATICS.....6
D. SCIENCE.....6-7
E. SOCIAL AND BEHAVIORAL SCIENCES ****.....6
F. ETHICS.....3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

FOREIGN LANGUAGE REQUIREMENT

Intermediate level foreign language proficiency as prescribed by the program 3

REQUIRED MAJOR COURSES (30 credits)
A grade of "C" is required in all upper division courses

BUL	3322	Legal Issues in International Business	3
COM	3120	Organizational Communication	3
ETI	3647	Supply Chain Management	3
FIN	3403	Financial Management	3
MAN	3504	Operations Management	3
MAN	3600	International Business	3
MAN	4102	Managing Cultural Diversity	3
MAN	4934	Senior Capstone Project in International Business	3
MAR	3802	Marketing for Managers	3
MAR	4424	International Sales and Marketing	3

Select 12 credits:

BUL	3310	Advanced Legal Environment of Business	(3)
ETI	4448	Applied Project Management	(3)
FIN	4615	International Banking and Finance	(3)
ISM	4301	Global Information Systems	(3)
ISM	4480	Electronic Commerce Systems & Strategies	(3)
MAN	3303	Leadership and Management Practices	(3)
MAN	3802	Principles of Entrepreneurship	(3)
MAN	3930	[a]Seminars In Business and Management	(1)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4520	Quality Management (Six Sigma)	(3)
MAN	4570	International Procurement and Outsourcing	(3)
MAN	4625	Managing Global Human Resources	(3)
MAN	4061	Corporate Social Responsibility	(3)
MAN	4935	Special Topics in Management Concepts	(3)
MAR	4413	Sales, Negotiating and Customer Relationship Management	(3)
MAR	4613	Marketing Research	(3)

TOTAL PROGRAM HOURS 120

[a] Up to 3 Seminar credits allowed.

*******To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required.

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the BAS Program.

MANAGEMENT AND ORGANIZATIONAL LEADERSHIP

(MGTORG-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/MGTORG-BAS

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits in a related discipline (see program for a list of acceptable disciplines) with at least fifteen (15) credit hours in transferable general education.

Note: Students with an A.A. Degree or completion of at least 60 credit hours may be admitted with the approval of the Dean; they must also fulfill an additional fifteen (15) credits in business related courses at the lower division 1000 and 2000 level with a prefix of MAN, MAR, FIN, GEB, INR, BUL, (BUL must be taken as pre-requisite to BUL 3XXX).

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six hour (36) general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

****** ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)**

A. COMMUNICATIONS.....9
B. HUMANITIES/FINE ARTS ****.....6
C. MATHEMATICS.....6
D. SCIENCE.....6-7
E. SOCIAL AND BEHAVIORAL SCIENCES ****.....6
F. ETHICS.....3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

REQUIRED MAJOR COURSES (33 credits) - A grade of "C' or better is required in all upper division courses

BUL	3310	Advanced Legal Environment of Business	3
COM	3120	Organizational Communications	3
FIN	3403	Financial Management	3
MAN	3240	Applied Organizational Behavior	3
MAN	3303	Leadership and Management Practices	3
MAN	3503	Managerial Risk Analysis and Decision Making	3
MAN	4061	Corporate Social Responsibility	3
MAN	4625	Managing Global Human Resources	3
MAN	4702	Strategic Management and Policy	3
MAN	4900	Senior Capstone Project in Management and Organizational Leadership	3
MAR	3802	Marketing for Managers	3

SUBPLAN A: MGMT AND ORG LEADERSHIP GENERAL (MGT-ORG) (Select 12 credits)

COM	3441	Group Communication and Team Interaction	(3)
ETI	4448	Applied Project Management	(3)
ISM	4301	Global Information Systems	(3)
ISM	4480	Electronic Commerce Systems and Strategies	(3)
MAN	3600	International Business	(3)
MAN	3786	Sustainable Enterprise Planning	(3)
MAN	3802	Principles of Entrepreneurship	(3)
MAN	3860	Philanthropy and the Management of the NFP	(3)
MAN	3861	Management Of the Fund Development Process in NFP	(3)
MAN	3930	[a]Seminars in Business and Management	(1)
MAN	3949	Cooperative Work Experience In College of Technology & Management	(3)
MAN	4102	Managing Cultural Diversity	(3)
MAN	4584	Process Improvement Methodologies	(3)
MAN	4801	Business Plan Strategies	(3)
MAN	4787	Energy and Environmental Techniques	(3)
MAN	4788	Sustainability and Environmental Issues	(3)
MAN	4862	Advancement Strategies for NFP Success	(3)
MAN	4935	Special Topics in Management	(3)
MAR	4413	Sales, Negotiation and Customer Relationship Management	(3)
MAR	4613	Marketing Research	
MAR	4836	Concept and Product Development	(3)
REE	3043	Real Estate Business Fundamentals	(3)
REE	3433	Real Estate Law	(3)
REE	4103	Real Estate Appraisal and Valuation	(3)
RMI	3200	Principles of Property and Liability Insurance	(3)
RMI	3117	Personal Insurance	(3)
RMI	4211	Commercial Insurance	(3)

OR

SUBPLAN B: ENTREPRENEURSHIP (ENTRE) (12 credits)

MAN	3802	Principals of Entrepreneurship	3
MAN	4801	Business Plan Strategies	3
MAR	4836	Concept and Product Development	3
Electives:		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN C: NOT-FOR-PROFIT MANAGEMENT (NFP) (12 credits)

MAN	3860	Philanthropy and the Management of the NFP	3
MAN	3861	Management Of the Fund Development Process in NFP	3
MAN	4862	Advancement Strategies for NFP Success	3
Electives:		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN D: REAL ESTATE MANAGEMENT (REE) (12 credits)

REE	3043	Real Estate Business Fundamentals	3
REE	3433	Real Estate Law	3
REE	4103	Real Estate Appraisal and Valuation	3
Electives:		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN E: SUSTAINABILITY AND GREEN MANAGEMENT (SGM) (12 credits)

MAN	3786	Sustainable Enterprise Planning	3
MAN	4787	Energy and Environmental Techniques	3
MAN	4788	Sustainability and Environmental Issues	3
Electives:		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN F: INSURANCE MANAGEMENT (INS) (12 credits)

RMI	3200	Principles of Property and Liability Insurance	(3)
RMI	3117	Personal Insurance	(3)
RMI	4211	Commercial Insurance	(3)
Electives:		Select 3 additional credits from **SUBPLAN A**	(3)

TOTAL PROGRAM HOURS 120

[a] Up to 3 Seminar credits allowed.

****** To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required.

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the BAS Program.

SUSTAINABILITY MANAGEMENT

(SUSMGT-BAS)

BACHELOR OF APPLIED SCIENCE DEGREE

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits in the following related disciplines including at least fifteen (15) credit hours in transferable general education.

Note: Students with an A.A. Degree or completion of at least 60 credit hours may be admitted with the approval of the Dean; they must also fulfill fifteen (15) credits in lower division, environmental science, business management, architecture, building construction, hospitality and tourism management, accounting, or engineering technology courses as part of their program (see program for a list of current courses).

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six hour (36) general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

****** ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)**

A. COMMUNICATIONS **** 9
B. HUMANITIES /FINE ARTS**** 6
C. MATHEMATICS 6
   Statistics, Calculus, or Trigonometry preferred
D. NATURAL & PHYSICAL SCIENCES 6-7
   Options: Environmental Science, Chemistry, Biology, Tropical Ecology, Earth Science, Geology, Meteorology, Oceanography
E. SOCIAL AND BEHAVIORAL SCIENCES **** 6
   Options: Economics, State and Local Government, Social Problems
F. ETHICS 3
   Options: Critical Thinking, Professional Applied Ethics
G. COMPUTER/INFORMATION LITERACY COMPETENCY
   (See catalogue for details)

REQUIRED MAJOR COURSES (36 credits) A grade of "C" or better is required in all upper-division courses

BUL	3XXX	Legal Aspects of Sustainability	3
COM	3120	Organizational Communications	3
COM	3XXX	Environmental Communication	3
ETI	3647	Supply Chain Management	3
MAN	3303	Leadership and Management Practices	3
MAN	3786	Sustainable Enterprise Planning	3
MAN	4061	Corporate Social Responsibility	3
MAN	4787	Energy and Environmental Techniques	3
MAN	4788	Sustainability and Environmental Issues	3
MAN	3XX3	Sustainable Business Strategies	3
MAN	49XX	Senior Capstone Project in Sustainability Management	3
MAN	4XX2	Sustainable Budget Management: Triple Bottom Line Analysis	3

ELECTIVES (Select 9 credits – Three Courses) 9

BUL	3310	Advanced Legal Environment of Business
COM	3441	Group Communication and Team Interaction
ETI	4448	Applied Project Management
MAN	3504	Operations Management
MAN	3860	Philanthropy and Management of the Non-Profit Organization
MAN	3949	Cooperative Work Experience in College of Technology & Management
MAN	4584	Process Improvement Methodologies
MAN	4XX1	Change and Innovation Management
MAN	3XX2	Sustainability in the Built Environment: Green Construction & Urban Planning
MAR	3802	Marketing for Managers
REE	3043	Real Estate Business Fundamentals
MAN	3XX1	Sustainability in the Natural Environment: Air, Water, Land, Climate, & Biodiversity

TOTAL PROGRAM HOURS 120

*******To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:**

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

NOTE: Completion of the College Level Academics Skill Test (CLAST), unless exempted is required.

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program. This is in addition to the intermediate foreign language requirement.

THE UNIVERSITY PARTNERSHIP CENTER

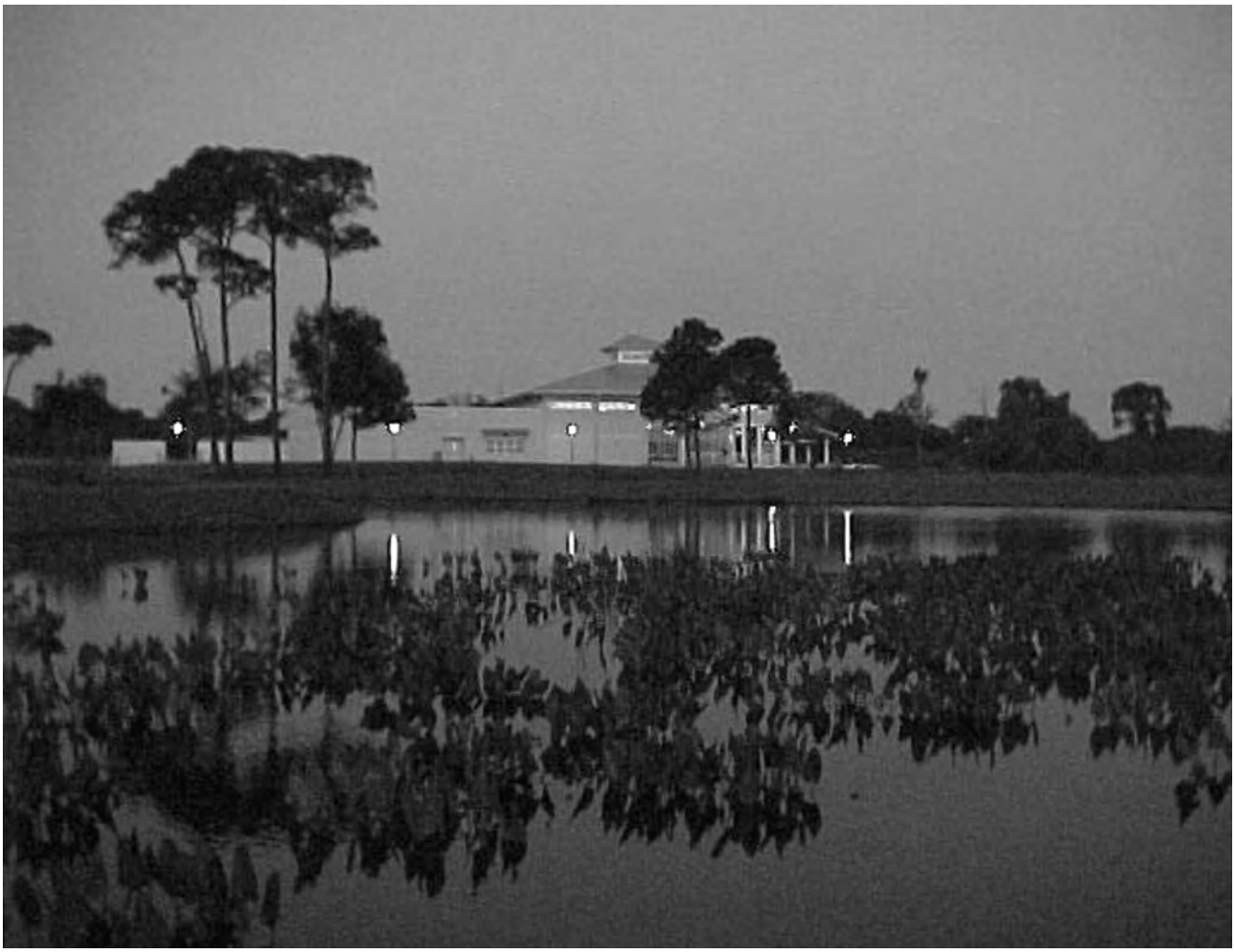
(UPC)

The University Partnership Center (UPC) is an alliance with 16 colleges and universities offering 48 bachelors, 35 graduate degree programs, certificates and teacher re-certification in Pinellas County. After reviewing the information listed and deciding upon a program to pursue, call the UPC and we will direct you to a Program Advisor from our partnering institutions. They will send you detailed information about the programs they are offering. These program advisors serve as liaison between the UPC and the institution they represent. They will be able to answer questions about their programs, prerequisite requirements, transfer information, transcripts and fees.

Or, if you are unsure about a program to pursue, contact the UPC and we will arrange a face-to-face meeting to assist you in finding an appropriate degree program to capitalize on your background, previous education and training, and personal and career interests.

The University Partnership Center will hold information sessions periodically; check the UPC web site, www.upcspc.com, periodically for dates and locations of upcoming information sessions. Representatives from each of the partnering institutions will be there to provide information to prospective students, to answer questions about their programs, and to advise students preparing for admission. This is a wonderful opportunity to learn more about the programs being offered through the UPC and to have your questions answered.

To become a University Partnership Center student, you must meet the admission requirements and be admitted to one of the 16 partner colleges and universities. You apply to the college or 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. All classes for your degree program choice will be taught at the UPC in Pinellas County. Generally speaking, you are eligible to become a UPC student when you have completed your Associate in Arts or Associate in Science degree, or you are about to complete 60 hours of college-level credit, although each university partner and the specific program may have specific requirements (AA or AS, for example) for admission.



Get your degree without leaving home.

Degrees offered through the University Partnership Center

Business related

Bachelor's Degrees
- Banking
- Business Administration
  - Accounting
  - Management
  - Marketing
- Business Management
  - Information Systems
- Hospitality Management
- International Business
- Management & Organizational Leadership
- Technical Management
- Technology Management

Graduate Degrees
- Acquisition and Contract Management
- Business Administration
  - Real Estate Finance & Analysis
  - General MBA
  - Hospitality Administration
- Hospitality Management
- Logistics Management
- Management
  - Air Transportation Management
  - Aviation/Aerospace Industrial Management
  - Aviation Enterprises in the Global
- Environment
  - Information Systems
  - Integrated Logistics Management
  - Transportation Management
  - Risk Management/Insurance

Education related

Bachelor's Degrees
- Education
  - Elementary Education
  - Exceptional Student Education
  - Middle Grades General Science Education
  - Middle Grades Mathematics Education
  - Secondary Business Technology Education
  - Secondary Mathematics Education
  - Secondary Science/Biology Education
  - Secondary Technology Education
- Educational Studies
- Visual Disabilities Education
- Post-Baccalaureate Florida Teacher Certification

Graduate Degrees
- Adult Education
- Doctor of Philosophy in Leadership and Education
- Educational Leadership
- Instructional Technology
- Teaching Exceptional Student Education
- Visual Disabilities Education

Technical or Technology related

Bachelor's Degrees
- Computer Science
- Construction Engineering Technology
- Electronic Engineering Technology
- Engineering Technology
- Information Systems Technology
- Professional Aeronautics

Graduate Degrees
- Aeronautical Science

Professional related

Bachelor's Degrees
- Administration
- Criminal Justice
- Exercise Science
- Legal Studies
- Paralegal Studies
- Professional Studies
  - Human Resources
- Public Administration
- Public Safety Administration
  - Criminal Justice
  - Fire Science and Emergency Management
  - Gang Enforcement Management
  - Emergency Medical Services
  - Cross Discipline-Combination of Sub-Plans
- Social Work
- Sport Management

Graduate Degrees
- Administration
- Criminology/Criminal Justice Studies
- Criminal Justice Administration
- Exercise Science
- Human Resources Management
- Library and Information Science
- Philanthropic Studies
- Public Administration
- Social Work
- Sport Management

General or Interdisciplinary

Bachelor's Degrees
- American Studies
  - Communication and Media Studies
  - History
  - Literature
  - Museum Studies
  - Pre-Law
- Humanities
- Human Development
- Psychology

Medical Professions and Health related

Bachelor's Degrees
- Dental Hygiene
- Health Sciences
- Health Services Administration
- Nursing
- Orthotics and Prosthetics
- Professional Studies
  - Health Services Administration
- Veterinary Technology
  - Advanced Clinical Applications
  - Veterinary Hospital Management
  - Combined Clinical & Hospital Management

Graduate Degrees
- Doctor of Nursing Practice
- Doctor of Pharmacy
- Health Sciences
- Nursing
  - Clinical Nurse Leader
  - Forensic Nursing
  - Nursing Education
  - Specialized Populations
- Nursing Education
- Physician Assistant
- Public Health

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FIU
Florida State University 1851
Indiana University
Saint Leo University
St. Petersburg College SPC
University of Central Florida
UF University of Florida
USF University of South Florida
USF

UPC University Partnership Center
St. Petersburg College

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.

phone:
727-394-6200

e-mail:
upc@spcollege.edu

Web:
www.upcspc.com

University Partnership Center
St Petersburg College
PO Box 13489
St Petersburg FL 33733-3489

16136 11/08

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 31 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

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 35 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 complete 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 the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

> Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution

A. Courses not offered by the receiving institution
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Senior Vice President of Academic and Student Affairs at St. Petersburg College, EpiCenter or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or SunCom 205-0427 or via the internet at http://scns.fldoe.org .

DIRECTORY OF COURSE PREFIXES

ABBREV.	TITLE
ACG	Accounting General
AMH	American History
AML	American Literature
ANT	Anthropology
ARC	Architecture
ARH	Art History
ART	Art
ASL	American Sign Language
AST	Astronomy
ATE	Animal Science Technology
BCH	Biochemistry (Biophysics)
BCN	Building Construction
BCT	Building Construction Trades
BOT	Botany
BRC	Banking
BSC	Biological Sciences
BTE	Business Teacher Education
BUL	Business Law
CAP	Computer Science
CCJ	Criminology and Criminal Justice
CDA	Computer Design/Architecture
CEN	Computer Engineering
CET	Computer Engineering Technology
CGS	Computer General Studies (Non-Computer Science)
CHM	Chemistry
CIS	Computer Science and Information Systems
CJB	Criminal Justice Basic Training
CJC	Corrections
CJD	Criminal Justice Development
CJE	Criminal Justice: Law Enforcement
CJL	Law & Process
CJT	Criminal Justice Technologies
CLP	Clinical Psychology
CLT	Classical Literature In Translation
CNT	Computer Networking
COM	Communications
COP	Computer Programming
CPO	Comparative Politics
CRW	Creative Writing
CTS	Computer Technology and Skills
DAA	Dance, Emphasis on Activity
DEH	Dental Hygiene
DEP	Developmental Psychology
DES	Dental Support
DIG	Digital Media
DSC	Domestic Security
EAP	English As a Second Language
ECO	Economics
EDE	Education: Elementary
EDF	Education: Foundations and Policy Studies
EDG	Education: General
EDP	Educational Psychology
EEC	Education: Early Childhood
EET	Electronic Engineering Technology
EEX	Education: Exceptional Child – Core Competencies
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
ESC	Earth Science
ETD	Engineering Technology: Drafting
ETM	Engineering Technology: Materials
ETI	Engineering Technology: Industrial
EUH	European History
EVS	Environmental Science
EVT	Education: Vocational/Technical
FES	Fire and Emergency Services
FFP	Fire Fighting and Protection
FIL	Film
FIN	Finance
FRE	French Language
FSE	Funeral Services
FSS	Food Service Systems
GEA	Geography: Regional Areas
GEB	General Business
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
HSA	Health Services Administration
HSC	Health Sciences
HUM	Humanities
HUN	Human Nutrition
HUS	Human Services
IDH	Interdisciplinary Honors
IDS	Interdisciplinary Studies or Honors
INR	International Relations
INT	Sign Language Interpreting
ISC	Interdisciplinary Sciences/Natural Science
ISM	Information Systems Management
JOU	Journalism
LAE	Language Arts and English Education
LAT	Latin (Language study)
LEI	Leisure
LIS	Library and Information Studies
LIT	Literature
MAC	Mathematics- Calculus & Precalculus
MAD	Mathematics- Discrete
MAE	Mathematics Education
MAN	Management
MAP	Mathematics Applied
MAR	Marketing
MAS	Mathematics -Algebraic Structures
MAT	Mathematics
MCB	Microbiology
MET	Meteorology
MGF	Mathematics- General & Finite
MHF	Mathematics – History and Foundation
MKA	Marketing Applications
MLT	Medical Laboratory Technology
MMC	Mass Media Communication
MNA	Management: Applied
MTG	Mathematics – Topology and 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
ORI	Oral Interpretation
OST	Office Systems Technology
PAD	Public Administration
PCB	Process Biology (Cell/Molecular/Ecology/Genetics/Physiology)
PEL	Physical Education Activities (Gen) -Object Centered, Land
PEM	Physical Education Activities (General) -Performance Centered, Land
PEN	Physical Education Activities (General) –Water, Snow , Ice
PET	Physical Education Theory
PGY	Photography
PHH	Philosophy, History of
PHI	Philosophy
PHT	Physical Therapy
PHY	Physics
PLA	Paralegal/Legal Assistant/Legal Administration
POS	Political Science
PPE	Personality
PRO	Prosthetics/Orthotics
PSC	Physical Sciences
PSY	Psychology
REA	Reading
RED	Reading Education
REE	Real Estate
REL	Religion
RET	Respiratory Care
RTE	Radiologic Technology
RUS	Russian Language
SBM	Small Business Management
SCC	Security
SCE	Science Education
SLS	Student Life Skills (Learning)
SOP	Social Psychology
SPA	Speech Pathology and Audiology
SPC	Speech Communication
SPN	Spanish Language
STA	Statistics
SYG	Sociology, General
SYP	Social Processes
TAR	Technical Architecture
TAX	Taxation
THE	Theatre Studies and General Resources
TPA	Theatre Production and Administration
TSL	Teaching English as a Second Language
WOH	World History

AREAS OF STUDY AND COURSE PREFIXES

Accounting	ACG, TAX
Anatomy	BSC
Anthropology	ANT
Architecture	ARC, TAR
Art	ARH, ART
Astronomy	AST
Banking	BRC
Biology	BSC, PCB
Biochemistry (Biophysics)	BCH
Botany	BOT
Building Construction	BCN, BCT
Business, General	GEB
Business Law	BUL
Business Math	MTB
Business Technologies	ACG, BUL, CDA, CGS, CNT, COP, CTE, CTS, FIN, GEB, MAN, MAR, MKA, MNA, MTB, OST, PLA, REE, SBM
Chemistry	CHM
Communication	COM
Criminal Justice	CCJ, CJB, CJC,CJD, CJE, CJL, CJT, DSC, SCC
Computer Science	CDA, CEN, CGS, CIS, CNT, COP, CTS, ISM
Cooperative Education	Offered in various disciplines
Dance	DAA
Dental Hygiene	DEH, DEN,DIS
Digital Media	DIG, GRA
Earth Science	ESC,ISC
Economics	ECS, ECO
Education	BTE, EDE, EDF, EDG, EEC, EEX, EHD, EME, EVT, LAE, RED, SCE, SSE, TSL
Emergency Administration and Mgt.	FFP
Emergency Medical Services	EMS
Engineering Technology	CET, CGS, CIS, COP, EET, EGS, ETD, ETI
English	CRW, ENC, ENG
English as a Second Language	EAP
Environmental Science	EVS
Ethics	PHI
Film	FIL
Finance	FIN
Fire Science	FES, FFP
Foreign Languages	
French	FRE, FRW
Greek	GRK
Latin	LAT
Russian	RUS
Spanish	SPN, SPW
Funeral Services	FSE
Geology	GLY
Geography	GEA
Graphic Arts	DIG, GRA
Health	HLP, HSC
Health Information Management	HIM, HSA, HSC
History	AMH, EUH, HIS, WOH
Hospitality Management	FSS, HFT
Human Services	HUS, SYG
Humanities	HUM
Information Systems Management	ISM
Interdisciplinary Studies	IDS
Journalism	JOU
Legal Assisting	PLA
Leisure	LEI
Library and Information Studies	LIS
Literature	AML, CLT, ENL, LIT
Logic	PHI
Management	MAN, MNA
Marketing	MAR, MKA
Mass Media Communication	MMC
Mathematics	MAC, MAD, MAE, MAP, MAS, MAT, MGF, MHF, 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
Prosthetics and Orthotics	PRO
Philosophy	PHH, PHI
Photography	PGY
Physical Education	DAA, HLP, PEL, PEM, PEN, PET
Physical Science	AST, EVS, PSC
Physical Therapy	PHT
Physics	PHY
Political Science	CPO, INR, POS
Prosthetics/Orthotics	PRO
Psychology	CLP, DEP, EDP, PPE, PSY, SOP
Public Administration	PAD
Radiography	RTE
Reading	REA, RED
Real Estate	REE
Religion	REL
Respiratory Care	RET
Science Education	SCE
Sign Language Interpretation	ASL, INT, EHD, SPA
Social Studies Education	SSE
Sociology	SYG, SYP
Speech	ORI, SPA, SPC
Student Life Skills	SLS
Teaching English As A Second Language	TSL
Theatre	THE, TPA, TPP
Veterinary Technology	ATE

LOWER DIVISION COURSE DESCRIPTIONS

http://www.spcollege.edu/webcentral/acad/cd.htm

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 deans or program directors or instructors-in-charge 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 dean or program director or instructor-in-charge 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. It emphasizes an applied approach with computer applications to the study of financial accounting. 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 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.

ACG 2450 MICROCOMPUTER ACCOUNTING.....3 credits
Prerequisites: ACG 2011 or ACG 2021 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 merchandising businesses using computerized accounting software applications involving general ledger; special journals; voucher system; inventory system; sales and service order processing; basic fixed asset management; payroll; financial analysis; and basic computer accounting information system design. Ten-key computer entry will be verified and students will work in popular computer environments. 47 contact hours.

AMH 1091 "G" AFRICAN-AMERICAN HISTORY .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2010 "G" HISTORY OF THE UNITED STATES I .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2020 "G" HISTORY OF THE UNITED STATES II .....3 credits
Prerequisite: (ENC 0020 or REA 0002) or EAP 1695 or appropriate score on the 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2059 "G" THE UNITED STATES IN VIETNAM.....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

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 1600 AFRICAN-AMERICAN LITERATURE.....3 credits
Prerequisite: (ENC 1101 or ENC 1121H or IDS1101H). 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 requires substantial reading, library research, and the composition of the research paper. 47 contact hours.

AML 2001 INTRODUCTION TO AMERICAN FOLKLORE .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate 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 2010 "G" AMERICAN LITERATURE TO 1865 .....3 credits
Prerequisite: (IDS 1101H or ENC 1101 or ENC 1121H) and (REA 0002 or EAP 1695) or appropriate score on the placement test. This is a course designed to survey American literature to 1865, with special emphasis on Romanticism and Realism 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, and Emily Dickinson. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is not given for both AML 2010 and AML 2010H. 47 contact hours.

AML 2010H "G" HONORS AMERICAN LITERATURE I .....3 credits
Prerequisites: (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to be a humanistic and interdisciplinary study of American literature from its origins in the 17th Century through the 19th Century. Special emphasis will be given to the literary movements of 19th Century Romanticism and Realism. Representative selections from each period are critically examined for interpretation, historical background, artistic qualities, and philosophy, with emphasis on human values and application to life. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both AML 2010 and AML 2010H. 47 contact hours.

AML 2020 "G" AMERICAN LITERATURE FROM 1865 TO PRESENT .....3 credits
Prerequisite: (IDS 1101H or ENC 1101 or ENC 1121H) and (REA 0002 or EAP 1695) or appropriate score on the placement test. This is a course designed to survey American literature from 1865 to the present. Included are selected works of major writers such as Mark Twain, Stephen Crane, Henry James, 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 writing requirements outlined in the General Education Requirements. American Literature to 1865 is not necessarily a prerequisite to this course. Credit is not given for both AML 2020 and AML 2020H. 47 contact hours.

AML 2020H "G" HONORS AMERICAN LITERATURE II .....3 credits
Prerequisites: (ENC 1121H or IDS 1101H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to be an interdisciplinary study of American literature from the 19th century to the present. Special emphasis will be given to the literary movements of the 19th and 20th century. Representative selections from each period are critically examined for interpretation, historical background, artistic qualities, and philosophy, with emphasis on human values and application to life. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both AML 2020 and AML 2020H. 47 contact hours.

ANT 2000 "G" INTRODUCTION TO ANTHROPOLOGY .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2003 "G" SURVEY OF ANTHROPOLOGY .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2381 CULTURE AND SOCIETY OF SPAIN.....3 credits
Prerequisite: Permission of program director. This course includes a study of Spanish life and character as it manifests itself in history, regional personality, celebrations, music, legendary figures, art and architecture. Special emphasis will be given to the southern part of Spain, Andalusia, which preserves the diverse cultural heritage of Europe, Africa and the Orient (Near East). This course is offered as part of the Semester Experience Abroad program in Seville, Spain. 47 contact hours.

ANT 2410 "G" CULTURAL ANTHROPOLOGY .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 writing requirement outlined in the General Education Requirements. 47 contact hours.

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 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. This course is an analysis course that uses the study of architectural precedent as a foundation for the development of communication and design skills. 122 contact hours.

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 Baroque and Rococo periods. 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
This course is a general survey of the social, political and cultural factors which have generated art and architecture from the Age of Enlightenment to the present. The elements of architecture, described by Vitruvious as Function, Strength and Aesthetics, will be analyzed in significant buildings from the Eighteenth Century 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. 122 contact hours.

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. 122 contact hours.

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. 92 contact hours.

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. 62 contact hours.

ARH 1000 "G" UNDERSTANDING ART .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the CPT. 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

ARH 1821 THE MUSEUM IN THE COMMUNITY .....3 credits
This course is designed for art professionals and volunteers, as well as those who wish to enter the field of arts management. Students will explore the role of the museum in the community and focus on the fact that the role of museums is changing; rarely today looked upon as existing solely for the growth and care of collections. Rather, museums are evolving into partnership institutions that provide enrichment and other valuable services to the community. 47 contact hours.

ARH 2050 "G" ART HISTORY I .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the CPT. This course is a study of the origin and development of painting, sculpture, architecture, and significant crafts from prehistoric times through the Middle Ages period. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ARH 2051 "G" ART HISTORY II .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the CPT. 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

ART 1201C DESIGN I.....3 credits
This course is 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. 92 contact hours.

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 is discussed. 92 contact hours.

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 1330C 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 and organic form. 92 contact hours.

ART 1430C SCREENPRINTING I .....3 credits
Prerequisite: ART 1300C or program director approval. This course introduces the student to the basic techniques of screen printing as a fine art medium with an emphasis on hand-cut stencils as well as photo-emulsion methods. Students use non-toxic acrylic inks to create projects emphasizing color organization and conceptual challenges and to produce limited edition prints and monoprints. 92 contact hours.

ART 1701C SCULPTURE I.....3 credits
Prerequisite: ART 1203C or approval of program director. This course covers the problems and techniques of applied three-dimensional design with an emphasis on the use of materials and tools. Students will be introduced to the basic methods of casting, carving, modeling, and assemblage. The creative aspects of the sculptural process will be emphasized by broadening the student's concept development and sensitizing the student to the materials and techniques involved in the sculptural process. Students will become familiar with the basic vocabulary associated with sculpture. Students will discuss and apply issues of contemporary critical art theory within the context of their project work. 92 contact hours.

ART 1750C 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 1751C CERAMICS II.....3 credits
Prerequisite: ART 1750C or permission of instructor. This course is an extension of ART 1750C. This course addresses advanced throwing techniques, creative handbuilding, glaze formulation and firing processes. 92 contact hours. (May be repeated once for credit.)

ART 2370 DRAWING FOR ANIMATION .....3 credits
Prerequisite: ART 1300C. Recommended: ART 1201C and ART 1301C. This course is designed to develop the drawing skills that are most essential for effective animation. Life drawings accompanied by a study of structural anatomy in both humans and animals will be the emphasis of the course curriculum. Additional topics will include sequential drawing, the role of exaggeration and simplification in character development, composition of scenic elements as related to the development of mood and context, and the development of a smooth animated sequence. 47 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. 92 contact hours. (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. 92 contact hours.

ART 2501C PAINTING II.....3 credits
Prerequisite: ART 2500C. This course is a continuation of Painting I with an emphasis on individual development. 92 contact hours.

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. 47 contact hours.

ASL 1140C BASIC AMERICAN SIGN LANGUAGE WITH LAB .....4 credits
This course is an introduction to American Sign Language (ASL) as used in the deaf community and includes a general discussion of ASL structure with an introduction to a variety of

manual communication systems and philosophies. Emphasis will be on building a basic vocabulary of approximately five hundred signs and the manual alphabet. Students will have directed practice with media generated materials, emphasizing the development of beginning level receptive and expressive conversational practice. Lecture - 47 contact hours. Lab - 30 contact hours.

ASL 1150C INTERMEDIATE AMERICAN SIGN LANGUAGE WITH LAB .....4 credits
Prerequisite: ASL 1140C. This course is a continuation of the basic American Sign Language course and expands the student's vocabulary and signing fluency. Students will have directed practice with media generated materials, emphasizing receptive and expressive conversational practice. Lecture - 47 contact hours. Lab – 30 contact hours.

ASL 1160C ADVANCED AMERICAN SIGN LANGUAGE WITH LAB .....4 credits
Prerequisites: ASL 1150C, ASL 1430, and ASL 1510. This course is a continuation of Intermediate American Sign Language (ASL) designed to develop expressive and receptive signing skills to an advanced level. Included are compound/complex sentences, inflectional signs, tense and time, sign modulations, and classifiers. Discussion may also include cultural issues and optional professional careers in deafness. Lecture - 47 contact hours. Lab - 30 contact hours.

ASL 1300 STRUCTURE OF AMERICAN SIGN LANGUAGE.....3 credits
Prerequisites: ASL 1150C, ASL 1430, ASL 1510. This course is 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.

ASL 1430 FINGERSPELLING .....2 credits
Prerequisites: ASL 1140C, ASL 1510. 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 is on both receptive and expressive development. 32 contact hours.

ASL 1510 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.

AST 1002 UNIVERSE: THE INFINITE FRONTIER .....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) 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 and MAT 0024) 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 and MAT 0024) 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 LABORATORY.....1 credit
Pre- or corequisite: AST 1002 or AST 1003 or AST 1004. This is a laboratory course to provide those experiences in observation needed by the beginning astronomy student and the interested amateur. Topics will include astronomical coordinate systems, characteristics of telescopes, telescopic observation of celestial objects, astrophotography, and applications of desktop planetarium software. 45 contact hours.

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 Animal Anatomy and will help to visualize these concepts. 47 contact hours or equivalent.

ATE 1211 ANIMAL PHYSIOLOGY.....3 credits
Pre- or corequisites: ATE 1110 with a minimum grade of "C," ATE 1110L with a minimum grade of "C." 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, nonruminant 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: MAT 1033 with a minimum grade of "C" or any three-credit course with MGF, MAC or STA prefix with a minimum grade of "C," and admission to the Veterinary Technology AS program. This course is designed to acquaint the student with mathematics and office procedures used in veterinary hospital management and veterinary computer applications. 47 contact hours.

ATE 1364 LEADERSHIP IN THE VETERINARY CLINIC.....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 from contemporary multi-cultural writing and experiential learning exercises with current leadership theories and practices. 47 contact hours or equivalent.

ATE 1636 LARGE ANIMAL CLINICAL AND NURSING SKILLS.....2 credits
Prerequisite: Admission to the Veterinary Technology program. This course is designed to acquaint the student with the fundamentals of farm animal herd health management, reproductive physiology, and lactation physiology. Aspects of farm animal husbandry will be discussed. 32 contact hours.

ATE 1650L VETERINARY CLINICAL PRACTICE I.....1 credit
This course is designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, examining room techniques, administering medications, basic parasitology, and basic clinical pathology procedures. 47 contact hours or equivalent.

ATE 1654L VETERINARY CLINICAL PRACTICE II.....1 credit
Pre- or corequisite: ATE 1650L with a minimum grade of "C" and ATE 1110 with a minimum grade of "C." This course is 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 with a minimum grade of "C." This course is a study of the technical clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition. The species studied include rats, rabbits, mice, guinea pigs, hamsters, and primates. 47 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 minimum of 64 hours in a full service veterinary clinic is required. 64 contact hours.

ATE 1944 VETERINARY WORK EXPERIENCE II.....1 credit
Prerequisite: ATE 1943 with a minimum grade of "C." This course consists of supervised clinical experience in a workplace approved by the instructor. A maximum of 64 hours in an approved workplace is required. 64 contact hours.

ATE 2050C SMALL ANIMAL BREEDS AND BEHAVIOR.....1 credit
Prerequisite: Admission to the Veterinary Technology AS program. 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 2349 VETERINARY HOSPITAL OPERATIONS.....3 credits
Prerequisite: Admission to the Veterinary Technology Certificate program. This course is designed to provide students with an understanding of best practices in veterinary hospital operations. 47 contact hours or equivalent.

ATE 2501C PROFESSIONAL DEVELOPMENT SEMINAR.....1 credit
Prerequisite: Admission to the Veterinary Technology AS program. 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. 32 contact hours.

ATE 2611 ANIMAL MEDICINE I .....3 credits
Pre- or corequisite: ATE 1211 with a minimum grade of "C." This is a course designed to acquaint the student with history taking, examination room techniques, anesthesiology, asepsis and general and surgical instrument identification and care. 47 contact hours or equivalent.

ATE 2612 ANIMAL MEDICINE II .....3 credits
Prerequisite: ATE 1211 with a minimum grade of "C." The course topics include immunity, disease prevention, common vaccinations and diseases in small animals, zoonotic disease, health hazards in veterinary practice, and veterinary dentistry. 47 contact hours 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 with a minimum grade of "C." 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: Any College-level BSC or ZOO with a minimum grade of "C," ATE 1211 with a minimum grade of "C." 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 for the reinforcement and application of laboratory procedures and principles taught in Animal Laboratory Procedures. 90 contact hours.

ATE 2639 ANIMAL LABORATORY PROCEDURES II.....3 credits
Prerequisite: ATE 2638 with a minimum grade of "C." Corequisite: ATE 2639L. This lecture course serves as a continuation of Animal Lab Procedures I 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 with a minimum grade of "C." 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, and abnormal and comparative hematology. 92 contact hours.

ATE 2651L ANIMAL NURSING AND MEDICINE LABORATORY I .....2 credits
Prerequisites: ATE 1654L with a minimum grade of "C," ATE 1311L with a minimum grade of "C," ATE 1211 with a minimum grade of "C." Prerequisites or corequisites: ATE 2611 with a minimum grade of "C," ATE 2631 with a minimum grade of "C." 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 with a minimum grade of "C." This course is a continuation of Animal Nursing and Medicine Laboratory I. Skills will be developed 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 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of large animal husbandry, herd health management, preventive medicine, animal restraint and nutrition as it relates to the bovine, equine, porcine, and caprine species. 47 contact hours.

ATE 2661 LARGE ANIMAL DISEASES.....1 credit
Prerequisite: ATE 1636 with a minimum grade of "C." 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.

ATE 2710 ANIMAL EMERGENCY MEDICINE .....1 credit
Prerequisite or corequisite: ATE 1211 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of emergency veterinary medicine, including office and record systems, veterinary emergency first aid, toxicology, as well as knowledge of assistance in specialized veterinary medical and surgical techniques relating to common emergencies. 17 contact hours.

ATE 2722 AVIAN AND EXOTIC PET MEDICINE.....2 credits
Prerequisite: ATE 1211 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of avian and exotic pet husbandry, physiology, management, and medicine. This course includes the following vertebrate groups as lecture topics: reptiles, birds and exotic mammals. 32 contact hours or equivalent.

ATE 2945 VETERINARY WORK EXPERIENCE III.....1 credit
Prerequisite: ATE 1944 with a minimum grade of "C." Pre- or corequisite ATE 2651L with a minimum grade of "C." This course consists of supervised clinical experience in a full service veterinary clinic and/or shelter approved by the instructor. A minimum of 64 hours is required, at least 16 of which must be performed in an animal shelter. May be repeated one time for credit in a clinical worksite approved by the instructor. 64 contact hours.

ATE 2946 VETERINARY WORK EXPERIENCE IV .....1 credit
Prerequisite: ATE 2945 with a minimum grade of "C." This course consists of supervised clinical experience in a full service veterinary clinic and/or emergency clinic approved by the instructor. A minimum of 64 hours is required, at least 32 of which must be performed in an emergency clinic. 64 contact hours.

BCN 1050 BUILDING SPECIFICATIONS .....1 credit
This course is an introduction to the professional written requirements 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 Standardized Software. 17 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. The systems will be studied for code requirements, installation procedures and working principles. 17 contact hours.

BCN 1058 RESIDENTIAL PLUMBING SYSTEMS.....1 credit
This course is an introduction to plumbing systems installed in residential home building. The systems will be studied for code requirements, installation procedures, and working principles. 17 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 requirements, installation procedures, and working principles. 17 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. 92 contact hours.

BCN 1272 BLUEPRINT READING .....2 credits
This course is an introduction to the reading and interpretation of architectural working drawings. Topics include history of recorded drawings, architectural and structural details, materials, 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. Topics covered will include the impact of recent hurricanes on the construction industry, basic engineering principles (wind loads, shear walls, diaphragms, uplift, overturning, etc.), structural failure, waterproof construction (roofing, storm surge, doors and windows, etc.) and insurance topics. Emphasis will be on new code requirements 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 students in the Building Arts programs. Students will demonstrate professional competencies in the documentation and completion of an approved, "hands-on" project that may incorporate multiple aspects of the construction industry, including drawing, estimating, scheduling, permitting and/or construction. 92 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, accessories and reinforcing steel used in masonry construction. 17 contact hours.

BCN 2053 ROOFING SYSTEMS .....1 credit
This course is a survey of roofing systems used in construction. Topics include materials, products, accessories, underlayments, substrates, flashing, code applications and construction methods for membrane, composition shingle, tile, metal and wood roofing systems. 17 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 building 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 structural system is reinforced concrete. 17 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 structural system is steel. 17 contact hours.

BCN 2068 THE A.D.A.: PRIMER FOR CONTRACTORS.....1 credit
This course is an introduction to the requirements of the "Americans with Disabilities 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 disputes. 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.

BCN 2732 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 industry. 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.

BCT 1760 BUILDING CODES.....2 credits
This course is an introduction to the Florida 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, the Standard Building Code, testing agencies, accessibility and governmental agencies which impact on the construction industry. 32 contact hours.

BCT 1770 CONSTRUCTION ESTIMATING.....3 credits
Prerequisites: ARC 2461 and either BCN 1272 or BCN 1251C or permission of the program director. 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. 47 contact hours.

BCT 2708 ADVANCED CONSTRUCTION PROJECT MANAGEMENT.....3 credits
Prerequisite: BCT 2771 or BCT 2730. 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.

BCT 2730 JOB SITE SUPERINTENDING .....3 credits
Prerequisites: BCN 1251C or BCN 1272, and BCN 1050, BCT 1760, BCN 2732, BCT 1770. 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 2762 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 2764 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 2771 ADVANCED ESTIMATING AND SCHEDULING .....3 credits
Prerequisite: BCT 1770. 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. 47 contact hours.

BRC 2001 PRINCIPLES OF FINANCIAL SERVICES-BANKING .....3 credits
This course is designed to provide an introduction to financial institutions and the services offered within those institutions. Topics will include principles related to the history, growth, and structure of the financial industry, basic functions of financial institutions, basic skills necessary to perform in financial institutions, security and fraud detection procedures, real estate, and mortgage lending. Banking institutions will be emphasized. 47 contact hours.

BRC 2062 INTRODUCTION TO FINANCIAL MARKETS AND MONEY .....3 credits
Prerequisite: ECO 2013. This course examines the characteristics of money, monetary policy, and the Federal Reserve System. Students will further examine the saving and investment process, interest rates, and securities markets. 47 contact hours.

BSC 1005 BIOLOGICAL SCIENCE.....3 credits
Prerequisites: (ENC 0020, REA 0002 and MAT 0024) 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 2010, BSC 2011.) 47 contact hours.

BSC 1005L BIOLOGICAL SCIENCE LABORATORY.....1 credit
Pre- or corequisite: BSC 1005. This is a laboratory experience to accompany Biological Science for students who do not intend to major in Natural Science or medical fields. The lab will emphasize basic biological concepts covering the cell, energy processes, genetics, organization of life and scientific method. 45 contact hours.

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 1084C ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY .....4 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP1695 and MAT 0024) or (appropriate scores on the college placement test). This one semester combined lecture/laboratory 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, nervous, reproductive, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, and urinary. This course is designed for EMS Program students and is not intended for pre-nursing, pharmacy, dentistry, medicine, physician assistant, dental hygiene students or biology majors. Health program director approval is necessary for other programs. This course will not count for credit nor may it be substituted for BSC 2085/2085L and/or BSC 2086/2086L. 92 contact hours.

BSC 1930 BIOLOGICAL ISSUES.....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024) or (satisfactory score on the SPC placement test.) This course is designed to allow the student an opportunity to investigate current biological issues of importance to society through lecture and discussion. Issues may include, but are not limited to, methods of science, ethical issues in science, biological impact of environmental change, genes and genomes, biodiversity and evolution, populations, ecology and conservation of species and natural habitats, sociobiology, reproductive strategies, and the biological basis of cancer, AIDS and other diseases. 47 contact hours.

BSC 2009CHHONORS INVESTIGATING BIOLOGY.....4 credits
Prerequisite: Appropriate score on the SPC Placement Test or acceptance into the Honors College or approval of the program director. Biological science is studied using an investigative and case-based approach. Special emphasis will be placed on application of biological concepts to other disciplines, including mathematics, physical sciences and social sciences. Topics may include molecular biology, cell biology, genetics, development, physiology, ecology and evolution. Some of the topics may be covered more in-depth as determined by student and faculty interest and relevant current events. 94 contact hours.

BSC 2010 BIOLOGY I – CELLULAR PROCESSES .....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024) or (appropriate scores on the SPC placement test) and CHM 1025 or one year of high school chemistry. Corequisite: BSC 2010L. The biological topics related to cells are studied in detail. These topics include molecular biology, genetics, cell types, cell structure and functions, embryology, and evolution. This course is designed for science majors and to prepare the student for Biology II and must be taken in sequence. 47 contact hours.

BSC 2010L BIOLOGY I LABORATORY .....1 credit
Corequisite: BSC 2010. This is a laboratory experience to accompany Biology I. Laboratory exercises related to cellular biology are studied in detail and include: basic biochemistry, cell structure and function, molecular biology, embryology, and genetics. 45 contact hours.

BSC 2011 BIOLOGY II – ORGANISMS AND ECOLOGY .....3 credits
Prerequisites: BSC 2010 and 2010L. Corequisite: BSC 2011L. The biological topics related to organisms and their environment are studied in detail. These topics include taxonomy, systematics, physiology, reproduction, ecology, and evolution. 47 contact hours.

BSC 2011L BIOLOGY II LABORATORY .....1 credit
Prerequisites: BSC 2010 and BSC 2010L. Corequisite: BSC 2011. This is a laboratory experience to accompany Biology II. Laboratory exercises related to organisms and their environment are studied in detail and include: ecology, taxonomy, physiology, reproduction, and evolution. 45 contact hours.

BSC 2085 HUMAN ANATOMY & PHYSIOLOGY I .....3 credits
Recommended: HS or college level biology or chemistry class within 5 years. Prerequisites: (ENC 0020 and REA 0002 and MAT 1033 with a minimum grade of "C") or (EAP 1695 and MAT 1033 with a minimum grade of "C") or (appropriate score on SPC placement test). Corequisite: BSC 2085L. 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. 47 contact hours.

BSC 2085L HUMAN ANATOMY & PHYSIOLOGY LABORATORY I.....1 credit
Corequisite: BSC 2085. This 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 integumentary, skeletal, muscular and nervous. 45 contact hours.

BSC 2086 HUMAN ANATOMY & PHYSIOLOGY II .....3 credits
Prerequisite: BSC 2085 and BSC 2085L with a minimum grade of "C". Corequisite: BSC 2086L. This course is a continuation of Human Anatomy & Physiology I. 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 endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary and reproductive. 47 contact hours.

BSC 2086L HUMAN ANATOMY & PHYSIOLOGY LABORATORY II.....1 credit
Corequisite: BSC 2085 and BSC 2085L with a minimum grade of "C." Corequisite: BSC 2086. This 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 lymphatic, endocrine, respiratory, digestive, cardiovascular, urinary, and reproductive. 45 contact hours.

BSC 2250C FIELD BIOLOGY OF FLORIDA WITH LAB.....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024) or satisfactory score 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. Extensive time will be spent outdoors. Students may be expected to provide their own transportation to off-campus locations.

BSC 2362 TROPICAL ECOLOGY.....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024) or appropriate scores on the SPC placement test and consent of the instructor, or Program Director approval. This course emphasizes field recognition and observation of ecological relationships of plants and animals of the New World tropics and associated habitats. Lectures will emphasize basic ecological concepts, such as the niche concept, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution and predation, with field components that will emphasize identification of representative forms of life of various tropical ecosystems in a study 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 for a total of 9 credits in GPA. 47 contact hours.

BSC 2366L NEOTROPICAL ECOLOGY LABORATORY.....1 credit
Prerequisites: Consent of the instructor. This course emphasizes observation of ecological relationships of plants and animals of the New World tropics and associated habitats. The laboratory will be onsite investigations in the Neotropics (Costa Rica, Belize, Amazonia, etc.) and will emphasize basic ecological concepts, such as the niche concept, niche portioning, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution and predation. In addition it will emphasize identification of representative forms of life of various tropical ecosystems in the study country located within the Neotropics. Both 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. 45 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 transactions, insurance, bankruptcy, agency and employment, wills, estates, and trusts. 47 contact hours.

BUL 2361 BUSINESS ENTITIES AND AGENCY LAW.....3 credits
Prerequisite: BUL 2241. This course will acquaint the student with typical legal functions connected with the formation and operation of a variety of business entities. It will primarily consider the functions of members in various business entities, including the organization and creation, continuing operation problems, typical business entity variations and a comparison with other types of business entities including sole proprietorships, partnerships, limited partnerships, limited liability partnerships, limited liability companies, and corporations. This course will also consist of a treatment of agency law and common asset protection vehicles. 47 contact hours.

CAP 2134 DATABASE SECURITY .....3 credits
Prerequisite: CTS 1120. This course is designed to provide the student with an understanding of database security concepts and practices. The objective of the course is to provide hands-on instruction in various database tasks that relate to securing the confidentiality, integrity and availability of information that is stored in a database. The student will be able to perform administrative tasks in different database management systems, as well as manage database user profiles, privileges, and roles. Different database application security models will be explored, as will the security advantages of utilizing virtual private databases. Finally, the process of database auditing will be explored, including auditing methods using various database management systems. 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.

CCJ 1512 GANGS AND TERRORISM .....3 credits
Prerequisite: Permission of the program director. This course introduces the student to the interrelationship of gangs, drug trafficking, conspiracy, and terrorism. The course is designed to provide the student with knowledge of legal elements of a criminal conspiracy to include terrorism operations, drug interdiction, and gang organizations. 47 contact hours.

CCJ 2509 INTRODUCTION TO GANGS AND CRIME .....3 credits
This course provides students with an overview of street gangs, the social factors, and the general classifications necessary for the law enforcement, corrections, and public safety professional. This course explores the history, membership, activity, current trends, and influence of street gangs. Students will be challenged to define community-based solutions, and strategies to combat the criminal activity associated with street gangs. 47 contact hours.

CCJ 2511 INTERVENTION AND PROSECUTION TECHNIQUES FOR GANGS .....3 credits
Prerequisite: Permission of the program director. This course provides the student with the knowledge and strategies to vigorously target, investigate, prosecute and prevent resurgence of criminal street gangs. This course provides an overview of the origins of gangs, the relationship between gangs and organized crime, and the identification and investigation of criminal street gang members and organizations. The student will explore the factors and programs that can deter and impact gang membership, and the prosecution of encountered criminal street gangs throughout the country. 47 contact hours.

CCJ 2618 CRIMINAL PSYCHOLOGY .....3 credits
Prerequisite: Program Director's approval. This course is an examination of psychology of human behavior as it relates to crime. The student will be introduced to psychopathology, the sexually violent offender, and serial murder. The student will also examine violent juvenile offenders and the process of psychological conditioning which allows them to commit violent criminal acts. 47 contact hours.

CCJ 2706 SURVEY OF RESEARCH METHODS FOR CRIMINAL JUSTICE.....3 credits
Prerequisite: CCJ 1020. This introductory course will examine research strategies, data collection, and data analysis in the investigation of questions which arise in criminology and criminal justice. Particular focus will be placed on understanding the role, theory, and functions of the research process for criminal justice professionals. 47 contact hours.

CCJ 2940 PRACTICUM .....3 credits
Prerequisite: Permission of Program Director. This course is designed to provide students with supervised work experience in public safety or social service institutions that deal in the prevention, intervention, suppression, or prosecution of gang crime or activity. This work experience may be voluntary or paid and is at the discretion of the institution. The student must fulfill the requirement of a minimum of 60 hours on the job work experience. The student will be required to complete writing assignments related to the work experience. 47 contact hours.

CET 1114C DIGITAL FUNDAMENTALS WITH LAB.....4 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. The laboratory exercises cover the measurement and analysis of digital circuits and devices. 62 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 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 prepares students for the A+ Essentials 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
This course is designed to teach the student basic technical and troubleshooting skills needed to understand the function and operation of major elements of personal computer systems, and how to localize and correct common software problems. Upon completion of this course, the student will have a basic understanding of the function and operation of the computer operating system. The student will also be able to install and configure network devices, configure computer security, address common security threats, and harden the system against exploits. The student will also be able to formulate disaster recovery procedures and implement them as instructed. The student will also be able to install and troubleshoot network peripherals. This course will prepare the student for the A+ Certified IT Technician level of Computer/Network Support Technician Certification offered by the Computer Technology Industry Association, Inc. (A+ Certification). 47 contact hours.

CET 1486 INTRODUCTION TO LANs .....3 credits
Prerequisite: CET 1071. This course is an introduction to 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.....3 credits
This is the first of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). 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. 47 contact hours.

CET 1610 ROUTING PROTOCOLS AND CONCEPTS.....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 to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes networking, network terminology and protocols, network standards, local area networks (LANs), wide area networks (WANs), Open System Interconnection (OSI) models, Ethernet, Transmission Control Protocol/Internet Protocol (TCP/IP) Addressing Protocol, dynamic routing, routing and the network administrator's function. Students will successfully implement basic router configuration, 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
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 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 2615 LAN SWITCHING AND WIRELESS.....3 credits
Prerequisites: CET 1600 and CET 1610. This is the third of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes networking, network terminology and protocols, network standards, local area networks (LANs), LAN segmentation, segmentation techniques, Internet Protocol (IP) addressing, Fast Ethernet, Gigabit Ethernet, Spanning Tree Protocol, virtual LANs, and wireless 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 wireless LAN design. 47 contact hours.

CET 2620 ACCESSING THE WAN.....3 credits
Prerequisites: CET 1600, CET 1610 and CET 2615. This is the last of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (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), and network troubleshooting. 47 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). 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
Prerequisites: 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 2665 SECURE PIX FIREWALLS .....3 credits
Prerequisites: CCNA certified or completion of CET 2620. This course is designed to provide students with classroom and laboratory experience in advanced topics of Private Internet Exchange (PIX) Firewall programming. Students will design and configure firewalls using case studies and laboratory equipment in preparation for the industry PIX Firewall exam. 47 contact hours.

CET 2670 SCALABLE ROUTING PROTOCOLS AND IPv6 .....3 credits
Prerequisites: CCNA certified or completion of CET 2620. 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 Interior Gateway Protocols (IGPs), Border Gateway Protocol (BGP), Internet Protocol (IP) Multicasting, Internet Protocol version 6 (IPv6), 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 2682 FUNDAMENTALS OF VOICE OVER IP(VoIP) .....3 credits
Prerequisites: CCNA certified or completion of CET 2620. Instruction includes, but is not limited to, Voice over Internet Protocol (VoIP) theory, Voice Gateway configuration in a IP Telephony (IPT) solution, IP Phone configuration, design of VoIP networks and troubleshooting IPT networks. Students will design and configure various VoIP networks using case studies and laboratory equipment. 47 contact hours.

CET 2685 IMPLEMENTING SECURE CONVERGED WANS.....3 credits
Prerequisites: Completion of CET 2620 or CCNA certification with permission of the Dean. This course examines an overall approach to network security Topics include, but are not limited to, integration of hardware firewalls, Intrusion Detection Systems (IDS), Internet Protocol-security (IPSec), and Virtual Private Networking (VPN) in network security design. Students will implement designs using equipment in a laboratory setting. 47 contact hours.

CET 2691 LAWS AND LEGAL ASPECTS OF INFORMATION TECHNOLOGY SECURITY .....3 credits
This course provides students with an overview of legal issues common to computer security, and interweaves business paradigms into the reading to offer a macro-context against which to view such issues. These issues topically fall within the parameters of privacy, intellectual property, computer crime investigation for network breaches, civil liability, and ethics of the Information Technology (IT) professional focused on network security. The course will seek to expand on all matters of law that may be included on any network security certification exam, but also covers broadly the economic impact that security breaches have on industry sectors and the business response required. Coursework will include reviewing fact patterns applied to legal and ethical authorities. 47 contact hours.

CET 2856 ENTERPRISE SWITCHING AND WIRELESS NETWORKING .....3 credits
Prerequisite: Completion of CET 2620 or CCNA certification with permission of program director. This course is designed to provide students with advanced classroom experience in Local Area Network (LAN) and Wide Area Network (WAN) switching. Instruction includes, but is not limited to, Virtual Local Area Network configuration (VLAN), VLAN Trunking Protocols (VTP), VLAN Pruning, Spanning Tree Protocol (STP), routing between VLANs, multi-layer switch operations, Hot Standby Routing Protocol (HSRP), multicasting, restricting network access with switching security techniques, installing Access Control Lists (ACL's) on switches, wireless technology applications with switches, configuring Quality of Service (QoS) on switches, IP Multicasting, and Voice Over Internet Protocol (VoIP) integration. Students will install, configure, and operate complex-routed LAN and WAN switching networks. 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. Topics covered include a brief discussion of the historical development of data processing and computing concepts, basic computer terminology, the architecture of modern computer systems, computer communications, computer data representation and organization, numbering systems used in computers, computer operating systems, flowcharting and/or pseudocode, and program development using an appropriate computer language and Integrated Development Environment (IDE). 47 contact hours.

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, computer and internet ethics, and security. (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 or permission of the program director. This course is an introduction to fundamental business concepts utilizing a computer as the tool. Contemporary business projects are produced through the use of integrated business applications software. Selected topics include the Internet; operating systems; and creating and evaluating documents, worksheets, databases, and presentations. Guidelines for selecting computer hardware and software are addressed. Additional topics include conducting Internet research and critically assessing the value of that research, Internet ethics and security. Satisfactory completion of this course meets the Computer and Information Literacy graduation requirement. 47 contact hours.

CGS 1172 E-COMMERCE SITE DESIGNER I.....3 credits
Prerequisite: CGS 1060 or permission of program director. This course is designed to teach students the basic concepts of conducting business online and technological issues associated with constructing an electronic commerce (e-commerce) Web site. 47 contact hours.

CGS 1178 WEB SCRIPTING WITH CGI/PERL AND JAVASCRIPT.....3 credits
Prerequisite: COP 2823 or permission of the program director. This course will introduce students to Web scripting applications. Topics include server-side scripting with Common Gateway Interface (CGI) and Practical Extract and Reporting Language (Perl), and client-side scripting with JavaScript. Students will install a Web server and create applications which will validate data entered in a Web browser client and process the data on the server. 47 contact hours.

CGS 1510 ELECTRONIC SPREADSHEET I .....1 credit
This course will provide students with hands-on experience to create and manage basic electronic spreadsheets and graphs relative to contemporary business. Previous Windows experience is necessary. Students will develop various functions and commands of the electronic spreadsheet environment for such applications as sales forecasts, financial statements, cash flow analysis, stock market calculations, expense analysis and control, budgets and plans. 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 PRESENTATIONS/GRAPHICS .....1 credit
This course is designed to teach the use of graphics software using a microcomputer to generate presentations. Students will prepare slides for visual and printed output utilizing a variety of methods to communicate effectively and professionally. 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
Previous Windows experience is recommended. This course introduces databases and how they work. Using appropriate business software, the student will learn to plan, create, use, and change relational databases and to generate queries, forms and 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 1822 WEB SITE ESSENTIALS .....2 credits
Prerequisite: COP 1822 with topic HTML and permission of program director. This course introduces the basic skills necessary to be an effective designer and/or developer for the World Wide Web, and is the foundation class for the Web Design and Developer Programs. The student will be introduced to skills that are necessary to develop and maintain complex Web sites, including a fundamental understanding of the client-server nature of the World Wide Web. The student will learn to separate content and format, including an understanding of basic Web page and site design using Cascading Style Sheets (CSS). 32 contact hours.

CGS 1823 WEB SITE DESIGN CONCEPTS .....3 credits
Prerequisite: CGS 1822 and COP 1826 or permission of program director. The student will achieve an understanding of the planning process involved in the design and creation of a Web site. The student will create a new Web site plan and Web site design plan directed toward a final Web site implementation project. The student will also create a Web site marketing plan, a site budget, and use tools for tracking, evaluating and maintaining a Web site. 47 contact hours.

CGS 1874 INTRODUCTION TO FLASH .....3 credits
Prerequisite: COP 1822 or permission of the Dean. This is a survey course designed to introduce the concepts of Flash and multimedia animation. Students will be exposed to different areas of Flash and multimedia techniques that include text, images, audio, video and animation. Students will have the opportunity to learn how to manipulate text, produce simple animations, incorporate audio and video, and learn basic ActionScripting. They will learn to combine the components into Web sites. 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 (if applicable). Different operating systems will be presented in different sections of the course. This course may be repeated two times for up to three (3) credits; it may be repeated only in sections offering different software. 16 contact hours.

CGS 1937 CGI SCRIPTS USING PERL II .....3 credits
Prerequisite: CGS 1178. This course is a continuation of CGS 1178. 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 are 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 transaction-enabled business-to-consumer Web site using various electronic-commerce (e-commerce) strategies and products. The course focuses on applying theory and design to e-commerce Web construction. 47 contact hours.

CGS 2402 PROGRAMMING IN C++ FOR BUSINESS .....3 credits
Prerequisite: CGS 1000 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 2525 INTRODUCTION TO MULTIMEDIA.....2 credits
Prerequisite: CGS 1060 or permission of the program director. 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 2811 INCIDENT RESPONSE AND DISASTER RECOVERY .....3 credits
Prerequisite: CTS 1120. This course is designed to provide the student with an understanding of the concepts and practices of contingency operations, including the administration of the planning process for incident response, disaster recovery, and business continuity planning. Topics include organizational readiness planning, the phases of incident response, different contingency strategies, tasks related to the preparation, implementation, operations, and maintenance of disaster recovery, and business continuity. 47 contact hours.

CHM 1025 INTRODUCTORY CHEMISTRY .....3 credits
Prerequisite: (ENC 0020 and REA 0002 and MAT 1033) or (EAP 1695 and MAT 1033) or (appropriate score on 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 General Chemistry and Qualitative Analysis I 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 or CHM 1046. 47 contact hours.

CHM 1045 GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS I .....3 credits
Prerequisite: (1) CHM 1025, CHM 1025L or (2) CHM 1026 or (3) One year of high school chemistry and permission of the program director, and MAC 1105 or MAC 1106 with a grade of "C" or better. 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 with a grade of "C" or better, CHM 1045L with a grade of "C" or better. Corequisite: CHM 1046L. This course is a continuation of General Chemistry and Qualitative Analysis I 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 General Chemistry and Qualitative Analysis Laboratory I. It includes some qualitative analysis. 47 contact hours.

CHM 2210 ORGANIC CHEMISTRY I .....3 credits
Prerequisite: CHM 1045. Corequisite: CHM 2210L. Pre- 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
Corequisite: CHM 2210. This laboratory course involves basic techniques for the synthesis, purification and identification of organic compounds. These techniques include filtration, separation, melting point determination, spectroscopy, recrystallization, distillation, evaporation, reflux and assembly and care of glassware. 45 contact hours.

CHM 2211 ORGANIC CHEMISTRY II .....3 credits
Prerequisite: CHM 2210. Corequisite: 2211L. This course is a continuation of Organic Chemistry I emphasizing reaction mechanisms, synthesis, functionality and spectroscopy. 47 contact hours.

CHM 2211L ORGANIC CHEMISTRY LABORATORY II.....1 credit
Corequisite: CHM 2211. Laboratory work involves synthesis, purification and identification of organic compounds involving special techniques such as infrared spectroscopy or gas chromatography. 47 contact hours.

CIS 1358 OPERATING SYSTEM SECURITY .....3 credits
Prerequisite: CTS 1120. This course introduces the student to securing Windows 2000 and Linux operating systems. In this course the student will acquire knowledge and skills to perform audit assessments and implement enterprise-wide operating systems security. The objective of the course is to provide hands-on instruction, from the desktops, servers and the network infrastructure and understand how to control the privacy, integrity and authenticity of data. 47 contact hours.

CIS 2321 SYSTEMS ANALYSIS AND DESIGN .....3 credits
Prerequisite: CGS 1000 or permission of instructor/director. This course provides the student with ways to understand and apply fundamentals of systems analysis to the development of information systems used in business, government or nonprofit environments. Both individual and team approaches are taken to analyze systems projects utilizing current information systems applications. The student will become familiar with a range of techniques for systems analysis. The student will be made aware of the importance of developing good human relations skills and the need to understand and deal with the social and political culture in organizations in the course of system analysis and design. It is recommended that this course be taken during the last session prior to graduation. 47 contact hours.

CIS 2352 ETHICAL HACKING.....3 credits
Prerequisite: CTS 1120. This course is designed to provide the student with an understanding of the techniques and methodologies of security penetration testing. This course provides hands-on instruction using the various tools and methods that security professionals use to analyze an information system in order to discover vulnerabilities and protect against information loss, cyber terrorism, and corporate espionage. The student will be introduced to fundamental security testing concepts, gain practical knowledge of computer programming, and learn how to properly document a security test. In addition to exploring the legal and ethical ramifications of penetration testing, students will also learn how to apply the appropriate countermeasures in order to reduce the risk that an organization faces. 47 contact hours.

CJB 1005 CMS HUMAN SERVICES.....3 credits
Prerequisite: Program Director's Approval. This course is an examination of the many services that a police officer has to provide to the public. The student will be introduced to the "S.E.C.U.R.E. Method of Problem Solving" to assist in addressing the needs of the mentally retarded, mentally ill, substance abusers, physically disabled, street gangs, extremist groups and the elderly. The objectives addressed include those as specified by the Criminal Justice Standards and Training Commission (CJSTC)'s Curriculum Maintenance System (CMS) curriculum. 55 contact hours.

CJB 1015 CMS COMMUNICATIONS .....3 credits
Prerequisite: Program Director's Approval. This course is an examination of the police report writing process. The student will be introduced to report writing, interviewing, taking statements, the use of telecommunications, crisis intervention, community oriented policing, "S.E.C.U.R.E.", and officer survival. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 70 contact hours.

CJB 1031C FIRST AID FOR CRIMINAL JUSTICE OFFICERS .....2 credits
Prerequisite: Program Director's Approval. This course is based on Department of Transportation (D.O.T.) techniques for handling medical emergencies. The student will be introduced to injury assessment, types of resuscitation, signs, and symptoms and methods of transmission of communicable diseases. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 40 contact hours.

CJB 1040C CMS FIREARMS .....2 credits
Prerequisite: Program Director's Approval. This course includes the use of officer firearms including the semi-automatic pistol, revolver, rifle/carbine and shotgun. Instruction includes firearms safety, ammunition use, discretionary shooting, day and night courses of fire, and survival firearms training. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission's (CJSTC) Curriculum Maintenance System (CMS) curriculum. 80 contact hours.

CJB 1085 CMS LAW ENFORCEMENT TRAFFIC .....4 credits
Prerequisites: Program Director's Approval and CJB 1005, CJB 1015, CJB 1031C, CJB 2006, CJB 2020C, CJB 1040C, CJB 2050C, CJB 2060, CJB 2070, CJB 1495. This course includes traffic enforcement and control, with the inclusion of Driving Under the Influence (DUI) offenses and enforcement. The student will also be introduced to traffic crash investigation, scene management, reporting procedures, and the court process. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission (CJSTC). 79 contact hours.

CJB 1463 INTRODUCTION TO COMPUTER APPLICATIONS FOR ANALYSIS .....3 credits
Prerequisite: Admission to the Crime Analysis Program. This course will provide the student with an overview of the application of technology to enhance crime analysis. Students will be introduced to computer techniques for performing a wide range of analyses, compiling results, and disseminating information. 47 contact hours.

CJB 1495 CRIMINAL JUSTICE WELLNESS .....1 credit
Prerequisite: Program Director's Approval. This course is an examination of wellness as it relates to the police officer. The student will examine stress, nutrition, stretching, strength, and aerobic conditioning as it relates to an officer's survival and daily living. This course is a part of the Curriculum Maintenance System (CMS) curriculum. 26 contact hours.

CJB 2006 CMS POLICE PRACTICES AND CONSTITUTIONAL LAW .....4 credits
Prerequisite: Program Director's Approval. This course is an introduction to policing. The student will be introduced to Florida's Criminal Justice Standards and Training Commission (CJSTC) and the policies and rules which govern police officer standards within the State of Florida. The student will also be introduced to the Criminal Justice System in Florida, constitutional law, ethics, interpersonal skills, human interaction, and hazardous materials. Criminal Justice Standards and Training Commission (CJSTC)'s Curriculum Maintenance System (CMS) curriculum. 76 contact hours.

CJB 2020C CMS VEHICLE OPERATIONS .....2 credits
Prerequisite: Program Director's Approval. This course examines the components of the police driving examining the physiological and psychological factors which impact the operation of a vehicle. The student will be introduced to vehicle maintenance, vehicle dynamics, environmental conditions, skids and their causes, and practical driving exercises which are conducted on the driving range. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 48 contact hours.

CJB 2050C CMS DEFENSIVE TACTICS.....2 credits
Prerequisite: Program Director's Approval. This course is an examination of police defensive tactics. The student will be introduced to the techniques used for an officer's personal safety and the use of dialogue, empty hand control techniques, impact weapons, chemical agents, and restraining devices are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 80 contact hours.

CJB 2060 CMS LAW ENFORCEMENT PATROL OPERATIONS.....3 credits
Prerequisites: Program Director's Approval and CJB 1005, CJB 1015, CJB 1031C, CJB 2006, CJB 2020C, CJB 1040C, CJB 2050C, CJB 1495. This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Students will be introduced to the S.E.C.U.R.E. Method of Problem Solving, Community Oriented Policing (COP), patrol procedures, arrest and custody, and responding to alarms. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 55 contact hours.

CJB 2070 CMS LAW ENFORCEMENT INVESTIGATIONS .....4 credits
Prerequisite: Program Director's Approval. This course is an examination of the criminal investigation process. The student will be introduced to the investigation of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, 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 addresses include those as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 87 contact hours.

CJB 2090 CMS SPECIAL TOPICS IN LAW ENFORCEMENT.....3 credits
Prerequisite: Program Director's Approval and CJB 1015, CJB 1005, CJB 1031C, CJB 2006, CJB 2020C, CJB 2050C, CJB 2060, CJB 2070, CJB 1085 and CJB 1495. This course is an examination of rescue methods, bombs and explosives, crowd control, and special details. The objectives addressed include those as specified by the Criminal Justice Standards and Training Commission (CJSTC)'s Curriculum Maintenance System (CMS) curriculum. 54 contact hours.

CJC 2212 THE INCARCERATION CONNECTION .....3 credits
Prerequisite: Permission of the program director. This course provides an overview of the correctional and detention structure and the management skills necessary to understand the security threat of criminal street gangs. The student will gain an understanding of the influence and culture of gang members during incarceration and the connection to the community. 47 contact hours.

CJC 2350 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.

CJC 2930 SPECIAL TOPICS IN CORRECTIONS.....2 credits
Prerequisite: Permission of the Dean. This course is an examination of the unique problems that are associated with the institution of corrections. The student will be introduced to the philosophies, history, contemporary issues, and sentencing. The student will also examine the issues of race and gender as they are associated with corrections. 32 contact hours.

CJD 2722 (will be CJE 2552) LAW ENFORCEMENT TRAFFIC.....3 credits
Prerequisite: Permission of the Dean. This course includes traffic enforcement and control, with the inclusion of Driving Under the Influence (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. 47 contact hours.

CJE 1100 CRIMINAL JUSTICE LEGAL I.....3 credits
Prerequisite: Permission of the Dean. 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.

CJE 1101 CRIMINAL JUSTICE LEGAL II.....3 credits
Prerequisite: Permission of Dean. 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 Commission. 47 contact hours.

CJE 1177 CENTRAL AMERICA GANG ASSESSMENT .....3 credits
Prerequisite: Permission of the program director. This course provides the student with an overview of the gang presence and criminal activity in El Salvador, Guatemala, Honduras, Nicaragua, and Mexico; and the rationale for the United States' interest in understanding the gang phenomena in these countries. Students will explore the severity of the gang problem, causes, and risk factors for gang activity. Students will examine the current strategic and programmatic recommendations to impact gang activity in these countries. 47 contact hours.

CJE 1202 CRIME AND DELINQUENCY .....3 credits
This course will provide the student with the opportunity to explore crime theories, crime causation, crime in the modern world, and future trends of criminology and delinquency. In addition, the student will examine theory versus reality throughout the course. 47 contact hours.

CJE 1204 CONTEMPORARY TOPICS IN GANG INVESTIGATIONS.....3 credits
Prerequisite: permission of the program director. This course provides an examination of unique and contemporary gang-related investigation topics, problems, and issues that deserve greater exploration and analysis as the body of knowledge related to gang investigations evolves. The student will be introduced to the contemporary issues surrounding the course topic, historical perspectives, foundational philosophies, and strategies and programs within the context of the course topic. 47 contact hours.

CJE 1442 CRIME PREVENTION AND ANALYSIS .....3 credits
Prerequisite: REA 0001 and Program Director permission. This course provides the students with an overview of crime prevention and analysis. Students will learn the theories and methods of crime prevention. They will also learn analytic techniques to gauge the relative merit of specific crime prevention efforts. Areas will include the development of crime prevention as a field of criminological inquiry, as well as data sources that assist in analyzing crime patterns and the effectiveness of prevention efforts. 47 contact hours.

CJE 1452 CRIMINAL JUSTICE INTERPERSONAL SKILLS I.....4 credits
Prerequisite: Permission of the Dean. In this course 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 come into play in common interaction with others. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 62 contact hours.

CJE 1456 CRIMINAL JUSTICE COMMUNICATIONS.....3 credits
Prerequisite: Permission of the Dean. 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.

CJE 1640 INTRODUCTION TO CRIME SCENE TECHNOLOGY .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate scores on the English and Reading placement tests. 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.

CJE 1643 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.

CJE 1653 INTRODUCTION TO CRIMINAL INTELLIGENCE ANALYSIS.....3 credits
Prerequisite: Permission of the Dean. This course will provide the student with an overview of criminal intelligence analysis, basic criminal intelligence, and investigative analysis techniques in contemporary law enforcement agencies. The course will specifically focus on understanding the criminal intelligence analysis function, various charting techniques, both manually and by the use of RF Flow, analysis of telephone toll records, and spreadsheet analysis using Microsoft Excel. The student will be able to analyze and summarize case data in a clear, concise, and graphical format. Students will be required to utilize the college library, internet resources, and demonstrate skills in Microsoft Excel in order to complete assignments, both in the classroom and computer laboratory environments. The course provides a hands-on practical approach using real-world examples and case scenarios. 47 contact hours.

CJE 1680 INTRODUCTION TO COMPUTER RELATED CRIME INVESTIGATIONS .....3 credits
Prerequisites: Basic computer skills, proficiency in the use of the Internet and the permission of the Dean. 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: Permission of the Dean. 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: Permission of the Dean. 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: Permission of the Dean. 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: Permission of the Dean. 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: Permission of the Dean. 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: Permission of the Dean. This course will introduce the student to the principles 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: Permission of the Dean. 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.

CJE 1770 CRIME SCENE PHOTOGRAPHY I .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate scores on the English and Reading placement tests. Pre- or corequisite: CJE 1640. 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.

CJE 1772 CRIME SCENE PHOTOGRAPHY II .....3 credits
Prerequisite: CJE 1770. 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.

CJE 2020C VEHICLE OPERATION.....1 credit
Prerequisite: Permission of the Dean. This course explores the components of the police driving environment 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.

CJE 2050 CRIMINAL JUSTICE DEFENSIVE TACTICS.....2 credits
Prerequisite: Permission of the Dean. This course includes instruction in 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.

CJE 2054 CRIMINAL JUSTICE WEAPONS.....2 credits
Prerequisite: Permission of the Dean. This course 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.

CJE 2234 DRUG INVESTIGATION METHODOLOGY.....3 credits
This course provides students with an overview of investigative techniques used to identify criminal activity, specifically narcotic trafficking. This course explores the global issues associated with narcotic trafficking, as well as domestic interdiction efforts, the use of community-based solutions, and strategies to combat the criminal activity associated with illegal drugs. 47 contact hours.

CJE 2262 TECHNOLOGY AND GANG INTELLIGENCE SHARING .....3 credits
Prerequisite: Permission of the Dean. This course provides students with a working understanding of the technology available for communication; how that technology can be used by gangs and others inclined to engage in criminal activity; and how that technology can be used by police, courts, and corrections officers to identify criminal activity through intelligence collection, analysis, and dissemination. This course explores the historical use of technology, provides a sampling of technology available in the present, and looks at possibilities for improvements in the future. Students will learn to identify uses for technology, demonstrate a familiarity with available technology, and engage in collaboratively designing and using a technological framework to gather, analyze, and share simulated intelligence. 47 contact hours.

CJE 2453 CRIMINAL JUSTICE INTERPERSONAL SKILLS II.....3 credits
Prerequisite: Permission of the Dean. 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 Commission. 50 contact hours.

CJE 2590 LAW ENFORCEMENT PATROL .....3 credits
Prerequisite: Permission of the Dean. 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.

CJE 2601 LAW ENFORCEMENT INVESTIGATIONS.....4 credits
Prerequisite: Permission of the Dean. 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.

CJE 2605 INVESTIGATIVE TRENDS.....3 credits
This course will provide the student with the opportunity to explore in depth, specific crime typologies, national crime trends, and international events as well as view fundamental investigative techniques. In addition, the student will examine the rigorous methods, issues, and trends of criminal investigation. 47 contact hours.

CJE 2640 INTRODUCTION TO FORENSIC SCIENCE.....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate scores on the English and Reading placement tests. 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.

CJE 2644 CRIME SCENE SAFETY .....2 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate scores on the English and Reading placement tests. 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.

CJE 2671 LATENT FINGERPRINT DEVELOPMENT .....3 credits
Prerequisites: CJE 2644, CJE 2676. Pre- or corequisites: CJE 1643, CJE 1772, CJE 2610, CJE 2640, CJE 2672. This course emphasizes the techniques involved in detection, enhance-

ment 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.

CJE 2672 FINGERPRINT CLASSIFICATION.....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate scores on the English and Reading placement tests. 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.

CJE 2676 BIOLOGICAL EVIDENCE .....2 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate scores on the English and Reading placement tests. 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.

CJE 2730 CORRECTIONAL EMERGENCY PREPAREDNESS.....1 credit
Prerequisite: Permission of the Dean. 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 Commission. 26 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.

CJL 2103 CRIMINAL JUSTICE LEGAL III.....2 credits
Prerequisite: Permission of the Dean. This course is about various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to police application. Traffic 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.

CJL 2134 FORENSIC FINANCIAL INVESTIGATION .....3 credits
Prerequisite: Permission of the Dean. This course will provide students with the background and history of fraud and monetary abuse and will introduce fraud schemes used by employees, owners, managers and executives to defraud their companies. Fraud topics include asset misappropriations, and fraudulent financial statements. 47 contact hours.

CJL 2610 COURTROOM PRESENTATION OF SCIENTIFIC EVIDENCE .....3 credits
Prerequisites: CJE 2644, CJE 2676. Pre or Co-requisites: CJE 1643, CJE 1772, CJE 2640, CJE 2672. This course covers speaking, listening and stress control during courtroom proceedings, dress and grooming. 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.

CLP 2140 ABNORMAL PSYCHOLOGY .....3 credits
Prerequisite: PSY 1012 or PSY 1020H. 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
This course will 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 or Program Director approval. This course is 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.

CNT 1000 LOCAL AREA NETWORK CONCEPTS .....3 credits
This is a course designed to introduce the student to various local area network (LAN) concepts and wide area network (WAN) technologies. Major topics include a history of local area networks, the OSI and TCP/IP models, terms, acronyms, standards, protocols, hardware and software products. 47 contact hours.

CNT 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. 47 contact hours.

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 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. Topics include industry standard programs, file formats, and platform/browser issues. Students will learn how to create and manipulate graphics. Participants will also learn how to create background tiles, graphical rules, bullets and buttons. Several different software programs are used throughout the course. 47 contact hours.

COP 1827 WEB GRAPHICS DESIGN II.....3 credits
Prerequisite: COP 1826. This course is designed to follow 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 a 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 (3) times for credit if different software is used. 16 contact hours.

COP 1842 DEVELOPING WEB SITES USING PHP/MYSQL.....3 credits
Prerequisites: COP 2823. This course will teach students necessary skills to effectively implement dynamic Web sites using

PHP HyperText Preprocessor (PHP) and MySQL. Topics include installing and configuring PHP and MySQL, connecting to a MySQL database, writing basic Structured Query Language (SQL) commands, and developing applications with PHP/MySQL. 47 contact hours.

COP 2222 ADVANCED C++ PROGRAMMING FOR BUSINESS.....3 credits
Prerequisite: CGS 2402 or permission of the program director. This is an advanced programming course in the C++ language. Emphasis is placed on programming using classes and structures in C++. Topics covered will include classes, structures and an introduction 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 Linking and Embedding (OLE). 47 contact hours.

COP 2250 JAVA PROGRAMMING I .....3 credits
Prerequisite: CGS 1000 or permission of the instructor/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 include: Java classes, object-oriented programming, exception handling, interfaces, data types, data structures, text file input/output and an introduction to Swing Graphical User Interfaces (GUI). 47 contact hours.

COP 2349 SHELL PROGRAMMING FOR SYSTEM ADMINISTRATORS.....3 credits
Prerequisites: COP 2345 or CTS 2322, or permission of instructor. This course is intended for students who have mastered the basic Linux/Unix Operating Environment and who would like to read and understand the various boot scripts, and write scripts to automate day-to-day tasks. This course is designed to teach students the skills they need to effectively read, write and debug shell scripts. This course explores in detail the Bourne, Korn, and Bash shell scripting languages. Major topics covered include Linux/Unix shells and shell scripts, writing and debugging shell scripts, the shell environment, regular expressions and the grep command, the sed editor command, the awk text filtering command, conditional control statements, interactive scripts, loops, advanced variables, parameters, argument lists, shell functions, shell traps. 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 language 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 2362 ADVANCED PROGRAMMING WITH C#.....3 credits
Prerequisite: COP 2360 or permission of the Dean. This is an advanced programming course in the C# language. Emphasis is placed on programming using classes and structures in C#. Topics covered will include classes, structures, an introduction to Windows programming, ADO.NET and ASP.NET using C#. 47 contact hours.

COP 2800 JAVA PROGRAMMING II .....3 credits
Prerequisite: COP 2250. This course will teach students to write advanced Java programs. Topics include Swing Graphical User Interface (GUI) applications, advanced layout managers, Swing applets, threads, regular expressions, collections, Java networking, Remote Method Invocation (RMI), JavaBeans, Java Database Connectivity (JDBC), Internationalization (I18N) and Localization (L10N), and Java security. 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 2806 JAVA SERVER PAGES AND SERVLETS .....3 credits
Prerequisite: COP 2250, or permission of the Program Director. This course provides students with the skills needed to develop Web applications using Java. The course will cover Java Server Pages (JSP) features including scriptlets, directives, standard actions, declarations, the JSP Standard Tag Library (JSTL), custom JSP tags, the JSP Expression Language (EL), custom error pages, sessions, javabeans, and cookies. The Java Servlet Application Program Interface (API) is also covered. Students will learn to create simple JavaBeans for JSPs. Applications that query databases using Java Database Connectivity (JDBC) and Structured Query Language (SQL) will be developed. 47 contact hours.

COP 2823 ADVANCED WEB PAGE CREATION.....3 credits
Prerequisite: COP 1822, with topic, HyperText Markup Language (HTML) and permission of program director. 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 online forms with HTML, and using Cascading Style Sheets (CSS) to design Web pages. Students will also be exposed to the latest developments in terms of Web page design. These topics include Dynamic HTML and Extendable Markup Language (XML). 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 2840 SCRIPTING FOR BROWSERS .....2 credits
Prerequisite: CGS 1000 and COP 2823. This course will explore various Internet programming such as VBScript, JavaScript, ECMAScript, Perl and CGI in order to create dynamic Web applications using both client-side and server-side scripting technologies. The students will become familiar with Active Server Pages (ASP) to process form data from the client and discover how to use ASP to interact with other applications on the server and other databases. 32 contact hours.

COP 2843 ADVANCED PHP/MYSQL.....3 credits
Prerequisites: COP 1842. This course extends the study of PHP and MySQL begun in COP 1842, Developing Web Sites Using PHP/MySQL. Topics include MySQL transactions and stored procedures, authentication and authorization, using PEAR, PHP and MySQL security, networking applications, session control, templates, serialization, the CodeIgniter framework, XML and web services, Google maps, Amazon scripts, and shopping carts. 47 contact hours.

CPO 2002 COMPARATIVE GOVERNMENT.....3 credits
Prerequisite: POS 2041 or POS 2050H. 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 2001 CREATIVE WRITING.....3 credits
Prerequisite: ENC 1101 or ENC 1121H or IDS 1101H. 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.

CTS 1120 INTRODUCTION TO NETWORK SECURITY FOUNDATIONS.....3 credits
It is recommended that the student have previous computer network training or experience. This course provides the students with an overview of Information Technology (IT) Security and introduces the components necessary to secure network information systems. Topics include security policies, Intrusion Detection Systems (IDS), firewalls, operating system security and network security basics. Students will also be introduced to current hacker techniques and log auditing processes. Current computer security issues will also be explored as class projects. 47 contact hours.

CTS 1302 DESIGNING A WINDOWS SERVER ACTIVE DIRECTORY INFRASTRUCTURE AND SERVICES.....3 credits
Prerequisites: CTS 1303. This course provides students with the knowledge and skills necessary to design a Windows Server Active Directory infrastructure. This course focuses on the importance of analyzing business requirements as a basis for designing an effective Active Directory infrastructure. The course also emphasizes how to design Active Directory forests, the domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures. Students will also learn how to design for security, high availability, disaster recovery, and migrations. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change. 47 contact hours.

CTS 1303 CONFIGURING AND TROUBLESHOOTING WINDOWS SERVER ACTIVE DIRECTORY DOMAIN SERVICES.....3 credits
Prerequisite CTS 1334. This course provides students with the knowledge and skills to successfully configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues in Windows Server. The course focuses on a directory services environment including forest and domain structure, site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change. 47 contact hours.

CTS 1314 NETWORK DEFENSE AND COUNTERMEASURES.....3 credits
This course will explore concepts of network defense and countermeasures as well as hardware and software required to design, configure and implement secure networks. Security topics covered in this course include firewalls, Intrusion Detection Systems (IDS), Virtual Private Networks (VPN) and policy creation using the Windows 2000 Operating System (OS), Transmission Control Protocol/Internet Protocol (TCP/IP) packet and signature analysis.

The student will get hands-on instruction installing the network defense mechanisms and countermeasure applications. Software will be used for collecting, monitoring and auditing various activities; students will analyze threats and intrusions. Multiple business scenarios will be reviewed to determine which security policy provides the most protection at an acceptable level of risk in order to conduct business.

The student will be able to determine differences between network based and host based IDSs as well as the various types of firewalls such as Bastion Host and Proxy Servers. VPN solutions will be developed on the Windows 2000 Operating System. Win 2K, Linux and Unix will be examined and compared to understand the differences in protection capabilities. 47 contact hours.

CTS 1327 INSTALLING AND CONFIGURING MICROSOFT WINDOWS CLIENT.....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 Client. The course focuses on four main areas: installing; securing; networking; and browsing. Additionally, this course addresses the customers' need for knowledgeable personnel that can support desktops running Microsoft Windows Client Operating Systems. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change. The cost of the textbook is included in the lab fee. 47 contact hours.

CTS 1328 PLANNING AND ADMINISTERING WINDOWS .....3 credits
Prerequisite: CTS 1327. This course provides students with the knowledge and skills necessary to enable them to perform various tasks pertaining to implementing, monitoring, and maintaining Windows Servers These tasks include planning a Windows Server deployment, planning and implementing Windows Server security, managing application versioning, maintaining a Distributed File System (DFS), and troubleshooting hardware, software, and network issues. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change. 47 contact hours.

CTS 1334 CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE.....3 credits
Prerequisite: CTS 1328. The goal of this course is to provide students with the knowledge and skills to configure and troubleshoot a Windows server network infrastructure. The course is intended for systems administrator or systems engineer candidates who are responsible for implementing and managing server networking technologies. This course may be repeated up to three (3) times using a different version of the software which has a substantial or significant change. 47 contact hours.

CTS 1335 CONFIGURING AND TROUBLESHOOTING INTERNET INFORMATION SERVER AND WINDOWS TERMINAL SERVICES .....3 credits
Prerequisites: CTS 1334. This course will teach students how to install, configure maintain, and administer a web server using Microsoft Internet Information Services. Additionally, this course teaches students how to configure, manage, monitor, and troubleshoot a Terminal Services environment. Various 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.

CTS 2106 FUNDAMENTALS OF THE LINUX/UNIX OPERATING ENVIRONMENT.....3 credits
This course is designed to teach students how to use basic Linux/Unix Operating Environment commands. The course is for new users of the Linux/Unix Operating Environment. Students learn file system navigation, file permissions, the vi text editor, command shells and basic network use. Major topics covered include accessing the environment, accessing files and directories, directory and file commands, searching for files and text, file security, text editing, archiving user data, remote connections, system processes, the Korn shell, sed and awk text filtering commands and reading shell scripts. 47 contact hours.

CTS 2205 ADVANCED EXCEL (MICROSOFT SPECIALIST).....3 credits
Prerequisite: CGS 2103 or CGS 1515 or permission of instructor or program director. 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, charting skills, 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.

CTS 2213 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.

CTS 2220 ADVANCED WORD (MICROSOFT SPECIALIST).....3 credits
Prerequisite: CGS 2103 or permission of program director. This course will provide specialized training on advanced word processing concepts and techniques using Microsoft Word software. The major emphasis of this course will be the use of complex formatting of documents, managing document references, creating forms, customizing tables and charts, modifying graphics, using macros and mail merge, collaborating on documents, and integrating documents with the Internet as well as other application software. 47 contact hours.

CTS 2230 ADVANCED POWERPOINT (MICROSOFT SPECIALIST).....3 credits
Prerequisite: CGS 1100 or CGS 1520 or permission of program director. In addition, CGS 2103 strongly recommended. This course is designed to develop advanced Microsoft PowerPoint knowledge and skills to generate a variety of business presentations. The course includes using advanced multimedia, graphics, animation, and visual elements, sharing information with other programs, and using the Web and collaboration features. 47 contact hours.

CTS 2321 LINUX SYSTEM ADMINISTRATION I .....3 credits
Prerequisite: CTS 2106. 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.

CTS 2322 LINUX SYSTEM ADMINISTRATION II .....3 credits
Prerequisite: CTS 2321. A continuation of CTS 2321, 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.

CTS 2332 LINUX/UNIX DOMAIN NAME SERVICE (DNS) ADMINISTRATION.....3 credits
Prerequisites: CTS 2322 or COP 2345 or permission of instructor. This course is designed to teach students the skills they need to effectively configure and maintain a Domain Name Service (DNS) on a Linux/Unix server. Students will plan, implement, and perform support tasks related to providing DNS on their individual Linux/Unix 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.

CTS 2333 LINUX/UNIX NETWORK ADMINISTRATION.....3 credits
Prerequisite: COP 2345 or CTS 2322. This course provides hands-on experience with configuration and troubleshooting, as well as Internet Protocol (IP) routing, Domain Name Service (DNS), Dynamic Host Configuration Protocol (DHCP), and IP version 6 (IPv6). Students will plan, install, and perform support tasks related to their individual Linux/Unix Operating Environment server. Students will configure network protocols and share resources with other students in the class. Major topics covered include network models, Local Area Networks (LANs), the Ethernet interface, Address Resolution Protocol (ARP) and Reverse Address Resolution Protocol (RARP), the Internet Layer, the Client-Server model, network management tools, DNS, the Network Time Protocol (NTP), network troubleshooting, and IPv6. 47 contact hours.

CTS 2431 ADVANCED ACCESS (MICROSOFT SPECIALIST).....3 credits
Prerequisite: CGS 2103 or CGS 1545 or satisfactory score on the skills assessment test. This course will provide students with hands-on experience in designing and maintaining relational databases using Microsoft Access. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Access. 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 1351 ZUMBA INTERNATIONAL DANCE .....1 credit
This course is designed to provide the student with a blend of Latin and international music and dance patterns which create a dynamic, exhilarating and effective fitness system. The choreographed routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes interval training principles and resistance training to maximize caloric output, fat burning and total body toning. Zumba targets the muscles of the buttocks, abdomen, legs, arms and most vitally, the heart. A variety of music provided by Zumba International and other appropriate artists from all corners of the world is used to accompany the choreographed routines. Zumba is designed for everyone and may be modified for any fitness entry level. This course is repeatable up to 5 times. 17 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
This course is 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 of 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 with a grade of "C" or better, DES 1020 with a grade of "C" or better, DES 1020L with a grade of "C" or better. 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 with a grade of "C" or better and DES 1020 with a grade of "C" or better and DES 1020L with a grade of "C" or better. 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 2086 with a grade of "C" or better, BSC 2086L with a grade of "C" or better, DES 1020 with a grade of "C" or better and DES 1020L with a grade of "C" or better. 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 2086 with a grade of "C" or better and BSC 2086L with a grade of "C" or better. 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. 32 contact hours.

DEH 1720 PREVENTIVE DENTISTRY .....1 credit
Prerequisite: DEH 1000 with a grade of "C" or better. This course is designed for the dental hygiene student to develop knowledge of oral physiotherapy aids and methods for health promotion and disease prevention. 17 contact hours.

DEH 1800 DENTAL HYGIENE II .....2 credits
Prerequisites: DEH 1000 with a grade of "C" or better, DEH 1003 with a grade of "C" or better and DEH 1003L with a grade of "C" or better. 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, dental hygiene care planning, dental charting and patients with special needs. 32 contact hours.

DEH 1800L DENTAL HYGIENE II CLINIC .....4 credits
Prerequisites: DEH 1003 with a grade of "C" or better and DEH 1003L with a grade of "C" or better. 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. 12 clinical hours weekly.

DEH 2300 DENTAL PHARMACOLOGY.....2 credits
Prerequisite: DEH 1800 with a grade of "C" or better. This course will provide students the basic concepts in general pharmacology including drug classifications, interactions, indications and contraindications. It surveys 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 with a grade of "C" or better, DES 1020L with a grade of "C" or better. 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 I .....2 credits
Prerequisites: MCB 2010, MCB 2010L, DEH 1130, DES 1020 and DES 1020L, all with a grade of "C" or better. Co-requisites: DEH 1800, DEH 1800L, MCB 2010 and MCB 2010L. This course is a comprehensive study of the etiology, assessment, classification, and treatment of periodontal diseases, and the maintenance of the periodontal patient. The dental hygienist's role in the assessment and treatment modalities will be emphasized. 32 contact hours.

DEH 2604 PERIODONTICS II .....2 credits
Prerequisite: DEH 2602. This course will encompass the study of periodontal risk factors, assessments, therapies, and the dental hygienist's role in risk assessment and treatments. The utilization of case studies and research in discussing evidence-based care planning will be presented. 32 contact hours.

DEH 2701 COMMUNITY DENTAL HEALTH.....2 credits
Prerequisite: DEH 1800 with a grade of "C" or better. This course is an introduction to the study of attitudes, skills and behaviors pertinent to dental health and the prevention of dental disease through organized community-based programs. Students will be responsible for developing a preventive oral health program using assessment, planning, implementation and evaluation procedures and will be able to critique research articles and understand all aspects of dental public health. 32 contact hours.

DEH 2702C COMMUNITY DENTAL HEALTH PRACTICUM .....1 credit
Prerequisites: DEH 2701 with a grade of "C" or better. 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 1800 and DEH 1800L with grades of "C" or better. This course is designed to expand students' knowledge of dental hygiene practice including special needs patients, expanding functions and various adjunctive services. 32 contact hours.

DEH 2802L DENTAL HYGIENE III CLINIC .....3 credits
Prerequisites: DEH 1800 and DEH 1800L with grades of "C" or better. This course will provide ongoing clinical experience in total patient care. Instrumentation, radiographic skills, patient education and treatment planning will again be emphasized. 135 clinical contact hours.

DEH 2804L DENTAL HYGIENE IV CLINIC.....4 credits
Prerequisite: DEH 2802L with a grade of "C" or better. 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 treating patients with special needs. 12 clinic hours/180 contact hours.

DEH 2806L DENTAL HYGIENE V CLINIC.....5 credits
Prerequisites: DEH 2804L with a grade of "C" or better. 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. Clinical 15 hours weekly/225 contact hours.

DEH 2812 DENTAL HYGIENE IV.....2 credits
Prerequisites: DEH 2802 with a grade of "C" or better. 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.

DEH 2930 DENTAL HYGIENE TOPICS.....2 credits
Prerequisites: DEH 2804L or program director's approval. This course will review the content and topics for state and national licensure for dental hygiene. 32 contact hours.

DEP 2004 DEVELOPMENTAL PSYCHOLOGY OF THE LIFE SPAN.....3 credits
Prerequisite: PSY 1012 or PSY 1020H. 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 or PSY 1020H. 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 or PSY 1020H. 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 is course is the study of skeletal, 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. 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 with grades of "C" or better. 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 with grades of "C" or better. 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 1601 EMERGENCIES IN DENTAL HYGIENE.....1 credit
Prerequisite: Admission to the Dental Hygiene program. This course is designed to provide students with an understanding of basic dental medical emergencies. Special emphasis will be placed on etiology, sign, treatment and prevention of emergencies in the dental hygiene environment. 16 contact hours.

DES 2100 DENTAL MATERIALS.....2 credits
Prerequisite: DEH 1003 and DEH 1003L with grades of "C" or better. Corequisite: DES 2100L. This course is a study of the chemical, physical and biological properties of materials used in dentistry, as well as their manipulation and utilization. 32 contact hours.

DES 2100L DENTAL MATERIALS LABORATORY.....1 credit
Prerequisites: DEH 1003 and DEH 1003L with grades of "C" or better. 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.

DIG 1710 INTRODUCTION TO GAME DEVELOPMENT PROGRAMMING.....3 credits
Prerequisite: CGS 1000 or permission of program director. This course explores programming as it relates to game development. The students will develop programming skills necessary to create simple game programs in one or more programming languages. This course includes a survey of programming languages that could be used for game development. The students will develop problem solving skills necessary to become competent in the design of computer game programs. 47 contact hours.

DIG 2030 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.

DIG 2040 SURVEY OF GAME DEVELOPMENT.....3 credits
Prerequisite: CGS 2525 or permission of instructor. This course is an introductory overview of the electronic game development process and underlines the historical context, content creation strategies, and future trends in the industry. The course will also explain how games are produced, tested and released. The student will create several documents related to developing storylines and characters. To become more familiar with the gaming industry, the student will be required to play and analyze several contemporary games. Different gaming genres will be explored to help understand various strategies and levels. In addition, this course will explore the entertainment market and gaming career fields. 47 contact hours.

DIG 2091 LEGAL ISSUES IN MEDIA DEVELOPMENT .....2 credits
Prerequisite: CGS 1060 or instructor's permission. This course will explore the most important aspects of intellectual property law, particularly copyright law, and their relationships to multimedia production. The course will explore ethical issues relating to both content and distribution of such productions. 32 contact hours.

DIG 2109 DIGITAL GRAPHICS.....3 credits
Prerequisite: CGS 1060 or permission of program director. 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.

DIG 2115C DIGITAL IMAGING.....3 credits
Prerequisite: GRA 1100C or permission of program director. 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 dig-

ital 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.

DIG 2141 ENCODING AND STREAMING MEDIA.....3 credits
Prerequisite: DIG 2030, COP 2823. This course will explore one of the 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.

DIG 2200 BASIC VIDEO CAMERA .....3 credits
Prerequisite: DIG 2030 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.

DIG 2205 BASIC VIDEO EDITING.....3 credits
Prerequisite: DIG 2030 or permission of program director. This course introduces the student to the basic working concepts of the art of editing through the use of a non-linear video editing system. Topics to be covered include: capturing both digital and analog video, organizing a new project, storing video clips, explaining the browser, viewer, canvas and timeline. Students will experience hands on instruction in the use of the above elements, which will result in the ability to log and capture, edit with straight cuts and simple effects, and output the final product to tape. Students will also be exposed to some of the more advanced features of an editing program including special effects, composing, text and titling. 47 contact hours.

DIG 2284 ADVANCED VIDEOGRAPHY .....3 credits
Prerequisite: Permission of program director. This is a capstone course. This is a video production course designed to introduce the concepts of advanced videography. Students will be exposed to different types of pro-sumer video cameras, composition styles, lighting techniques and safety concerns. Professional video editing skills will also be taught. Special emphasis will be given to creating complicated video projects with fixed deadlines. Before course completion, students will be able to demonstrate an ability to organize, video tape, and edit complicated video productions for on-air or large presentation purposes. 47 contact hours.

DIG 2285 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.

DIG 2360 ADVANCED ADOBE FLASH .....3 credits
Prerequisite: GRA 2160 or CGS 1874. This course is designed to extend the knowledge gained in Basic Animation and/or Introduction to Flash. 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, Adobe Flash, will be extended. 47 contact hours.

DIG 2364 3-D ANIMATION FOR GAME DEVELOPMENT .....3 credits
Prerequisites: DIG 2430 or permission of program director. This course explores three-dimensional (3-D) animation as it relates to game development. The students will develop skills necessary to create character animation and motion. This course includes an in-depth analysis of a variety of 3-D skills such as compositing, modeling, animating, texturing, lighting and rendering using industry standard software programs. In addition, the students will develop the problem solving skills necessary to become competent in the area of 3-D design as related to game development. 47 contact hours.

DIG 2410 BASIC SCRIPTING FOR VIDEO .....3 credits
Prerequisite: DIG 2030 or permission of program director. This course introduces the student to the basic concepts of writing for visual media. Topics to be covered include understanding different visual presentations, the stages of script development, developing creative concepts, differences between fictional and non-fictional narratives, writing for multiple formats and writing for nonlinear programs for digital media. 47 contact hours.

DIG 2430 STORYBOARDING AND CONCEPTUALIZING FOR GAME CREATION.....3 credits
Prerequisites: ART 2370 and DIG 2040 or permission of program director. This course is an introductory overview of the foundation of game creation, storyboarding, conceptualizing, and the tools necessary in finalizing the development of a game. Specific areas include: game layout charts, storyboards, level layouts, environment illustrations, character designs, models sheets, and Graphical User Interface (GUI) designs. The course will introduce several 3-D programs to aid in the creation of 3-D concept art. 47 contact hours.

DIG 2545 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.

DIG 2560 PLANNING AND MANAGEMENT OF DIGITAL MEDIA AUTHORING .....3 credits
Prerequisite: DIG 2545, DIG 2360, DIG 2285. 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.

DIG 2580 DIGITAL MEDIA PORTFOLIO .....1 credit
Prerequisite: Permission of instructor. This course is designed to develop students' strategies for exploring and creating a dynamic digital portfolio for the Internet, DVD, and CD-ROM. The student will explore current tactics and practices used to display their best works and showcase projects completed throughout the Digital Media program. Students will research sites, create a storyboard and prototype, analyze the audience, determine the mood, create a site, and upload to a server. Students will also explore and implement various current techniques for electronic self-promotion. This is a capstone course designed to be taken the last semester of study. 17 contact hours.

DIG 2XXX ADVANCED DIGITAL IMAGE EDITING .....3 credits
Prerequisite: DIG 2109 or permission of program director. This course explores advanced bitmapped image processing techniques. Students will learn how to prepare images for various output venues, including print, Web and multimedia publishing. Projects focus on resolution, color management, image and texture creation, and special effects. Software used by professional media developers to create images for digital media applications will be used in this class. 47 contact hours.

DIG 21XX ADVANCED DIGITAL IMAGE RENDERING .....3 credits
Prerequisite: GRA 1104C or permission of program director. This course explores advanced vector image processing techniques. Students will learn how to prepare images for various output venues, including print, Web and multimedia publishing. Students will learn through the use of the computer how to create, select, manipulate and arrange graphic objects used in advanced computer illustrations. Projects focus on design, color management, image and texture creation, and special effects. Software used by professional media developers to create images for digital media applications will be used in this class. 47 contact hours.

DIG 22XX ELECTRONIC MEDIA DESIGN .....3 credits
Prerequisite: GRA 1104C or permission of program director. This course expands the students' understanding and process of graphic problem solving as related to electronic media. Through the use of graphic software applications, the student will develop the essential correlation of form and content as it relates to the visualization of creative design solutions. Students will build upon skills learned in prerequisite courses and will select and apply various techniques appropriate for dynamic image creation. Students will research and analyze clients' needs and goals, and apply the design process to develop successful communication solutions. Students will devise and produce digital graphic creations that emphasize the effective use of layout, design, typography, and digital graphic techniques to solve specific communication challenges unique to the digital design industry. 47 contact hours.

DSC 1001 INTRODUCTION TO UNDERSTANDING TERRORISM .....3 credits
Prerequisite: REA 0001 and Program Director permission. This course provides the students with an overview of terrorism and how it can affect business and private security. Students will learn the meaning of terrorism, its history, the types of terrorism, the weapons employed in terrorism, and what countermeasures a business, organization, or individual can employ against terrorism. 47 contact hours.

DSC 1002 DOMESTIC AND INTERNATIONAL TERRORISM .....3 credits
This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organizations vulnerability against attacks that involve chemical, biological, hazmat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. The course introduces participants to various aspects of domestic and international terrorist organizations. 47 contact hours.

DSC 1004 INTRODUCTION TO THE NRF AND NIMS .....3 credits
This course introduces participants to the National Response Framework (NRF), specifies how the resources of the Federal Government will work in concert with state, local, and tribal governments and the private sector to respond to Incidents of National Significance. The NRF is predicated on the National Incident Management System (NIMS). This course will show how the NRF and the NIMS provide a nationwide template for working together to prevent or respond to threats and incidents regardless of cause, size, or complexity. 47 contact hours.

DSC 1033 WEAPONS OF MASS DESTRUCTION.....3 credits
This course introduces participants to various types of weapons of mass destruction. The student will be introduced to basic principles of weapons of mass destruction recognition, identification, decontamination, and treatment protocols. The student will understand the importance of personal protective equipment and its proper uses and understand the toxicology, physical, and chemical properties associated with weapons of mass destruction. 47 contact hours.

DSC 1222 PSYCHOLOGICAL MANAGEMENT OF WEAPONS OF MASS DESTRUCTION VICTIMS .....3 credits
This course introduces participants to a general overview of terrorism and the potential psychological effect of terrorist events on victims. It will also provide emergency responders with appropriate skills to use at the terrorist scenes to mitigate the psychological impact on the victims. The course will address the effects of terrorist events on the emergency responders themselves and offer specific techniques that the responders can use in responding to victims and other responders. 47 contact hours.

DSC 1552 CRITICAL INFRASTRUCTURE PROTECTION .....3 credits
This course introduces participants to the Critical Infrastructure Protection (CIP) process that is used to protect the people, physical entities, and cyber systems that are critical to many facilities. This course will guide students in the systematic protection of critical infrastructures. In addition, the course will introduce decision sequences that assist current and future leaders in determining the degree and type of protection necessary for various facilities. The course will introduce a time-efficient and resource-restrained practice that ensures the protection of only those infrastructures upon which survivability, continuity of operations, and mission success depend. 47 contact hours.

DSC 1562 HOMELAND SECURITY THREAT STRATEGY .....3 credits
This course deals with the problem of terrorism from a criminal justice perspective. It is designed to provide students with an understanding of the major issues associated with responding to terrorism in a democratic society. The course focuses on the threat of Terrorism to the United States. The course will review specific strategies used to deter terrorist threats to the United States. The course will also assess the relative effectiveness of anti terrorist activities. 47 contact hours.

DSC 1631 TERRORISM RESPONSE PLANNING .....3 credits
This course introduces participants to various aspects of planning for potential terrorist activity. The student will be introduced to basic principles of emergency management, communications, security threats, and the effects these operations may have on personnel. The student will learn techniques for evaluating various operations for vulnerabilities to terrorist attacks. Students will gain knowledge of the roles and responsibilities of local agencies, federal agencies, and private seaport and maritime businesses during terrorism planning and response. 47 contact hours.

DSC 1751 HOMELAND SECURITY POLICY AND LAW .....3 credits
This course introduces participants to the major debates about balancing democratic freedoms with security – from the Patriot Act to Supreme Court decisions on detention powers. The course provides insight into legal strategies necessary to confront ongoing national security threats. The course examines laws designed to preserve both our security and our democratic way of life. 47 contact hours.

DSC 2232 MARITIME SECURITY AWARENESS.....3 credits
In this course, students will explore the maritime environment which includes seaports, port terminals, the shipping industry, and sea vessels. Students will examine seaports as an integral part of America's intermodal transportation system and America's economic system. Maritime Security Awareness provides students with information on security issues related to seaports and seaport users as valuable assets in protecting American seaports. The course will also discuss risks that threaten the maritime environment. Regulations, equipment, and procedures designed to mitigate risks to the maritime environment will also be analyzed. The role of different entities in seaport security and the maritime environment will be defined. 47 contact hours.

DSC 2233 ADVANCED MARITIME SECURITY.....3 credits
Prerequisite: DSC 2232. This course will continue to introduce the student to the multifaceted elements of the maritime environment including day to day operations and security procedures used to help mitigate or prevent terrorism or criminal activity in a seaport environment. The student will learn techniques to evaluate and understand the processes and systems required to develop and maintain a secure maritime environment. The scope of the maritime environment includes seaports, port terminals, the shipping industry, and sea vessels. The student will also be exposed to the various internal and external influences on the security of the marine environment. 47 contact hours.

DSC 2242 INTRODUCTION TO INTERMODAL SUPPLY CHAIN SECURITY .....3 credits
This course introduces students to global supply chains and intermodal transportation systems. Intermodal is a term that refers to the movement of containerized freight across various transportation modes such as a ship, train, or truck. This course covers the threats to these systems, their vulnerabilities and potential for terrorist attacks, and the measures being undertaken to secure them. 47 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 students' 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 is discussed. 137 contact hours. (NOTE: Credit received 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 an appropriate score on the standardized placement test for ESL. This college preparatory course for non-native speakers of English is the second of the five 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 is discussed. 137 contact hours. (NOTE: Credit received 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 the 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. 137 contact hours. (NOTE: Credit received 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, and giving presentations and take part in group problem-solving activities. 62 contact hours. (A total of 12 credits from EAP 1695 and EAP 1500 can be used for graduation credit.)*

EAP 1501 ENGLISH PRONUNCIATION.....3 credits
Prerequisite: EAP 0400 or an appropriate score on the standardized placement test for ESL or by permission of the program director. This course is designed to improve students' pronunciation of American English, including stress, rhythm, and intonation. Students analyze the phonetic structure of vowel and consonant sounds and practice correctly pronouncing sounds and patterns in context. 47 contact hours.

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 thinking skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. 137 contact hours. (NOTE: Credit for EAP 1595 cannot be used toward graduation.)

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. 137 contact hours. (A total of 12 credits from EAP 1695 and EAP 1500 can be used for graduation credit.)*

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: Only these 2 courses count as credits in GPA and graduation.

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 writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and ECO 2013H. 47 contact hours.

ECO 2013H HONORS MACROECONOMICS .....3 credits
"G" Prerequisites: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. In this course 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 writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and ECO 2013H. 47 contact hours.

ECO 2023 PRINCIPLES OF MICROECONOMICS.....3 credits
"G" Prerequisites: (ECO 2013 or ECO 2013H) or (special permission of the program director.) 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, as well as consumer demand and behavior in market economies. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2023 and ECO 2023H. 47 contact hours.

ECO 2023H HONORS MICROECONOMICS.....3 credits
"G" Prerequisites: Appropriate score on the SPC placement or acceptance into the Honors College or approval of program director. 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 writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2023 and ECO 2023H. 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 15 hours of field experience under the supervision of a K-12 teacher certified in-field. This requires completion of a criminal offense review form as a condition for participation in the field experience component of the course. A student who has a criminal background precluding him or her from volunteering in a classroom may not be able to complete the field experience and may not receive credit for this course.

EDF 2085 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.

EDG 1319 PROFESSIONAL TECHNIQUES FOR CHILDHOOD DEVELOPMENT.....1 credit
This course is a series of modmester courses, each one on a topic of a specific interest to early childhood professionals. Among the topics offered are: Guidance and Discipline of the Young Child, The Creative Teacher, Play as Learning, Computers and Young Children, Understanding Violence in the Lives of Young Children and others as developed. Counts as Early Childhood Education credit with the Pinellas County License Board. 16 contact hours per topic per credit. A maximum of 3 credit hours per session. May be repeated for credit with a different topic.

EDP 2002 EDUCATIONAL PSYCHOLOGY.....3 credits
Prerequisite: PSY 1012 or PSY 1020H. 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. 47 contact hours.

EEC 1223 OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD .....3 credits
Prerequisite: EEC 1603. This course is a study of the theory and practice of observation and assessment of young children. Emphasis is on the use of various types of informal measurements along with the appropriate use of standardized assessments. Issues of professionalism including confidentiality, absence of bias, and ethical behaviors are addressed. 47 contact hours.

EEC 1308 EARLY CHILDHOOD PLANNING AND MANAGEMENT .....3 credits
Prerequisite or corequisite: EEC 1603. This course is designed to give students practice in lesson planning, scheduling, and evaluating the activities of young children in early childhood care and education settings. 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 approaches employed to guide young children in a variety of settings. 47 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. 17 contact hours.

EEC 1603 EARLY CHILDHOOD DEVELOPMENT.....3 credits
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. 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 Director 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 2271 INTRODUCTION TO WORKING WITH YOUNG CHILDREN WITH SPECIAL NEEDS .....3 credits
This course introduces the student to the study of young children, birth through five years of age, with special needs, within the context of their family unit. The content includes the study of possible causes of developmental delays, disabilities or established conditions; a historical overview of federal laws; understanding biases and attitudes toward children with disabilities and the recognition of the importance of early identification during critical periods of development. 47 contact hours.

EEC 2272 PRACTICES FOR WORKING WITH YOUNG CHILDREN WITH SPECIAL NEEDS IN INCLUSIVE SETTINGS.....3 credits
This course introduces the concept of inclusion of young children with special needs in early care and education settings. The course will present a model for effective inclusion; raise awareness of adult personal attitudes toward inclusive care and present theories of play development. Course content also includes the organization of the environment, provision of emergent literacy opportunities, management of challenging behaviors and the development of partnerships among parents, professionals and community agencies. 47 contact hours.

EEC 2300 DEVELOPING COGNITIVE ACTIVITIES FOR YOUNG CHILDREN .....3 credits
Prerequisite: 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. 47 contact hours.

EEC 2312 DEVELOPING CREATIVE ACTIVITIES FOR YOUNG CHILDREN .....3 credits
Prerequisite: 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. 47 contact hours.

EEC 2500 CHILD DEVELOPMENT OVERVIEW.....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 families as related to childcare. 17 contact hours.

EEC 2521 CHILD CARE REGULATIONS.....1 credit
The focus of this course is Florida child care laws, Department of Children and Families standards and local licensing requirements which build the framework for providing a safe and healthy environment for children in child care. 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 Director 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 2907 EARLY CHILDHOOD EDUCATION TEACHER TRAINING .....3 credits
Prerequisites: This course must be taken during the student's last term in the program after completion of EEC 1603, EEC 2300, EEC 2312, LAE 2000, EEC 1308, EEC 1600, EEC 2271 and Program Director approval. This course is a practicum experience in an early childhood care and education setting. Emphasis is upon student interaction with young children under the supervision of the classroom teacher or center director. Class meets two hours per week in the classroom and a minimum of 60 hours in the child care setting is required. 90 contact hours.

EEC 2943 INSERVICE TRAINING: PREPARATION FOR NATIONAL 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 National Child Development Associate Certificate. Approximately 2 hours per week on campus classwork and 70 hours "on-the-job" work required.

EET 1015C DC CIRCUIT ANALYSIS WITH LAB.....4 credits
Prerequisite: MAT 1033, or appropriate score on the SPC placement test, or permission of the program director. 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. The laboratory exercises cover the measurement and analysis of direct current (DC) circuits, including the verification of the related network theorems. 62 contact hours.

EET 1025C AC CIRCUIT ANALYSIS WITH LAB .....4 credits
Prerequisite: EET 1015C or permission of the program director. 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. The laboratory exercises cover the measurement and analysis of alternating current (AC) circuits. 62 contact hours.

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. 47 contact hours.

EET 1205C ELECTRONIC INSTRUMENTATION.....1 credit
This course introduces the student to the basic measurement techniques employing electronic test 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. 32 contact hours.

EET 2140C SOLID STATE ELECTRONICS WITH LAB.....4 credits
Prerequisite: EET 1015C or permission of the program director. 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. The laboratory exercises cover the measurement and analysis of solid state circuits and devices. 62 contact hours.

EET 2155C LINEAR INTEGRATED CIRCUITS WITH LAB.....4 credits
This course covers the fundamentals and applications of linear integrated circuits and operational amplifiers. The course coverage includes inverting and non-inverting amplifiers, comparators, signal generators, differential and instrumentation amplifiers, operational amplifier specifications, active filters, modulator-demodulator integrated circuits, timers, analog to digital converters (ADC), and digital to analog converters (DAC). The laboratory exercises cover the measurement and analysis of linear circuits and devices. 62 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.

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 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.

EME 2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY.....3 credits
This is a survey course designed to introduce preservice 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 RESPONDER .....3 credits
This survey course is based on the National Standard Curriculum for Emergency Medical 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 .....5 credits
Prerequisites: Appropriate score on the Computerized Placement Test and possession of "Professional Rescuer" level CPR card and admission to the EMT-ATD program. Co-requisites: EMS 1119L and EMS 1411. This course is an introduction to the knowledge, skills, and attitudes required in emergency medical care situations, and is taught in accordance with the latest National Standard Curriculum/EMS Education Standards for the Emergency Medical Technician. Included is information concerning basic structure and function of body systems and recent state of the art procedures required of the emergency medical technician. 75 contact hours.

EMS 1119L FUNDAMENTALS OF EMERGENCY MEDICAL CARE LABORATORY.....2 credits
Prerequisites: Appropriate score on the Placement Test and "Professional Rescuer" CPR card. Co-requisites: EMS 1119 and EMS 1411. Laboratory practice in emergency procedures for life-threatening disease, accident, or illness is closely supervised to foster confidence in the student's abilities to apply theory in a laboratory setting. 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: Appropriate score on the Placement Test and "Professional Rescuer or Health Care Provider" level CPR card. Co-requisites: EMS 1119 and EMS 1119L. The student will be assigned to contract agencies for patient care experience with hospital agencies for emergency department experience under 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. 64 contact hours.

EMS 1421 EMT FIELD INTERNSHIP.....2 credits
Prerequisites: EMS 1119, EMS 1119L, EMS 1411 all with a grade of "C" or better. The student will be assigned to contract agencies for patient care experience with fire-rescue and ambulance units under the direct supervision of State of Florida certified EMTs and Paramedics. The course is designed as a competency-based field component 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. 96 contact hours.

EMS 1522C GENERAL PHARMACOLOGY FOR THE EMS PROVIDER.....2 credits
Prerequisite: Successful completion of BSC 2085/2085L, EMS 1119, EMS 1119L, EMS 1411, and EMS 1421 with grades of "C" or better, or EMS program director approval. Co-requisites: EMS 2601, EMS 2601L, (BSC 2086, BSC 2086L or BSC 1084C), and EMS 2664. This course will provide the EMS 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. 47 contact hours.

EMS 2331 EMERGENCY CARE IN-FLIGHT.....3 credits
Prerequisite: Paramedic, registered nurse, respiratory therapist or other advanced professional medical license or graduate standing. The student will learn the effects of altitudinal change on the human body in health, illness and injury, the use of normal and emergency equipment during air transport 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. 47 contact hours.

EMS 2551 ADVANCED CARDIAC LIFE SUPPORT.....1 credit
Prerequisites: Current CPR card for health care provider/professional rescuer, required by the first day of class and certification/licensure as a Paramedic, R.N., M.D., D.O., Dentist, Advanced Nurse Practitioner or Physician's Assistant. This course is 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 2600C INTRODUCTION TO PARAMEDIC PRACTICE .....3 credits
Prerequisites: Computer/Information Literacy Competency Requirement met and current Florida EMT certification. Prerequisites: BSC 1084C or (BSC 2085/L and BSC 2086/L), EMS 1522C and HSC 1531, with grades of "C" or better, OR Corequisites: BSC 1084C or (BSC 2085/L and BSC 2086/L), EMS 1522C and HSC 1531. This course is an in-depth introduction to the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which includes aspects of the prehospital environment which focuses on the well-being of the paramedic, paramedic roles and responsibilities, Emergency Medical Services (EMS) systems, illness and injury prevention, medical and legal considerations, ethics, history-taking, therapeutic communication, lifespan development, and basic patient assessment. 96 contact hours.

EMS 2601 PARAMEDIC THEORY I .....6 credits
Prerequisites: BSC 1084C or (BSC 2085, BSC 2085L, BSC 2086 and 2086L), EMS 1522C, HSC 1531, EMS 2600C, with grades of "C" or better, admission to Paramedic CT program and current Florida EMT certification. Corequisites: EMS 2601L and EMS 2664. This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on general patient assessment and assessment-based management; airway and ventilation assessment; venous access and medication administration; clinical decision-making; shock and fluid resuscitation; pathophysiology and general pharmacology; aspects of advanced training on prehospital trauma and burn management; the respiratory system which includes disease pathophysiology and respiratory arrest management; management of geriatric and psychiatric patients; patients experiencing anaphylaxis and patients with disorders of the neurological system related to trauma and the pulmonary system. 92 contact hours.

EMS 2601L PARAMEDIC LABORATORY I .....3 credits
Prerequisite: Current certification as a Florida EMT. Corequisite: EMS 2601. This laboratory course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which covers "hands-on" skills, related to Paramedic Theory I. 96 contact hours.

EMS 2602 PARAMEDIC THEORY II .....8 credits
Prerequisites: EMS 2601, EMS 2601L, with grades of "C" or better, current certification as a Florida EMT. Corequisites: EMS 2602L and EMS 2665. This course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which includes aspects of prehospital medical emergencies related to the cardiovascular systems, disease pathophysiology, cardiac arrest management, the nervous system, toxicology, endocrine emergencies, infectious disease, obstetrical, gynecological, neonatal assessment and management, pediatrics, and patients requiring special considerations. 120 contact hours.

EMS 2602L PARAMEDIC LABORATORY II .....4 credits
Prerequisites: EMS 2601, EMS 2601L, with grades of "C" or better. Co-requisites: 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/EMS Education Standards which covers "hands-on" skills related to Paramedic Theory II. 128 contact hours.

EMS 2659 PARAMEDIC FIELD INTERNSHIP .....5 credits
Prerequisites: Current certification as a Florida EMT, completion of all paramedic program courses, including support courses, and EMS program director approval. This capstone course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on the field clinical application of skills and the application of critical thinking skills to paramedic practice. Course emphasis gives the student, under direct paramedic supervision, the opportunity to integrate knowledge and skill to direct application of patient care. 240 contact hours.

EMS 2664 PARAMEDIC CLINICAL I .....3 credits
Corequisites: EMS 2601, EMS 2601L, EMS 1522C/HSC 1149C and current Florida certification as an Emergency Medical Technician-Basic. This course involves the hospital and field clinical application of skills related to paramedic theory and application presented in Paramedic Theory I and Paramedic Laboratory I. 120 contact hours.

EMS 2665 PARAMEDIC CLINICAL II .....2 credits
Prerequisites: Current Florida certification as an EMT and EMS 2664 with a grade of "C" or better. Co-requisites: EMS 2602 and EMS 2602L. This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which includes aspects of the prehospital environment which focuses on the hospital and field clinical application of skills related to paramedic theory and application presented in Paramedic Theory II and Paramedic Laboratory II. 96 contact hours.

EMS 2931C PARAMEDIC SEMINAR .....6 credits
Prerequisite: Current certification as a Florida paramedic required, and graduation from an Emergency Medical Services (EMS) program accredited by the Committee on Accreditation of Emergency Medical Services Programs (CoAEMSP)/ Committee on Accreditation of Allied Health Education Programs (CAAHEP). Current Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS) certification required. Program director approval required. Those students not possessing current Basic Trauma Life Support (BTLS) – Advanced Provider or equivalent Pre-hospital Trauma Life Support must complete this course through St. Petersburg College's EMS Open Campus before registering for this capstone course to be eligible for course completion and graduation. This course has group discussion and skills instruction on the changing role of the professional paramedic and this course will update the certified paramedic on the latest National Standard Curriculum for the EMT-Paramedic. Includes a 16 hour pediatrics course. Special in-depth study and assignments will be required to demonstrate competence in the latest National Standard Curriculum requirements. May be taken twice for a total of 12 credits. 92 contact hours.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

ENC 0009 DEVELOPMENTAL ENGLISH FOR THE DEAF AND HARD OF HEARING .....4 credits
(For Deaf and Hard of Hearing Students Only) This course is designed to prepare deaf and hard of hearing students to better express ideas in writing and discussing. It uses 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. This course provides basic instruction in paragraph composition. Individual conferences are provided. Five class and laboratory hours weekly. 77 contact hours.

ENC 0010 BASIC WRITING I .....4 credits
This is a college preparatory course designed to develop skills in grammar, 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 concurrently with ENC 1101 or ENC 1121H.) Five class and laboratory hours weekly. 77 contact hours.

ENC 0019 DEVELOPMENTAL ENGLISH II .....4 credits
(For Deaf and Hard of Hearing Students Only) Prerequisite: ENC 0009 for the deaf and hard of hearing or appropriate score on the SPC placement test. This course is designed to improve writing skills of deaf and hard of hearing students. Emphasis is placed on the 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. 77 contact hours.

ENC 0020 BASIC WRITING II .....4 credits
Prerequisite: ENC 0010 or appropriate score on the SPC placement test. This is 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. 77 contact hours.

ENC 1101 COMPOSITION I .....3 credits
"G"
Prerequisite: (ENC 0020) and (prerequisite or co-requisite REA 0002) or EAP 1695 or appropriate scores on the Writing and Reading placement tests. This course is designed to develop composition skills. It emphasizes the development of the multiparagraph essay and includes practice in information retrieval from electronic and other sources, as well as in the selection, restriction, organization, and development of topics. It also offers the student opportunities to improve proficiency 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 writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1101 and ENC 1121H. 47 contact hours.

ENC 1102 COMPOSITION II .....3 credits
"G"
Prerequisite: (ENC 1101 or ENC 1121H) and (REA 0002 or EAP 1695) or (appropriate scores on the English and Reading placement test.) This course builds upon the skills developed in Composition I. 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. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1102 and ENC 1122H. 47 contact hours.

ENC 1121H HONORS COMPOSITION I .....3 credits
"G" Prerequisite: Appropriate score on the SPC Placement Test or acceptance into the Honors College or approval of the program director. 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 writing requirements outlined in the General Education Requirements. Credit is given for only one of the following: ENC 1121H, ENC 1101 or IDS 1101H. 47 contact hours.

ENC 1122H HONORS COMPOSITION II .....3 credits
"G" Prerequisite: (ENC 1121H or IDS 1101H) or (ENC 1121H or IDS 1101H and acceptance into the Honors College) or approval of the program director. This course builds upon the skills developed in Honors Composition I. 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. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: ENC 1122H, ENC 1102 and IDS 1102H. 47 contact hours.

ENC 2210 TECHNICAL WRITING.....3 credits
Prerequisite: ENC 1101 or ENC 1121H or IDS 1101H. 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.

ENG 2100 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.

ENG 2103 WORLD CINEMA .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the SPC placement test. 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 the acknowledged masters of foreign cinema including, but not limited to: Eisenstein (Russia), Almodovar (Spain), Truffaut (France), Antonioni (Italy), Bergman (Sweden), Kurosawa (Japan), Campion (Australia), Zhang Yimou (China). This course will focus on the spiritual, intellectual and moral issues that unite humankind worldwide in the 21st Century as well as the techniques in editing and mise en scene that affect film's impact upon an audience. This course has a substantial writing requirement. 47 contact hours.

ENL 2012 BRITISH LITERATURE I (To 1800) .....3 credits
"G" Prerequisites: ((ENC 1101 or ENC 1121H or IDS 1101H) and (REA 0002 or EAP 1695 or appropriate score on the placement test.)) This course is 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 composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ENL 2012H HONORS BRITISH LITERATURE (To 1800) .....3 credits
"G" Prerequisite: (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is a humanistic and interdisciplinary study of British literature from the 8th through the 18th Century. Representative authors and selections from each period are studied for interpretation, background, artistic qualities, and ethical meaning, with emphasis on human values. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis using primary and secondary sources. Independent research and interdisciplinary connections are encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENL 2012H and ENL 2012. 47 contact hours.

ENL 2022 BRITISH LITERATURE II (Since 1800) .....3 credits
"G" Prerequisites: ((ENC 1101 or ENC 1121H or IDS 1101H) and (REA 0002 or EAP 1695 or appropriate score on the placement test.)) This course is a study of British literature of the 19th and 20th Centuries from the same approach as that of British Literature I. This course also stresses methods of library research and emphasizes composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. British Literature I is not necessarily a prerequisite to this course. 47 contact hours.

ESC 1000 EARTH SCIENCE .....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024). This course is designed to acquaint the student with the integrating principles and theories of the Earth Sciences. 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.

ESC 1000L EARTH SCIENCE LAB .....1 credit
Pre- or corequisite: ESC 1000. This course is a laboratory experience to accompany Earth Science 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.

ETD 1320C INTRODUCTION TO CAD .....3 credits
This course is about using the major features of AutoCAD to make graphic displays including basic geometric figures, orthographic views of three-dimensional objects, architectural and construction drawings, and pictorial drawings of three-dimensional objects. The major topics include the AutoCAD drawing, utility, file handling, text, editing, dimensioning, and plotting features. This course is 2 hours lecture and 3 hours lab. 77 contact hours.

ETD 1340C AUTOCAD II .....3 credits
Prerequisite: ETD 1320C or equivalent. This course is a continuation of Introduction to CAD. The student will learn the advanced topics in AutoCAD using intermediate techniques of AutoCAD software to develop three dimensional drawings, construction drawings and architectural drawings. 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, system variables, and customizing AutoCAD. 77 contact hours.

ETD 1350C AUTOCAD III 3-D MODELING.....3 credits
Prerequisite: ETD 1320C or permission of the program director. AutoCAD III is a continuation of Introduction to CAD, and AutoCAD II. This course covers the construction, viewing, and plotting of three-dimensional drawings of objects, including construction and architectural drawings. 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. 77 contact hours.

ETD 1390C INTRODUCTION TO ARCHITECTURAL REVIT .....3 credits
Prerequisite: ETD 1320C or permission of program director. This is an introduction course using Revit architectural software to produce three dimensional (3-D) designs and details of buildings. Topics consist of the techniques and methods to create architectural buildings to include: site plans, floor plans, roof design, 3-D photo-realistic rendering, and creating two dimensional (2-D) architectural drawings from the construction's documents set of structural drawings. 77 contact hours.

ETD 2364C INTRODUCTION TO SOLIDWORKS .....3 credits
This course is an introduction to the new designing techniques and capabilities of solid modeling using the SolidWorks software. Topics include the integration of advance parametric solid modeling drawing tools into SolidWorks. 77 contact hours.

ETD 2368C ADVANCED SOLIDWORKS .....3 credits
Prerequisite: ETD 2364C or permission of instructor. This course presents the advanced use of new designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of the advanced parametric modeling and drawing tools for SolidWorks. The course topics to be covered include advanced 3D sketching, advanced work planes, advanced assembly construction, bottom up and top down, part configuration, Solid Works Tool Box applications, concept of mold design, and creation of sheet metal parts and assemblies. 77 contact hours.

ETD 2369C SOLIDWORKS ADVANCED APPLICATIONS .....3 credits
Prerequisite: ETD 2359C or permission of program director. This course presents the complex application of advanced designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of the advanced parametric modeling and drawing tools for SolidWorks. The course topics covered include advanced sketching, advanced assembly construction, mechanism design, CosmosWorks, PhotoWorks, the creation of molded parts, and rendered parts. 77 contact hours.

ETD 2395C ADVANCED AUTOCAD WITH ARCHITECTURAL DESKTOP .....3 credits
Prerequisite: ETD 1350C or permission of program director. This course is a continuation of AutoCAD III, using Architectural Desktop software to produce 3-D designs and details of buildings. Topics include the techniques to create architectural buildings to include site plans and floor plans, shading and rendering, and creating 3-D solid architectural drawings and structural drawings. The use of the internet is also covered, with the software, to create 3-D drawings. 77 contact hours.

ETI 1030 REGULATORY ENVIRONMENT FOR MEDICAL DEVICES.....3 credits
This course will provide an understanding of the basics of the Food and Drug Administration (FDA) regulation and compliance for medical devices including how the various activities within a medical device company are affected by the FDA regulations. Additional coverage will include the applicable laws and regulations enforced by the FDA; international standards and regulations, the regulations controlling medical device design and development; the medical device approval process; laboratory and clinical studies, the introduction to the Quality System Regulations (QSRs); and the FDA inspection process. 47 contact hours.

ETI 1110 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 1420 MANUFACTURING PROCESSES AND MATERIALS I .....3 credits
This course provides coverage of the characteristics, fundamentals, and manufacturing properties of materials, including metal alloys, polymers, ceramics, and composites. The metal-casting processes and the shaping and forming processes are also covered along with the machines needed for manufacturing. 47 contact hours.

ETI 1622 CONCEPTS OF LEAN AND SIX SIGMA .....3 credits
This course provides an introduction to the basic principles and theories of lean manufacturing. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, and supply chain management. The coverage includes topics related to cost reduction, work-free manufacturing, continuous flow, Kaizen, the 5S's, value stream mapping, modular manufacturing, and overall equipment effectiveness (OEE). 47 contact hours.

ETI 1628 DEVELOPING AND COACHING SELF-DIRECTED WORK TEAMS .....3 credits
This course begins with an exploration of teams and how they work. Manufacturing teams create the opportunity to mix complementary technical work skills to improve the production process. The coverage includes the principles and tools used by self-directed teams in identifying and solving problems in the workforce. 47 contact hours.

ETI 1688C NETWORK CABLING FUNDAMENTALS.....2 credits
This course provides an introduction to telecommunications and network cabling concepts and includes hands-on projects involving the standards and codes necessary for cable installation for copper and fiber optics. The course also covers cable types and topologies, designing and installing telecommunications rooms, and the use of test instruments including network analyzers. 32 contact hours.

ETI 1701 INDUSTRIAL SAFETY .....3 credits
This course focuses on the theories and principles of occupational safety and health in a practical and useful real world job related setting. The major topics include the Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, fire hazards, industrial hygiene, radiation, noise, emergencies, and environmental safety. 47 contact hours.

ETI 2031 RISK MANAGEMENT AND ASSESSMENT FOR MEDICAL DEVICES .....3 credits
Prerequisite: REA 0001. This course provides the students with an in-depth understanding of the principles and techniques of identifying, evaluating, and controlling risks associated with the development and production of medical devices. This course will cover risk management planning, risk analysis process, and risk management reporting. Topics will include the relationship between regulatory requirements and risk management, tools for hazard identification, methods for the mitigation of risks, and approaches for analyzing risk verses benefit. 47 contact hours.

ETI 2032 CHANGE CONTROL AND DOCUMENTATION.....3 credits
This course will cover the change control activities and procedures that apply to the design of systems, the components within those systems, labeling and packaging, device manufacturing processes, production equipment, and manufacturing materials. Additional topics will include all associated documentation such as the quality system procedures, standard operating procedures, the quality acceptance procedures and data forms, and product-specific documentation. 47 contact hours.

ETI 2041 MEDICAL DEVICE DESIGN AND MANUFACTURING .....3 credits
Prerequisite: REA 0001. This course will provide an understanding of the processes and procedures using the Food and Drug Administration (FDA) regulation and compliance for the designing and manufacturing of medical devices. Topics include the design process, design tools and management, product and process development, documentation, verification and validation, post market surveillance, and corrective and preventative actions. 47 contact hours.

ETI 2171 QUALITY AUDITING FOR MEDICAL DEVICES....3 credits
This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Coverage includes evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms, audit types, audit concepts, and methods for planning, conducting, and reporting audits. 47 contact hours.

ETI 2601 PRINCIPLES OF SIX SIGMA....3 credits
This course provides an introduction to the basic principles and theories of Six Sigma as used in the continual improvement process. The course examines the tools most common to six sigma projects and how and when to use them. Course coverage focuses on measurement methods, data collection, data integrity, and graphical methods of presenting findings. 47 contact hours.

ETI 2619 SIX SIGMA PROJECT MANAGEMENT ....3 credits
Prerequisite: ETI 2624. This course provides the concepts and methods for implementing Six Sigma project management utilizing Six Sigma methodologies. The course will cover the aspects of developing projects, managing risk, understanding customers' needs and requirements, estimating costs, developing schedules, integrating cost and schedule controls, and evaluating projects. This course will also utilize a variety of project management tools and performance measures including the model of define, measure, analyze, improve, and control (DMAIC). 47 contact hours.

ETI 2623 TOOLS FOR LEAN MANUFACTURING....3 credits
This course provides an overview of the Lean Manufacturing concepts with a working knowledge of the tools required to implement and maintain a Lean Manufacturing facility. Course coverage includes mistake proofing, the 5S's for operators, quick changeover, Overall Equipment Effectiveness (OEE), cellular manufacturing, and the kanban system. 47 contact hours.

ETI 2624 SIX SIGMA BLACK BELT CONCEPTS....3 credits
This course addresses the roles and responsibilities required for a Six Sigma Black Belt candidate. This course also covers the advanced six sigma tools beyond those tools using the model of define, measure, analyze, improve, and control (DMAIC). The student will be required to exhibit a mastery of the concepts and tools through projects, exercises and case studies as they apply to both manufacturing and service industries. 47 contact hours.

ETI 2626 SIX SIGMA CAPSTONE PROJECT ....3 credits
The student will develop a suitable Six Sigma project by utilizing the Six Sigma methodologies. A specific problem or set of problems will be identified and solved using the Six Sigma methods of improvement to deploy on the project. This course will emphasize the different phases of the project to include design, verification, and implementation. The completion of this project requires a written report and a formal presentation of the Six Sigma process. 47 contact hours.

ETI 2670 TECHNICAL ECONOMIC ANALYSIS ....3 credits
This course defines the economic evaluation of engineering alternatives and analysis of cost allocation in technical operations. Topics include the time value of money and the economic impact of risk, inflation, depreciation, and capital budgeting with applications related to those areas. 47 contact hours.

ETM 1010C MECHANICAL MEASUREMENT AND INSTRUMENTATION ....3 credits
This course provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gages, and other types of measuring equipment. The course will also introduce the student to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators, and oscilloscopes. 47 contact hours.

EUH 1000 "G" DEVELOPMENT OF WESTERN CIVILIZATION I ....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements.47 contact hours.

EUH 1001 "G" DEVELOPMENT OF WESTERN CIVILIZATION II ....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 is placed on relevance of past history upon our present world society. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

EUH 2052 HISTORY OF SPAIN....3 credits
This course is offered as a part of the Semester Experience Abroad program in Seville, Spain with permission of Program Director. This course examines Spain's historical development from prehistoric times to the present. Particular emphasis is placed on tracing the effects upon modern Spain of the major events in the nation's history, as well as the impact of historical phenomena such as the Renaissance, the Enlightenment the Napoleonic Wars, and industrialization. The last part of the course examines the Spanish Civil War, Francoism, and the country's subsequent re-emergence in the International community. 47 contact hours.

EVS 1001 INTRODUCTION TO ENVIRONMENTAL SCIENCE....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and 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 environmental concerns in modern society and to explore potential solutions exemplified by the presentation of specific case histories. 47 contact hours.

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 1302 APPARATUS PUMP OPERATOR DRIVER/ENGINEER ....3 credits
The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as an introduction to fire service hydraulics. Fire ground evolutions and pumping operations make up the practical part of the course. The evolution portion

of the course includes the calculation of friction loss in hose and appliances, calculation of gallons per minute needed in fire streams, use of pre-connected lines, tandem pumping, drafting, relays and master streams. With the completion of this course, the student will have a good working knowledge of fire ground pumping operations and the ability to apply his or her skills to his or her respective fire departments. The student is required to hold a class "D" driver's license with an "E" endorsement from the state of Florida. 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, 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/information literacy 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
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 demonstrating knowledge of 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 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
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
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
This course is 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
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
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
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 2770 ETHICAL AND LEGAL ISSUES FOR THE FIRE SERVICE .....3 credits
This course introduces the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases. 47 contact hours.

FFP 2781 FIRE ADMINISTRATION.....3 credits
Prerequisite: FFP 1780. 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). It also provides 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
This course is a study of the principles utilized on the fire ground for maximum manpower and equipment utilization and fire ground administration at all levels from a small fire through major conflagrations. Emphasis will be on developing critical thinking 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 or ENC 1121H or IDS 1101H. 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 is on classic film genres: psychological thriller, action adventure, detective, science fiction, romance, and film noir. 47 contact hours.

FIL 2130 MOTION PICTURE WRITING II.....3 credits
Prerequisite: FIL 2100. This course is 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 1000 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.

FRE 1120 ELEMENTARY FRENCH I .....4 credits
This course will introduce the student to the four skills of the French language (listening, speaking, reading, and writing) and will teach the student to appreciate the cultures of Francophone countries. 62 contact hours.

FRE 1121 ELEMENTARY FRENCH II .....4 credits
Prerequisite: FRE 1120 or instructor approval. This course will 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 2200 INTERMEDIATE FRENCH I.....3 credits
Prerequisite: FRE 1121 or instructor approval. This course reviews and expands 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 dealing with French culture and civilization will be introduced. 47 contact hours.

FRE 2201 INTERMEDIATE FRENCH II.....3 credits
Prerequisite: FRE 2200 or instructor approval. This course reviews and expands 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 concerning the history and culture of France and other Francophone countries 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
Prerequisite: Admission into the Funeral Services AS program. This course will examine the responsibilities of the funeral director from the first call until the last service rendered to the family. The course will cover various religions, fraternal, military, secular, and traditional funeral customs. The funeral director's role as a counselor is emphasized. 47 contact hours.

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
Prerequisite: 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 Embalming I (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, ACG 2001. 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 .....5 credits
Prerequisite: Program Director's approval. This course 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. The student must register and take the National Board Examination given by the International Conference of Funeral Examining Boards. The course requires a minimum of 200 hours of supervised funeral home experience.

FSS 2235C INTRODUCTORY FOOD PRODUCTION MANAGEMENT.....3 credits
This course is designed to provide students with fundamental knowledge and skill in basic and intermediate commercial food production management. Included are basic principles and techniques of commercial food preparation, management of resources, use of commercial recipes, use and care of commercial equipment and evaluation of food products. The course includes safety and sanitation practices in commercial food operations. 120 contact hours.

GEA 2172 "G" GEOGRAPHY OF THE DEVELOPING WORLD .....3 credits
Prerequisite: (ENC 0020 and REA 0002) 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

GEA 2174 "G" GEOGRAPHY OF THE DEVELOPED WORLD .....3 credits
Prerequisite: (ENC 0020 and REA 0002) 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 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 all aspects of business. This includes business ownership, management, marketing, information technology and financial resources. This course will 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 introductory course in international business is designed to provide an overview of international trade as it relates to: existing and emerging global markets, foreign investments, its impact on financial markets, international marketing, and the operation of multinational corporations. 47 contact hours.

GLY 2010 PHYSICAL GEOLOGY.....3 credits
Prerequisites: (ENC 0020, REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024.) This course 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. This course has a substantial writing requirement. 47 contact hours.

GLY 2010L PHYSICAL GEOLOGY LABORATORY.....1 credit
Corequisite: GLY 2010. This is a laboratory experience to accompany Physical Geology. The laboratory exercises emphasize a study of applications to the principles of physical geology. 45 contact hours.

GLY 2100 HISTORY OF THE EARTH AND LIFE.....3 credits
Prerequisite: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024.) This course is 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 and processes in animals and plants through time. 47 contact hours.

GLY 2160 GEOLOGY OF OUR NATION'S PARKS .....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) or (EAP 1695 and MAT 0024) or satisfactory scores on the SPC placement test. This course will introduce the student to representative U.S. Parks by using fundamental geologic processes as a framework. 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 understanding of how the earth's features have been developed through time. Topic 2, Geology of Tropical Preserves, is for International Study Abroad. Topic 2 may be repeated 2 times, 2 different locations, for a total of 6 credits. 47contact hours.

GRA 1100C PRINCIPLES OF GRAPHIC DESIGN.....2 credits
This course is an introduction to the basic design principles, concepts and processes necessary for good graphic design. Students learn design solutions that will turn ideas into well-arranged compositions. The students will receive a comprehensive foundation in using elements of design to give form to creative ideas. 62 contact hours.

GRA 1104C TYPOGRAPHY.....3 credits
Prerequisites: CGS 2525, DIG 2109 or permission of program director. 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 APPLIED HISTORY OF GRAPHIC DESIGN .....3 credits
This course is a chronological survey 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. Exploration of genres, styles, and practices are detailed through the use of hands-on projects and demonstrations. 47 contact hours.

GRA 2103C INTRODUCTION TO COMPUTER GRAPHICS .....1 credit
Prerequisite: CGS 1060 or by permission of the program director. 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 1300C, GRA 1100C, GRA 1104C. This course is an extension and synthesis of the basic concepts of design as they apply to specific problems of Graphic Communication. The process of problem solving by design, the visualization of solutions, and the correlation of form and content will be studied. The course also provides the experience of designing with type as visual shape and iconography. Students will build on skills learned in prerequisite courses and will learn to select appropriate digital media for creative visual problem solving. 92 contact hours.

GRA 2114C GRAPHIC DESIGN II .....3 credits
Prerequisites: GRA 2111C, DIG 2115C, GRA 2151C. This course expands the students' understanding and process of graphic problem solving. Through the use of graphic software applications, the student will develop the essential correlation of form and content as it relates to the visualization of creative design solutions. Students will build upon skills learned in pre-

requisite courses and will select and apply various techniques appropriate for dynamic image creation. Students will research and analyze clients' needs and goals, and apply the design process to develop successful communication solutions. Students will devise and produce digital graphic creations that emphasize the effective use of layout, design, typography, and digital graphic techniques to solve specific communication challenges unique to the design industry. 92 contact hours.

GRA 2131C MULTIMEDIA GRAPHICS.....3 credits
Prerequisites: DIG 2115C, GRA 2151C, GRA 2111C. This course develops the essential understanding of the hardware and software required to create and deliver multimedia designs. The student will be introduced to the fundamentals of creating and editing graphic images used in, or in combination with, print, web, animation, and video presentations. Students will have the opportunity to learn how to manipulate text, capture images, produce simple two-dimensional animations and intermix these components into multimedia presentations. 92 contact hours.

GRA 2151C COMPUTER ILLUSTRATION .....3 credits
Prerequisite: GRA 2103C or permission of program director. 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 2201 ADVANCED DIGITAL PUBLISHING.....3 credits
Prerequisites: DIG 2109 and GRA 1104C or permission of program director. This is a computer-based course designed to develop the students' skills in digital 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 screen and print production. 47 contact hours.

GRA 2203C PRE-PRESS PRODUCTION.....3 credits
Prerequisites: GRA 2111C and DIG 2115C or permission of program director. 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 electronic pre-press printing procedures. 92 contact hours.

GRA 2746C 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.

GRA 2951C PROFESSIONAL PRACTICES/ INTERNSHIP.....2 credits
Prerequisite: Permission of program director. This course is designed to develop the 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. 62 contact hours.

GRA 2952C GRAPHIC DESIGN PORTFOLIO .....2 credits
Prerequisite: Permission of program director. 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. 62 contact hours.

GRK 1120 ELEMENTARY MODERN GREEK I .....4 credits
This course introduces students to the four skills (listening, speaking, reading and writing) of Modern Greek and to the culture of Greece. 62 contact hours.

GRK 1121 ELEMENTARY MODERN GREEK II .....4 credits
Prerequisite: GRK 1120 or permission of instructor. This course reinforces previously acquired basic skills in Modern Greek. The course further develops listening, speaking, reading and writing skills, as well as an understanding and appreciation of the culture of Greece. 62 contact hours.

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: 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, decor, 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 2276 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 and HFT 1500) and (HFT 1941 or permission of instructor). 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 .....3 credits
Prerequisite: HFT 1941. This course enables students to enhance workplace skills through supervised practical experience. Sixty (60) industry work hours equal one credit hour. In addition, the students must complete assignments as well as a term project. Faculty make regular appraisals of the learning progress through on-site visits and consultations with supervisors. 180 contact hours.

HIM 1000 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT.....3 credits
Prerequisites: Admission to the Health Information Management A.S. degree program or the Medical Coder program and (CGS 1060 with a grade of "C" or better or Computer/ Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better, and either BSC 1083 or (BSC 2085/2085L and BSC 2086/2086L) with grades of "C" or better. 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 format of various types of medical records, numbering and filing systems, and health care data sets. 47 contact hours.

HIM 1002 HEALTHCARE INFORMATICS PROJECT MANAGEMENT.....3 credits
Prerequisite: (CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement) and HIM 1102 with a grade of "C" or better. Pre- or Corequisite: HIM 2652 with a grade of "C" or better or program director approval. This course provides an overview of healthcare informatics project management and introduces the concepts necessary to identify the major components that lead to the successful completion of an healthcare informatics project. Concepts include project planning; tracking and implementation; task delegation; time, money, and outcomes management of projects. 47 contact hours.

HIM 1031C MEDICAL TRANSCRIPTION I .....3 credits
Prerequisites: HSC 1531, CGS 1060, and either BSC 1083 or (BSC 2085/2085L and BSC 2086/2086L) or program director's approval. Satisfactory completion of keyboarding or 2 years of high school typewriting is recommended. This course covers the role, ethics and legal responsibilities of the medical transcriptionist with primary emphasis on the basic fundamentals of medical transcription principles and practice. Equipment, types of medical reports, quality control and reference materials will also be addressed. Lab exercises will consist of improving keyboarding skills and the correct use of basic transcription equipment. Basic principles of word processing are also practiced. 107 contact hours.

HIM 1102 INTRODUCTION TO HEALTHCARE INFORMATICS.....3 credits
Prerequisite: CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement or program director approval. This course studies the collection and organization of patient health information, the effective management of information using computer technology, and the impact of such technology on medical research, education, and patient care. 47 contact hours.

HIM 1110 CLASSIFICATION SYSTEMS, INDEXES, AND REGISTRIES .....3 credits
Prerequisites: HIM 1000 with a grade of "C" or better or program director approval. Pre- or corequisite: HSA 1100 with a grade of "C" or better. 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
Prerequisites: Admission to the Health Information Management A.S. degree program or the Medical Coder program and (CGS 1060 with a grade of "C" or better or Computer/ Information Literacy Competency requirement) and HIM 1000 with a grade of "C" or better. 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 electronic medical record. 32 contact hours.

HIM 1212 DATA AND WORKFLOW MANAGEMENT.....3 credits
Pre- or corequisite: HIM 1102 with a grade of "C" or better or program director approval. This course introduces building healthcare information architecture for integrated delivery systems. Database theory, design, and management concepts with emphases on data integrity, security, and data mining/trending using query and report generation from healthcare data warehouses will be addressed. Workflow and process re/design to support clinical, financial, and administrative reporting and decision making will also be covered. 47 contact hours.

HIM 1430 PRINCIPLES OF DISEASE .....3 credits
Prerequisites: Admission to the Health Information Management A.S. Degree or the Medical Coder CT program and (CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better and either BSC 1083 or (BSC 2085/2085L and BSC 2086/2086L) with grades of "C" or better. 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, HSA 1100, with grades of "C" or better, or Program Director approval. Pre- or corequisite for Health Information Management A.S. students: HIM 1110 with a grade of "C" or better. This clinical practice allows the student to experience and practice generic health information (medical record) department functions in either a simulated or actual health information environment. Topics addressed include typical workflow patterns; admission/registration processes; record assembly and analysis activities; management of standard health record documents and incomplete records; record filing and numbering systems; and retention and retrieval procedures. The student will become familiar with and/or utilize various types of equipment used in health information departments. 60 contact hours.

HIM 2003 HEALTHCARE INFORMATICS PRACTICUM .....2 credits
Prerequisites for Healthcare Informatics Certificate students: HIM 1102, HIM 1212, HIM 1002, HIM 2652, with grades of "C" or better, or program director approval. Pre- or corequisite for Healthcare Informatics A.S. students: HIM 2004 with a grade of "C" or better. This course allows the student to participate in an internship associated with healthcare informatics operations and activities within a healthcare setting. The student will apply knowledge and skills gained from the healthcare informatics theoretical courses in an actual healthcare environment. 32 contact hours.

HIM 2004 HEALTHCARE INFORMATICS CAPSTONE.....2 credits
Prerequisites: All Healthcare Informatics Certificate courses with grades of "C" or better or program director approval. This course focuses on theories and principles of healthcare informatics in order to integrate and apply these concepts to real-world electronic health/medical record functions. The course may involve case studies and/or other projects. The student will produce reports and present portfolio documentation as assigned by the instructor. 32 contact hours.

HIM 2012 HEALTH LAW CONCEPTS AND PRACTICES .....3 credits
Pre- or corequisite: Admission to the Health Information Management A.S. Degree or the Medical Coder CT program and CGS 1060 or Computer/Information Literacy Competency requirement. 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 2032C MEDICAL TRANSCRIPTION II .....3 credits
Prerequisite: HIM 1031C or program director approval. This course focuses on the quality and accuracy standards related to the production of transcribed medical documents. Students will be expected to produce a greater number of reports from selected medical specialties with an increased rate of accuracy. 107 contact hours.

HIM 2033C MEDICAL TRANSCRIPTION III .....3 credits
Prerequisite: HIM 2032C or program director approval. This course focuses on typing quality transcribed medical reports with a greater emphasis on student productivity by increasing the number of reports completed while achieving compliance with higher accuracy standards. 107 contact hours.

HIM 2034C MEDICAL TRANSCRIPTION IV.....3 credits
Prerequisite: HIM 2033C or program director approval. Pre- or corequisites: HIM 1000, HIM 1430, HIM 2012, HIM 2802, HSA 1100, HSC 1149C. This course focuses on advanced transcription skills required to produce transcribed reports used in a variety of health care environments such as acute care hospitals, physician offices, outpatient clinics, psychiatric and rehabilitation facilities, etc. Students will continue to produce reports with strong emphasis on increasing productivity while complying with accuracy standards. A level of speed and accuracy consistent with employment standards and the ability to work independently is required. Employability skills and preparation for the national Certified Medical Transcriptionist (CMT) examination will also be addressed. 107 contact hours.

HIM 2214C HEALTHCARE STATISTICS AND RESEARCH.....1 credit
Prerequisites: Any college level MAC, MGF or STA course with a grade of "C" or better, and HIM 1000 with a grade of "C" or better, 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. 32 contact hours.

HIM 2222 BASIC ICD CODING .....3 credits
Prerequisites: (CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better and either BSC 1083 or (BSC 2085/2085L and BSC 2086/2086L) with grades of "C" or better. Pre- or corequisites: HIM 1000 with a grade of "C" or better and HIM 1430 with a grade of "C" or better. This course is an introduction to the basic coding principles of the International Classification of Diseases (ICD) coding system. 47 contact hours.

HIM 2223 INTRODUCTION TO CODING AND REIMBURSEMENT SYSTEMS.....3 credits
Pre- or corequisites: (CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement,) HSC 1531 with a grade of "C" or better or program director approval. This course will review the various medical coding systems used for reimbursement of healthcare services and focus primarily on International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding systems utilized by hospitals, clinics, and physician offices. Various reimbursement methodologies including Diagnosis Related Groups (DRGs), Ambulatory Payment Classification Groups (APCs), and Resource-Based Relative Value Scale (RBRVS) will be addressed. The use of computer software and systems such as encoders, charge master and revenue cycle tools, and electronic billing processes to support accurate and efficient coding, billing, and reimbursement operations will also be covered. 47 contact hours.

HIM 2234 ADVANCED CODING AND REIMBURSEMENT .....3 credits
Prerequisites: HIM 1430 and HIM 2222 with grades of "C" or better or program director approval. Pre- or corequisite: HSC 1149C with a grade of "C" or better. This is an advanced course in the use of the International Classification of Diseases (ICD) coding system. 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
Prerequisites: (CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better and either BSC 1083 with a grade of "C" or better or (BSC 2085/2085L and BSC 2086/2086L with grades of "C" or better). Pre- or corequisites: HIM 1000 and HIM 1430. 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 2283 ADVANCED CPT CODING AND REIMBURSEMENT .....3 credits
Prerequisites: HIM 1430, HIM 2222 and HIM 2253 or program director approval. Pre- or corequisite: HSC 1149C. This course will apply coding principles from an outpatient coding perspective. It will utilize both International Classification of Disease (ICD) and Current Procedural Terminology (CPT) coding classifications. The course will prepare the student to work with reimbursement methodologies and issues, such as Ambulatory Payment Classifications (APCs) and Resource-Based Relative Value Scale (RBRVS). 47 contact hours.

HIM 2500 ORGANIZATION AND SUPERVISION.....3 credits
Prerequisite: HIM 1110 with a grade of "C" or better or program director approval. Pre- or corequisite: HIM 1211 and HIM 2012 with grades of "C" or better. Corequisite: HIM 2810. 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 2510 QUALITY AND PERFORMANCE IMPROVEMENT.....3 credits
Prerequisite: This course is for Health Information Management A.S. students only. HIM 2500 with a grade of "C" or better or program director approval. Pre- or corequisites: HIM 2214C, HIM 2234, HIM 2283 and HSC 1149C with grades of "C" or better. Corequisite: HIM 2820. 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 2652 ELECTRONIC HEALTH/MEDICAL RECORD SYSTEMS.....3 credits
Prerequisite: CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement. Pre- or corequisite: HIM 1102 with a grade of "C" or better or program director approval. This course addresses information systems theory, electronic health/medical record concepts and associated infrastructure and applications, as well as strategic planning and implementation of health/medical record information systems. Additional issues to be covered include legal, ethical, and regulatory concepts, privacy and security requirements, best practices, and future trends. 47 contact hours.

HIM 2802 PROFESSIONAL PRACTICE EXPERIENCE-TRANSCRIPTION.....2 credits
Prerequisite: HIM 2033C or program director approval. Corequisite: HIM 2034C. 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
Prerequisites: HIM 1800, HIM 2222 and HIM 2253 with grades of "C" or better. Pre- or corequisites for Medical Coder students: HIM 1211, HIM 2234, HIM 2283 and HSC 1149C with grades of "C" or better. Corequisite for Health Information Management A.S. students: HIM 2500. This course allows the student to perform medical coding functions in a professional practice setting which may include either a simulated or actual health information (medical record) environment. Students will apply knowledge and skills for coding patient records using the International Classification of Diseases (ICD) and/or the Current Procedural Terminology (CPT) coding systems. 90 contact hours.

HIM 2820 PROFESSIONAL PRACTICE EXPERIENCE III .....2 credits
Prerequisite: HIM 2500, HIM 2810 with grades of "C" or better or approval of program director. Pre- or corequisite: HIM 2510 with a grade of "C" or better. This clinical practice allows the Health Information A.S. degree student to participate in health information (medical record) management functions in either an acute care or other health record setting. Topics addressed include various organization and supervision activities. The student will become familiar with and utilize various types of equipment, systems and processes used in health information departments. 90 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 program director. 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. 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 1080 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.

HSA 1100 HEALTHCARE DELIVERY SYSTEMS .....3 credits
Pre- or corequisites: (CGS 1060 with a grade of "C" or better or Computer/Information Literacy Competency requirement) 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 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 and is 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.

HSC 1149C GENERAL PHARMACOLOGY FOR HEALTH PROFESSIONALS.....1 credit
Prerequisites: (BSC 1083) or (BSC 2085/2085L and BSC 2086/2086L) or program director approval. Pre- or corequisite for Health Information Management and Medical Coder students: CGS 1060. 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 1524 INTRODUCTION TO INFECTIOUS DISEASE .....2 credits
Prerequisite: (ENC 0020 and REA 0002 and MAT 0024) 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
Pre- or corequisite: CGS 1060 or program director approval. 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
This course is 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. 47 contact hours.

HSC 2400 FIRST AID .....2 credits
This course covers 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 "C" or better grade qualifies the student for the American Red Cross Standard First Aid Certificate and C.P.R. Certification. 32 contact hours.

HSC 2407 PROFESSIONAL RESCUER.....2 credits
This course comprises information first responders need to provide appropriate initial care, regardless of the type of emergency. The course stresses the steps to follow in an emergency until more advanced medical personnel can arrive. The student will use breathing devices, including resuscitation masks, bag-valve-mask (BVM) resuscitators, and supplemental oxygen. 32 contact hours.

HSC 2721 EVIDENCE-BASED HEALTHCARE PRACTICE .....1 credit
Prerequisite: MAT 1033 or permission of program director. This course focuses on providing students with the comprehensive knowledge and skill base needed to make evidence-based decisions. Methods of critical evaluation of data needed to support planning, implementation, and evaluation will be emphasized. Students will address concerns in the professional work setting by analyzing decisions made through use of evidence. 17 contact hours.

HUM 2210 WESTERN HUMANITIES I .....3 credits
"G" (Ancient through Renaissance)
Prerequisite: ENC 0020 or EAP 1695 or appropriate score on the CPT. This course examines Western cultural and aesthetic perspectives from the Ancient to Renaissance periods with an emphasis on the visual, literary, philosophical, and performing arts. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2210 and HUM 2210H. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.) 47 contact hours.

HUM 2210H HONORS WESTERN HUMANITIES I .....3 credits
"G" (Ancient through Renaissance)
Prerequisite: (Appropriate score on the CPT) or (acceptance into the Honors College) or approval of the program director. This course 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 writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2210 and HUM 2210H. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.) 47 contact hours.

HUM 2233 WESTERN HUMANITIES II .....3 credits
"G" (Baroque to the Present)
Prerequisite: ENC 0020 or EAP 1695, or appropriate score on the SPC placement test. This course examines Western cultural and aesthetic perspectives from the Baroque to the Modern periods with an emphasis on the visual, literary, philosophical, and performing arts. This course partially satisfies the writing requirements outlined in the General Education Requirements. HUM 2210 is not a prerequisite for this course. Credit is not given for both HUM 2233 and HUM 2233H. 47 contact hours. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2233H HONORS WESTERN HUMANITIES II .....3 credits
"G" (Baroque to the Present)
Prerequisite: (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or approval of the program director. This course 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 writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2233 and HUM 2233H. 47 contact hours. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2270 HUMANITIES.....3 credits
"G" (East-West Synthesis)
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the CPT. This course is a study of non-Western cultures, including the Middle East, Asia, and Africa. Emphasis is placed on acquiring knowledge of non-Western arts, values, and ideas relative to Western culture and developing an awareness of a world community. This course partially satisfies the writing requirements outlined in the General Education Requirements. (Credit is not given for both HUM 2270 and HUM 2270H.) 47 contact hours.

HUM 2270H HONORS HUMANITIES.....3 credits
"G" (East-West Synthesis)
Prerequisite: (Appropriate score on the CPT) or (acceptance into the Honors College) or approval of the program director. This course is a study of various major non-Western cultures including the Near East, Far East, and Africa, as related to the Western tradition. Emphasis is placed on applying knowledge of non-Western values and ideas relative to Western culture toward constructing a coherent world-view and reaching a deep understanding of self. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2270 and HUM 2270H. 47 contact hours.

HUM 2950 STUDY ABROAD IN HUMANITIES .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate score on SPC placement test or permission of the Dean. This course, exclusively for students in the SPC Study Abroad Programs, is designed to offer topics of special interest in the humanities to students combined with actual travel and study on-site at one or more SPC Study Abroad program partners. Such course offerings include the examination of the styles and influences of music, art, architecture, theatre, religion, literature and philosophy. Specific content will vary depending on the specific study abroad program. 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 studying abroad.

HUN 1201 SCIENCE OF NUTRITION.....3 credits
Prerequisite: BSC 2086 or BSC 2010. 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.

HUS 1001 PRINCIPLES AND STRATEGIES FOR HUMAN SERVICES .....3 credits
Prerequisite: REA 0002 or EAP 1695 or appropriate 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 1111 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 1530 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, this course is 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, Cocaine and Abuse, Counseling the Abuser from a Cultured Perspective, Children of Dysfunctional Families, Dependent Women: Society and Addiction, Drugs and the Athlete, Preparation for CBAPF Examination, Developmental Model for the Addiction Professional, Aids and Drug Crisis, Dual Diagnosis I, Dual Diagnosis II, The Law and Substance Abuse Counseling, Problem Solving & Values Orientation, Addiction Certification Preparation, Ergonomics, Certification in Substance Abuse Prevention, Issues in Addiction Prevention, Foundation of Youth Development, Self-Esteem, Assertiveness and others as developed. May be repeated for credit using a different topic.

HUS 2200 DYNAMICS OF GROUPS AND GROUP COUNSELING.....3 credits
Prerequisite: HUS 1111 and HUS 2302. This is 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 and the review of each student's practice sessions. 47 contact hours.

HUS 2302 BASIC COUNSELING SKILLS.....3 credits
Prerequisite: HUS 1111 or consent of instructor. This course is 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. 47 contact hours.

HUS 2315 STUDIES IN BEHAVIORAL MODIFICATION.....3 credits
Prerequisite: PSY 1012 or PSY 1020H recommended or consent of instructor. This course is the study of the use of basic behavior modification techniques in the human services. Emphasis is on the application of operant conditioning techniques. 47 contact hours.

HUS 2403 ABUSED SUBSTANCES AND THEIR EFFECTS .....3 credits
Pre- or corequisite: SYG 2324. This course is a comprehensive survey of abused substances 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. 47 contact hours.

HUS 2420 EVALUATION OF TREATMENT ENVIRONMENTS.....3 credits
Pre- or corequisite: SYG 2324. This course is 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. 47 contact hours.

HUS 2421 METHODS FOR IDENTIFICATION AND INTERVENTION IN SUBSTANCE ABUSE.....3 credits
Pre- or corequisite: SYG 2324. This course is 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. 47 contact hours.

HUS 2428 TREATMENT AND RESOURCES IN SUBSTANCE ABUSE.....3 credits
Pre- or corequisite: SYG 2324. This course is 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. 47 contact hours.

HUS 2540 BUILDING STRONGER FAMILIES AND COMMUNITIES .....3 credits
Prerequisite: REA 0001. 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 alternatives; and making healthy choices. 47 contact hours.

HUS 2541 WORKING WITH FAMILIES IN THE EARLY CHILDHOOD PERIOD .....3 credits
This course addresses three important issues of early childhood: health, development, and parenting. The depth of developmental knowledge provided is intended to enhance the skills of the family health and support worker, to increase their ability to provide anticipatory guidance and teaching and to empower the parent-child relationship. Common health problems of infancy and early childhood that affect normal development are discussed along with important health promotion and disease prevention strategies for creating a safe and nurturing environment for the child. Additional topics will include social, environmental and biological influences and factors that collectively impede or facilitate individual and family development, the major periods and domains of child development from birth to five, the importance of early learning experiences that enhance brain development, and the characteristics and importance of parent-child interactions as well as cultural and social influences that affect parenting skills. 47 contact hours.

HUS 2542 WORKING WITH FAMILIES IN THE PERINATAL PERIOD .....3 credits
This course is designed to increase student competency in supporting families during the preconception, pregnancy and immediate postpartum periods. Course content will focus on human reproduction, pregnancy, birth, and infant care, with an emphasis on the adjustment of the family and its individual members during the perinatal period. The course will present both factual information and skills for promoting healthy behaviors. Students will apply their knowledge within the theoretical contexts of human and family development gained in previous coursework. Students will practice skills for counseling families about reproductive health in a sensitive, culturally-competent manner. 47 contact hours.

HUS 2550 SOCIAL SERVICES AND THE DISENFRANCHISED.....3 credits
Prerequisites: HUS 1111 and (PSY 1012 or PSY 1020H). 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.

IDH 2028H HONORS COLLEGE CAPSTONE SEMINAR.....1 credit
Prerequisite: Acceptance into the Honors College. This course is designed to provide transition for Honors College students as they complete their associates degrees and plan to enter bachelors degree programs. Students in this course will present their honors research portfolios on leadership development and other research topics specific to the students' interests and future majors. This course will also present opportunities for discussion with honors faculty and other honors college students, providing a culmination of the students' experiences in the honors learning community, including service learning. 15 contact hours.

IDH 2029H HONORS COLLEGE CORNERSTONE SEMINAR .....2 credits
Prerequisite: Acceptance into the Honors College. This course is designed to orient Honors College students to the community and to the Honors College philosophy. This course will feature leadership development including team-building, problem-solving, and critical thinking skills. This course will also present strategies such as time management, academic responsibility, information literacy, and research opportunities within the disciplines. Emphasis will be on personal adjustment as well as community service. A service learning component is required. 30 contact hours.

IDH 2634H HONORS SERVICE LEARNING .....1 credit
Prerequisite: (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or approval of program director. This course is designed to provide students with a laboratory in which learning experiences address human and community needs. This includes contribution to a real community need, research and reflection. Topics will include civic and social responsibility, service participation, critical thinking, social and cultural diversity, integration of theory and life experience, and experiential learning. The format will incorporate honors research, class discussion, and presentation honors portfolios on service-leaning specific to the student's interests. 10 contact hours including in-class orientation and on-line discussion. The student must fulfill the requirement of 30 service hours in addition to written assignments. 10 contact hours.

IDS 1101H "G" HONORS INTERDISCIPLINARY STUDIES: ANCIENT.....9 credits
Prerequisite: (Appropriate scores on the SPC placement tests) or (acceptance into the Honors College) or approval of program director. This course is an integrated survey of the origins and Classical Period of Western Civilization. It surveys Ancient Egyptian, Ancient Mesopotamian, 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. This Honors course will include personalized experiences, collaborative learning opportunities, and an emphasis on the analysis and synthesis of abstract questions related to the historical period. (Students who partially complete Honors Interdisciplinary Studies: Ancient will receive credit toward the completion of the general education program for the following courses ENC 1121H, HUM 2210H, and EUH 1000.) This course partially satisfies the writing requirements outlined in the General Education Requirements. 137 contact hours.

IDS 1102H "G" HONORS INTERDISCIPLINARY STUDIES: MEDIEVAL/RENAISSANCE .....9 credits
Prerequisite: (ENC 1121H or IDS 1101H) or (ENC 1121H or IDS 1101H and acceptance into the Honors College) or program director approval. 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 of history, literature, philosophy, art history, religious studies, history of science and communication. (Students who complete IDS 1102H will receive equivalency credit for ENC 1122H, HUM 2233H, and SPC 1017H.) This course partially satisfies the writing requirements outlined in the General Education Requirements. 137 contact hours.

IDS 2103H "G" HONORS INTERDISCIPLINARY STUDIES: MODERN .....9 credits
Prerequisite: (ENC 1122H) or (ENC 1122H and acceptance into the Honors College) or approval of the program director. 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 2103H will receive equivalency credit for POS 2050H, LIT 2120H, and PHI 1602H). This course partially satisfies the writing requirements outlined in the General Education Requirements. 137 contact hours.

INR 2002 "G" INTERNATIONAL RELATIONS.....3 credits
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 writing requirements outlined in the General Education Requirements. Credit is not given for both INR 2002 and INR 2002H. 47 contact hours.

INR 2002H "G" HONORS INTERNATIONAL RELATIONS.....3 credits
Prerequisite: (POS 2050H) or (POS 2050H and acceptance into the Honors College) or approval of the program director. This course is an introductory study of the factors that affect relations among nations. Through various teaching and learning methodologies, the student will become familiar with the various theories of international relations, 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. The course will cultivate independent scholarship, active learning and enhanced student participation. This course will encourage the use of logical reasoning, in-depth analysis, and critical thinking skills when examining historical and contemporary events in international relations. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both INR 2002H and INR 2002. 47 contact hours.

INT 1000 FUNDAMENTALS OF INTERPRETING .....2 credits
Prerequisites: ASL 1160C, ASL 1300, INT 1941. Corequisite: INT 1000L. 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.

INT 1000L FUNDAMENTALS LAB .....2 credits
Prerequisites: ASL 1160C, ASL 1300, INT 1941. Corequisite: INT 1000. 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.

INT 1200 INTERACTIVE INTERPRETING.....2 credits
Prerequisite: INT 1000, INT 1000L, INT 1480, INT 1231. This course will focus on cognitive and linguistic development in interactive interpreting and on sign to voice and voice to sign skill mastery. Situations will simulate interpreting experiences in one on one or interview settings and in small group dynamics. Emphasis will be on simultaneous interpreting; consecutive style will also be included. Focus activities include audio/video and live model demonstrations and out of class observations of certified/qualified interpreters in different settings. 32 contact hours.

INT 1202 INTERPRETING/TRANSLITERATING .....4 credits
Prerequisites: INT 1000, INT 1000L, INT 1480, INT 1231. This course is a continuation of Fundamentals Interpreting and Fundamentals Lab. This course reinforces skill development and the principles of interpreting from the source language of English to the target language of American Sign Language (ASL) and reinforces 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, role play demonstration, and video and audio taped materials. The student will learn the techniques of self-assessment through media produced assessment and class discussion/analysis. 62 contact hours.

INT 1231 VOICING I .....3 credits
Prerequisites: ASL 1160C, ASL 1300, and INT 1941. This course focuses on the development of primary sign to voice interpreting skills for deaf people. The course emphasis focuses on voicing from Signed English to spoken English with limited emphasis given to voice interpreting from ASL to English. 47 contact hours.

INT 1232 VOICING II .....3 credits
Prerequisites: INT 1400, INT 1200, INT 1202. This course focuses on the development of more advanced voicing skills in interpreting for deaf people. Special emphasis is given to interpreting from American Sign Language to spoken English. 47 contact hours.

INT 1400 ISSUES IN EDUCATIONAL INTERPRETING.....2 credits
Prerequisites: INT 1000, INT 1000L, INT 1480, INT 1231. 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.

INT 1480 INTERPRETING SPECIALIZED TOPICS.....3 credits
Prerequisites: ASL 1160C, ASL 1300, INT 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.

INT 1941 INTERPRETING PRACTICUM .....3 credits
Prerequisites: ASL 1150C, ASL 1430, ASL 1510. 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.

INT 1942 INTERPRETING INTERNSHIP .....4 credits
Prerequisites: INT 1400, INT 1200, INT 1202. 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.

ISC 1001L METHODS OF SCIENCE LABORATORY.....1 credit
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) 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 primarily for non-science majors. 45 contact hours.

ISC 2950 STUDY ABROAD IN SCIENCE .....3 credits
Prerequisite: (ENC 0020 and MAT 0024) or appropriate score on the SPC Placement Test or permission of program director. This course, exclusively for students in the Cambridge International Summer Schools Programs, is designed to offer interdisciplinary scientific 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 history of science and the methods and process of both the physical and biological sciences as detailed in the Cambridge catalogue. Variable content depending on the Cambridge course listings for the respective summer term is designated. The course includes lectures, discussions, field trips, workshops, and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while at Cambridge.

JOU 2100 JOURNALISTIC WRITING AND REPORTING.....3 credits
Prerequisite: ENC 1101 or ENC 1121H or IDS 1101H. 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. Student needs and demand determine the emphasis on grammar and usage. 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 1005 INTRODUCTION TO PARKS AND LEISURE SERVICES .....3 credits
This course provides an introduction to the history, characteristics, and unique demands of operating public, private, and not-for-profit American parks and leisure industry programs. 47 contact hours.

LEI 1401 PARKS AND LEISURE SERVICE PROGRAM DESIGN .....3 credits
Prerequisite: LEI 1005. Pre- or Corequisite: DEP 2004. This course fosters an understanding of principles and methods of parks and leisure program design and operation. Students will apply the processes of goal and objective technology, and selection and sequencing activities in creating program designs appropriate to different venues. 47 contact hours.

LEI 1404C APPLIED PARKS AND LEISURE PROGRAM DESIGN .....3 credits
Prerequisite: LEI 1401. This course provides students with a comprehensive hands-on experience in parks and leisure services programming and implementation. 47 class hours and 16 hours in a supervised recreational setting. 63 contact hours.

LEI 1603 INTRODUCTION TO PARKS AND LEISURE GROUNDS AND FACILITIES.....3 credits
This course provides an introduction to the design and maintenance of parks and leisure program grounds and facilities. 47 contact hours.

LIS 1002 ELECTRONIC RESEARCH STRATEGIES FOR COLLEGE STUDENTS .....1 credit
Prerequisite: REA 0001 (if degree seeking). 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, essential techniques for locating, analyzing, organizing and presenting information, and essential components of computer and information ethics and security. 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 1002H HONORS ADVANCED ELECTRONIC RESEARCH STRATEGIES FOR COLLEGE STUDENTS.....1 credit
Prerequisite: (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or (approval of the program director). This course will refine information literacy skills and create the foundation for lifelong learning. It introduces the honors student to advanced concepts of information retrieval, relevant techniques for accessing, collecting and synthesizing information and essential components of computer and information ethics and security. Emphasizing critical thinking and research skills, this course develops the student's abilities to become an independent researcher. 16 contact hours.

LIS 2004 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. 16 contact hours.

LIT 1330 LITERATURE FOR EARLY CHILDHOOD .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the 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 for the Pinellas County License Board. This course has a substantial writing requirement. 47 contact hours.

LIT 2090 CONTEMPORARY LITERATURE .....3 credits
Prerequisite: ENC 1101 or appropriate score on the SPC placement test. This course is a multicultural study of representative nonfiction and fiction since 1980. 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 .....3 credits
"G"
(Ancient World Through Renaissance)
Prerequisite: (ENC 1101 or ENC 1121H or IDS 1101H) and (REA 0002 or EAP 1695 or appropriate score on the placement test.) 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 humankind despite differences in time, place, and language. This course also emphasizes methods of library research and composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both LIT 2110 and LIT 2110H. 47 contact hours.

LIT 2110H HONORS WORLD LITERATURE I .....3 credits
"G" (Ancient World Through Renaissance)
Prerequisite: (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasis is placed on the intellectual and moral issues in literature that unite humankind despite differences in time, place, and language. This honors course will include personalized experiences, collaborative learning experiences and an emphasis on analysis and synthesis of abstract questions relating to world literature. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis using primary and secondary sources. Independent research and interdisciplinary connections are encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both LIT 2110H and LIT 2110. 47 contact hours.

LIT 2120 WORLD LITERATURE II .....3 credits
"G" (Renaissance to the Present)
Prerequisites: (ENC 1101 or ENC 1121H or IDS 1101H) 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. This course partially satisfies the writing requirements outlined in the General Education Requirements. LIT 2110 is not a prerequisite for this course. Credit is not given for both LIT 2120 and LIT 2120H. 47 contact hours.

LIT 2120H HONORS WORLD LITERATURE II .....3 credits
"G" (Renaissance to the Present)
Prerequisites: (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to study the major poetry, fiction, drama, and essays of 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. This honors course will include personalized experiences, collaborative learning experiences and an emphasis on analysis and synthesis of abstract questions relating to world literature. It will also explore alternative modes of literature represented by media adaptations of works of literature. Students will investigate global perspectives and discussion on political, social and cultural issues as they appear in world literature from the Renaissance to the present. This course partially satisfies the writing requirements outlined in the General Education Requirements. LIT 2110 is not a prerequisite for this course. Credit is not given for both LIT 2120H and LIT 2120 or IDS 2103H. 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 appropriate score on the 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 1101 or EAP 1695, or appropriate score on the CPT or permission of program director. 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 onsite 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. 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
"G" Prerequisite: MAT 1033 with a grade of C or better (recommend MAT 1033 taken within the last two years), 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. (Credit is not given for both MAC 1105 and MAC 1106). 47 contact hours.

MAC 1106 COMBINED COLLEGE
"G" ALGEBRA/PRE-CALCULUS .....5 credits
Prerequisite: MAT 1033 or appropriate score on the SPC mathematics placement test**.** This course covers major topics to include: function and relations including domain and range, operations on functions, and inverse functions; polynomial, rational and other algebraic functions, their properties and graphs; polynomial, absolute value, and rational equations and inequalities; exponential and logarithmic functions, their properties and graphs; solving systems of equations and inequalities, matrices, and determinants; piecewise-defined functions; conic sections; sequences and series; applications such as curve fitting, modeling, optimization, and exponential and logarithmic growth and decay; mathematical induction; binomial theorem and applications. Credit is not given for both MAC 1106 and either MAC 1105 or 1140. 77 contact hours.

MAC 1114 TRIGONOMETRY .....3 credits
"G" Prerequisite: MAC 1105 with a grade of "C" or better, or MAC 1106 with a grade of "C" or better, or appropriate score on the SPC mathematics placement test or program director approval. MAC 1114 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
"G" Prerequisite: MAC 1105 or appropriate score on mathematics placement test or program director approval. May be taken concurrently with MAC 1114. 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. Credit is not given for both MAC 1140 and MAC 1106 or MAC 1140 and MAC 1147. 47 contact hours.

MAC 1147 PRE-CALCULUS ALGEBRA/
"G" 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: 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. 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
"G" Prerequisite: MAC 1105, or MAC 1106, or appropriate score on the SPC mathematics placement test or program director approval. 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
"G" 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.) 47 contact hours.

MAC 2311 CALCULUS WITH ANALYTIC
"G" GEOMETRY I .....5 credits
Prerequisite: (MAC 1106 and MAC 1114), or (MAC 1140 and MAC 1114), or (MAC 1147), or appropriate score on the SPC mathematics placement test or program director approval. 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 given for both MAC 2311 and MAC 2233.) 77 contact hours.

MAC 2311H HONORS CALCULUS WITH
"G" ANALYTIC GEOMETRY I .....5 credits
Prerequisite: (MAC 1140 and MAC 1114) or (MAC 1106 and MAC 1114) or (MAC 1147) or (acceptance into the Honors College) or approval of the program director. 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 2311 or MAC 2233.) 77 contact hours.

MAC 2312 CALCULUS WITH ANALYTIC
"G" GEOMETRY II .....5 credits
Prerequisite: MAC 2311 or appropriate score on the mathematics placement test. This course is designed to follow Calculus with Analytic Geometry I. 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.) 77 contact hours.

MAC 2313 CALCULUS WITH ANALYTIC
"G" GEOMETRY III .....4 credits
Prerequisite: MAC 2312 or appropriate 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. 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 2021 PRINCIPLES OF MANAGEMENT .....3 credits
This course studies the basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises and the application of these fundamentals to specific fields of business and industrial management. 47 contact hours.

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 2582 INTRODUCTION TO PROJECT
MANAGEMENT .....3 credits
Prerequisite: Basic computer literacy and college level math skills are suggested. This course introduces the basic terminology and concepts of Project Management. Students will become familiar with project scope definition, planning, estimating techniques, staffing and scheduling. Students will develop project plans, write project status reports, and conduct project status meetings. Features of Project Management software will be covered; students will learn an example software package, and use it to develop project plans. 47 contact hours.

MAN 2604 INTERCULTURAL RELATIONS
IN BUSINESS .....3 credits
Prerequisite: REA 0001. 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. 47 contact hours.

MAP 2302 DIFFERENTIAL EQUATIONS.....3 credits
"G" 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. 47 contact hours.

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. 47 contact hours.

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 prerequisite 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 2141 INTERNATIONAL MARKETING .....3 credits
Prerequisite: Permission of the program director. This course is offered as part of the Semester Experience Abroad program in Seville, Spain. This course examines basic marketing principles related to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics covered include the decision-making process in the areas of foreign market analysis, target market identification, product planning, promotion and channels of distribution. 47 contact hours.

MAR 2321 ADVERTISING .....3 credits
Prerequisite: REA 0001. 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, marketing functioning, brand promotion, and analysis of consumer behavior, budgeting, legislation and regulations. The course culminates with the student planning an advertising campaign. 47 contact hours.

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 credits.

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 .....4 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. 62 contact hours.

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 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
Prerequisite: (BSC 2086 and BSC 2086L) or (BSC 2010 and BSC 2010L). Corequisite: MCB 2010L. Microbiology consists of the study of microorganisms and their role in our environment from a cellular and molecular point of view. Topics include microbial cell biology, microbial genetics, classification, identification, microbe-host interactions, antimicrobial agents, microbial control, and infectious disease. 47 contact hours.

MCB 2010L MICROBIOLOGY LABORATORY.....1 credit
Corequisite: MCB 2010. This laboratory will consist of experiments that teach bacterial techniques, characteristics of morphology, growth responses, metabolic activity, and distribution in selected environments. 45 contact hours.

MET 2010 INTRODUCTORY METEOROLOGY .....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) 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
"G"
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 and 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 satisfies three credits of the mathematics requirements outlined in the General Education Requirements, but is not a prerequisite to any other mathematics course. (Credit will not be given for both MGF 1113 and MGF 1106.) 47 contact hours.

MGF 1107 MATHEMATICS FOR LIBERAL ARTS II .....3 credits
"G"
Prerequisite: MAT 1033 or appropriate score on the SPC mathematics placement test. This course presents 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 satisfies three credits of the mathematics requirements outlined in the General Education Requirements, but is not a prerequisite to any other mathematics course. (MGF 1106 and MGF 1107 may be taken concurrently.) 47 contact hours.

MGF 1108H HONORS MATHEMATICAL IDEAS
"G" AND EXPLORATIONS.....3 credits
Prerequisite: (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or approval of the program director. The curriculum is designed to provide the student with the knowledge and skills useful for college, life and career. The course will involve problem-based learning about topics that cross disciplines. These topics include probability, statistics, geometry, modeling, and mathematical connections with music, art, architecture, nature and the business world. Critical thinking skills, problem solving strategies and appropriate use of technology will be used throughout the course. 47 contact hours.

MKA 2021 SALES .....3 credits
Prerequisite: REA 0001. This course is 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. 47 contact hours.

MKA 2512 SALES PROMOTION
AND PUBLIC RELATIONS .....3 credits
Prerequisite: REA 0001. 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. 47 contact hours.

MLT 1022 INTRODUCTION TO CLINICAL LABORATORY SCIENCE .....2 credits
Prerequisite: ENC 1101, one college level Math course with a MAC, MGF, MTG or STA prefix, CGS 1060, CHM 1025 and CHM 1025L and BSC 2010 and BSC 2010L 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. HIV/AIDS and Prevention of Medical Errors will be presented as required by the State of Florida for initial licensure. 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 1044L PHLEBOTOMY CLINICAL EXPERIENCE .....1 credit
Prerequisite: MLT 1022 and MLT 1040. This course is designed to provide students with experience and skill in collecting blood specimens suitable for clinical laboratory testing. Students learn to perform venipunctures and capillary punctures following established policies and procedures for safety and quality assurance. Experience is gained in selected community health agencies. 60 contact hours.

MLT 1610 CLINICAL CHEMISTRY .....4 credits
Prerequisite: MLT 1022 or permission of the program director. Corequisite: MLT 1610L. 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 .....4 credits
Prerequisite: MLT 1022 or permission of the program director. Corequisite: MLT 2362L. 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 .....2-3 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. 90 contact hours or equivalent.

MLT 2400 CLINICAL MICROBIOLOGY .....4 credits
Prerequisites: MCB 2010/2010L and MLT 1022 or permission of the program director. Corequisite: MLT 2400L. This course is a study of the laboratory identification of 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 .....2-3 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. 90 contact hours or equivalent.

MLT 2530 IMMUNOLOGY/ IMMUNOHEMATOLOGY .....4 credits
Prerequisite: MLT 1022 or permission of the program director. Corequisite: MLT 2530L. This 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. 62 contact hours or equivalent.

MLT 2530L IMMUNOLOGY/IMMUNOHEMATOLOGY LABORATORY .....2 credits
Corequisite: MLT 2530. This course will provide the student with the knowledge and skills to perform immunologic and serologic procedures used in medical diagnosis and to perform tests and procedures necessary to provide safe, compatible blood and/or blood products for transfusion. 60 contact hours or equivalent.

MLT 2807L IMMUNOHEMATOLOGY CLINICAL EXPERIENCE .....3 credits
Prerequisites: MLT 2530, MLT 2530L. This course provides experience in 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 and MLT 2362L. This course provides experience in testing that is routinely performed in a hematology department, including coagulation, urinalysis and body fluid 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 and 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 appropriate score on the SPC placement test. This course 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. 47 contact hours.

MMC 2100 WRITING FOR THE MASS MEDIA .....3 credits
Prerequisites: (ENC 1101 or ENC 1121H) and (REA 0002 or EAP 1695) or (appropriate scores on the English and Reading placement test.) This course provides instruction and practice in writing for multimedia platforms, including web/internet, print, audio and video. This course addresses new technology issues, current events, and the importance of diversity and ethics in media writing. This course has a substantial writing requirement. 47 contact hours.

MMC 2700 THE POPULAR ARTS IN AMERICA .....3 credits
Prerequisite: (ENC 0020 or EAP 1695) or appropriate score on the SPC placement test. This course is 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. This course is 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. 47 contact hours.

MNA 1743 WORKPLACE COACHING AND COUNSELING.....1 credit
This course is designed to teach group leaders, supervisors and managers specific coaching and counseling techniques so that their direct reports and team members will become more productive and gain greater job satisfaction. Students will learn to improve communication skills for use during workplace coaching or counseling interactions, or when providing performance feedback, or discussing professional development areas. 16 contact hours.

MNA 1744 EFFECTIVE PROJECT MANAGEMENT.....1 credit
This course is an introduction to the basic principles of effective project management. 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 SUCCESSFULLY.....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 turn confrontation and conflict into successful outcomes and to avoid behaviors that are unproductive during the negotiating process. Participants will discuss the implications of culture on negotiation and conflict resolution. 16 contact hours.

MNA 1751 CUSTOMER SERVICE I: DEVELOPING A SPIRIT OF 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 1755 WORKING WITH PEOPLE: A COMMUNICATIONS AND LEADERSHIP SEMINAR.....1 credit
This course is designed for individuals who direct the work of others or who lead through collaboration, influence, or example. Students will learn to use verbal and nonverbal communication techniques, develop active listening skills, determine how a leader's communication behavior impacts others, and use the communication/leadership connection to build rapport and supportive relationships, and to increase productivity and motivation. 16 contact hours.

MNA 1760 CUSTOMER SERVICE II: DEVELOPING EXCEPTIONAL CUSTOMER SERVICE.....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 explore and classify levels of customer service, learn the value of consistently exceeding customer expectations, recognize different communication styles customers may have, practice techniques for handling objections and asking for feedback, reinforce active listening skills, and use probing questions to identify additional service opportunities. Participants will also be introduced to basic phone selling skills. 16 contact hours.

MNA 1771 CRITICAL SKILLS FOR SUPERVISORS.....1 credit
This course provides practical guidance for supervisors who have not had formal supervisor training, as well as new supervisors making the transition from a task orientation to a people orientation. Topics include the technical side of supervision: planning, organizing and, delegating; and the human side of supervision: interpersonal skills, communicating and motivating. 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 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 TECHNIQUES.....1 credit
This course is designed to provide students with strategies and tools to lead and/or contribute to productive problem solving discussions in workplace settings. The student will learn to define the problem, assess the context of the problem, determine an effective solution, and implement that solution. 16 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 music in the small forms. The course is a survey of styles of the major creative movements, with emphasis on twentieth century techniques. One hour private lesson plus one hour seminar class each week.

MUC 1311 STUDIO MUSIC APPLICATIONS .....2 credits
Prerequisite: Departmental permission. This course will introduce students to the applications related to studio recording and electronic music production. Sequencing, notation and synthesis techniques will be studied and applied in compositional and arranging assignments. This course may be taken two (2) times for credit. One hour lesson per week plus two hours each week working in the Music Technology Laboratory on assigned projects. 16 contact hours.

MUG 2101 ELEMENTS OF CONDUCTING.....3 credits
MUT 1111 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 "G" INTRODUCTION TO MUSIC .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or satisfactory score on the SPC placement test. This course is a general survey of the world's great music and its composers, with emphasis upon the development of intelligent listening. It is designed for non-music major. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

MUL 1010 "G" INTRODUCTION TO MUSIC HISTORY .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or (EAP 1695) or (satisfactory score on the SPC placement test). This course is designed to acquaint the student with musical styles and their historical backgrounds. It is intended for music majors but open to all students who are able to read music. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

MUL 1402 PIANO LITERATURE .....3 credits
This course is designed to acquaint the student with literature for the piano and its keyboard predecessors, such as the harpsichord and clavichord. It is open to all students with a background in music who are able to read music fluently. 47 contact hours.

MUM 2600 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES I.....3 credits
Prerequisite: MUS 1360 or permission of the Dean. Corequisites: MUT 1001 and MUS 1621 or permission of the Dean. This introductory course in the music technology sequence presents recording concepts and historical milestones, signal flow theory, analog and digital basics, studio protocol and infrastructure, and critical music technology nomenclature. This course will prepare students for Music Technology and Recording Techniques II. 47 contact hours.

MUM 2601 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES II.....3 credits
Prerequisite: MUM 2600. Corequisite: MUM 2601L. This second course in the music technology sequence presents techniques used in working with Digidesign Pro Tools hardware and software. Digital audio theory, basic Pro Tools configuration techniques, graphical user interface (GUI) topography, and session initiation will be explored. This course prepares students for Music Technology and Recording Techniques III. 47 contact hours.

MUM 2601L MUSIC TECHNOLOGY AND RECORDING TECHNIQUES II LAB.....1 credit
Prerequisite: MUM 2600. Corequisite: MUM 2601. This course serves to provide the student with an introduction to digital audio recording by applying concepts put forth in MUM 2600 and MUM 2601 to computer-based recording set-ups. Skills will be developed that will enable the student to operate a Pro Tools system at an introductory level. This course will prepare students for Music Technology and Recording Techniques III. 32 contact hours.

MUM 2602 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES III.....3 credits
Prerequisite: MUM 2601, MUM 2601L. Corequisite: MUM 2602L. This third course in the music technology sequence presents advanced techniques used in working with Digidesign Pro Tools hardware and software. Professional recording, editing, and mix-down techniques will be explored. This course will prepare students for Music Technology and Recording Techniques IV. 47 contact hours.

MUM 2602L MUSIC TECHNOLOGY AND RECORDING TECHNIQUES III LAB.....1 credit
Prerequisite: MUM 2601, MUM 2601L. Corequisite: MUM 2602. This course provides opportunities for students to practice digital audio manipulation in a studio setting. The course of study will include advanced recording, editing, and mix-down techniques within the Pro Tools environment. This course will prepare students for Music Technology and Recording Techniques IV. 32 contact hours.

MUM 26XX MUSIC TECHNOLOGY AND RECORDING TECHNIQUES IV.....3 credits
Prerequisite: MUM 2602, MUM 2602L. This fourth course in the music technology sequence presents live recording and professional level production techniques used in working with Digidesign Pro Tools hardware and software. The course of study will include applied recording, editing, and mix-down techniques in a "real world" setting, utilizing learned skills to capture a live performance and present a final mix for evaluation. 47 contact hours.

MUN 1120 COLLEGE BAND .....1 credit
Audition required. This course is the study and performance of standard band literature. Emphasis is placed on exposure and learning the highest quality literature for winds and percussion through rehearsal and performance. 47 contact hours.

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
Prerequisite: REA 0001 if degree seeking. 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. 45 contact hours. May be taken every semester.

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 through the twenty-first centuries will be conducted during the semester. Extensive sight-reading of ensemble literature and frequent performances. Open to all students, non-music majors welcomed. 47 contact hours.

MUN 1440 PERCUSSION ENSEMBLE .....1 credit
Departmental permission. This course is the study and performance of literature in the percussion medium. 32 contact hours.

MUN 1710 JAZZ BAND.....1 credit
Audition required. This course is the study and performance of instrumental ensemble music in the jazz and popular medium. 47 contact hours.

MUN 1810 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.

MUO 1001 MUSIC THEATRE WORKSHOP .....1 credit
Prerequisite: Audition. This is a practical course offering varied experience in the elements of musical theatre. The general repertoire will be surveyed to establish an acquaintance with the literature and one or more works will be produced. A staged production of scenes from one or more works will be presented. 32 contact hours.

MUO 2501 OPERA WORKSHOP .....1 credit
Prerequisite: Audition. This course is the analytical study of the elements of opera theatre and is designed for the advanced voice student. The general repertoire is comprised of operatic scenes with emphasis on stage deportment, acting, vocal diction and character interpretation. 32 contact hours.

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 1360 MUSIC AND COMPUTERS .....3 credits
Prerequisite: REA 0001 if degree seeking. This course will introduce 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 recording technology through projects in sequencing, performing, notating, and printing their work. Appropriate software such as Protools, Finale, Sibelius, Sonar, Cubase and others will be studied and applied in compositional and arranging assignments. 47 contact hours.

MUS 1601 ACOUSTICS AND PSYCHOACOUSTICS.....3 credits
Corequisite: MUM 2600. This introductory course is a presentation of modern acoustic and psychoacoustic concepts as they pertain to music recording and production. The topics covered are sound generation, waveform theory, audio perception, electrical grounding concepts, applied acoustical studio design, listening environment analysis, and critical audio technology nomenclature. This course will prepare students for all levels of Music Technology and Recording Techniques. 47 contact hours.

MUT 1001 FUNDAMENTALS OF MUSIC .....3 credits
This course will enable students to acquire a thorough working knowledge of the basic rudiments necessary for further study of musical theory and musical performance. This course is for those students who are not ready for Music Theory, Introduction to Music Theory, and Applied Music courses. 47 contact hours.

MUT 1111 MUSIC THEORY I.....3 credits
Prerequisite: MUT 1001 or Program Director approval. Corequisite: MUT 1241. This course is designed to introduce students to the principles of music notation, rhythm, construction of scales, keys and intervals, and the formation of chords. Harmony, using diatonic triads, combined with the introduction of non-harmonic tones is also included. The course provides points of interest for students pursuing music performance, analysis, composition and education. 47 contact hours.

MUT 1112 MUSIC THEORY II.....3 credits
Prerequisite: MUT 1111 or Program Director approval. Corequisite: MUT 1242. This course is designed as a continuation of Music Theory I, with emphasis on harmonization, voice-leading, and figured bass. Compositional techniques for expanding melodic and harmonic frameworks are investigated through the exploration of phrases, cadences, and applied chords. 47 contact hours.

MUT 1241 AURAL THEORY I .....1 credit
Prerequisite: MUT 1001 or Program Director approval. Corequisite: MUT 1111. This course is designed to provide the student with an introduction to ear-training and sight-singing, to promote the ability to notate live and recorded music, and to comprehend and perform printed music. Skills will be developed that enable recognition and recall of common musical patterns, as well as the ability to hear and understand music from a variety of musical styles. 32 contact hours.

MUT 1242 AURAL THEORY III .....1 credit
Prerequisite: MUT 1241 or Program Director approval. Corequisite: MUT 1112. This course is designed as a continuation of Aural Theory I, with emphasis on harmonic progressions, applied chords, and melodic phrases. The student will also learn to perform and aurally identify common melodic embellishments and perform figured bass notation. 32 contact hours.

MUT 2116 MUSIC THEORY III.....3 credits
Prerequisite: MUT 1112 or Program Director approval. Corequisite: MUT 2246. This course is designed as a continuation of Music Theory II, with emphasis on expansion of the harmonic vocabulary. The student will learn how color is added to compositions with chromatic resources ranging from modulation to extended chords, modal mixture, and altered chords. Musical form and interpretation are also considered. 47 contact hours.

MUT 2117 MUSIC THEORY IV .....3 credits
Prerequisite: MUT 2116 or Program Director approval. Corequisite: MUT 2247. This course is designed as a continuation of Music Theory III, with a spotlight on twentieth century music. The student will learn about modes, scales, and sets. Set theory, serial composition, twelve-tone rows, and post tonal music are explored. 47 contact hours.

MUT 2246 AURAL THEORY III .....1 credit
Prerequisite: MUT 1242 or Program Director approval. Corequisite: MUT 2116. This course is designed as a continuation of Aural Theory II, with emphasis on harmonic expansion including modulations, chromatic approaches to dominant, and form. The student will also learn to perform and aurally identify chromatic music and asymmetrical meters. 32 contact hours.

MUT 2247 AURAL THEORY IV.....1 credit
Prerequisite: MUT 2246 or Program Director approval. Corequisite: MUT 2117. This course is designed as a continuation of Aural Theory III, with emphasis on compositional materials of the twentieth century. The student will explore modes, scales, sets, serialism, and twelve-tone rows through guided listening and performance. The student will also learn new ways to organize rhythm, meter, and duration. 32 contact hours.

MVK 1111 CLASS PIANO I .....1 credit
Prerequisite: REA 0001 if degree seeking. This course is for beginning piano students meeting in groups of six or more. Emphasis is placed on music reading and elementary techniques. 32 contact hours.

MVK 1125 POPULAR PIANO TECHNIQUES .....1-2 credits
Prerequisite: MUT 1111 or equivalent. This course will be private 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 II .....1 credit
Prerequisite: MVK 1111. As a continuation of Class Piano I, this course is designed to prepare students to pass minimum piano proficiency requirements in music-major programs. There is special emphasis upon harmonization of melodies, improvisation, and sight-reading. This course may be taken three times for credit. 32 contact hours.

MVK 2621C PIANO PEDAGOGY I.....3 credits
Departmental permission required. This course is designed for piano students with an interest in teaching piano. Through a study of methods, repertoire, and technical problems pertaining to private studio teaching, the course offers the student the opportunity to develop teaching skills for the elementary through early intermediate levels. 47 contact hours.

MVV 1111 CLASS VOICE I .....1 credit
This course is for singers and instrumentalists with no previous vocal study, with a focus on developing a basic foundation. Class activities emphasize vocal exercises, posture and breathing, and developing confidence. The class involves both individual and group singing experiences. This course may be taken 3 times for credit. 32 contact hours.

MVV 2121 CLASS VOICE II .....1 credit
Prerequisite: MVV 1111. This course is a continuation of Class Voice I. May be taken 3 times for credit. 32 contact hours.

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 reporting 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 toward 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 proficiency 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 student 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 (3) times for credit. 1 credit, $120.00 fee per session, one half-hour lesson per week. 2 credits, $240.00 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
MVJ 1010-JAZZ PIANO	MVW 1011-FLUTE
MVK 1011-PIANO	MVW 1012-OBOE
MVK 1013-ORGAN	MVW 1013-CLARINET
MVP 1011-PERCUSSION	MVW 1014-BASSOON
MVS 1011-VIOLIN	MVW 1015-SAXOPHONE
MVS 1012-VIOLA	

APPLIED MUSIC — Second Year

(Private Instruction) .....1-2 credits

The second year of the above series. This course may be taken three (3) times for credit. 1 credit, $120.00 fee per session, one half-hour lesson per week. 2 credits, $240.00 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
MVJ 2020-JAZZ PIANO	MVW 2021-FLUTE
MVK 2021-PIANO	MVW 2022-OBOE
MVK 2023-ORGAN	MVW 2023-CLARINET
MVP 2021-PERCUSSION	MVW 2024-BASSOON
MVS 2021-VIOLIN	MVW 2025-SAXOPHONE
MVS 2022-VIOLA	

Applied Music—Majors—Secondary Instrument

APPLIED MUSIC — First Year

(Private Instruction—Secondary Instrument) .....1-2 credits

Private instruction, freshman music major level. May be used for secondary instrument credit. This course may be taken three (3) times for credit. Special fee, $60.00 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
MVJ 1210-JAZZ PIANO	MVW 1211-FLUTE
MVK 1211-PIANO	MVW 1212-OBOE
MVK 1213-ORGAN	MVW 1213-CLARINET
MVP 1211-PERCUSSION	MVW 1214-BASSOON
MVS 1211-VIOLIN	MVW 1215-SAXOPHONE
MVS 1212 VIOLA	

APPLIED MUSIC — Second Year

(Private Instruction—Secondary Instrument) .....1-2 credits

A continuation of the above series. This course may be taken three (3) times for credit. Special fee, $60.00 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
MVJ 2220-JAZZ PIANO	MVW 2221-FLUTE
MVK 2221-PIANO	MVW 2222-OBOE
MVK 2223-ORGAN	MVW 2223-CLARINET
MVP 2221-PERCUSSION	MVW 2224-BASSOON
MVS 2221-VIOLIN	MVW 2225-SAXOPHONE
MVS 2222-VIOLA	

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 (3) times for credit. Special fee, $120.00. 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
MVJ 1310-JAZZ PIANO	MVW 1311-FLUTE
MVK 1311-PIANO	MVW 1312-OBOE
MVK 1313-ORGAN	MVW 1313-CLARINET
MVP 1311-PERCUSSION	MVW 1314-BASSOON
MVS 1311-VIOLIN	MVW 1315-SAXOPHONE
MVS 1312-VIOLA	

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 (3) times for credit. Special fee, $120.00. 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
MVJ 2320-JAZZ PIANO	MVW 2321-FLUTE
MVK 2321-PIANO	MVW 2322-OBOE
MVK 2323-ORGAN	MVW 2323-CLARINET
MVP 2321-PERCUSSION	MVW 2324-BASSOON
MVS 2321-VIOLIN	MVW 2325-SAXOPHONE
MVS 2322-VIOLA	

Applied Music Performance

APPLIED MUSIC PERFORMANCE MAJOR — First Year
(Private Instruction) .....3 credits
First year students majoring in music performance; this course my be taken three (3) times for credit. Special fee, $120.00.

MVB 1411-TRUMPET	MVS 1413-CELLO
MVB 1412-HORN	MVS 1414-STRING BASS
MVB 1413-TROMBONE	MVS 1415-HARP
MVB 1414-BARITONE HORN	MVS 1416-GUITAR
MVB 1415-TUBA	MVV 1411-VOICE
MVK 1411-PIANO	MVW 1411-FLUTE
MVK 1413-ORGAN	MVW1412-OBOE
MVP 1411-PERCUSSION	MVW 1413-CLARINET
MVS 1411-VIOLIN	MVW 1414-BASSOON
MVS 1412 VIOLA	MVW 1415-SAXOPHONE

APPLIED MUSIC PERFORMANCE MAJOR — Second Year
(Private Instruction) .....3 credits
Second year students majoring in music performance; this course my be taken three (3) times for credit. Special fee, $120.00.

MVB 2421-TRUMPET	MVS 2423-CELLO
MVB 2422-HORN	MVS 2424-STRING BASS
MVB 2423-TROMBONE	MVS 2425-HARP
MVB 2424-BARITONE HORN	MVS 2426-GUITAR
MVB 2425-TUBA	MVV 2421-VOICE
MVK 2421-PIANO	MVW 2421-FLUTE
MVK 2423-ORGAN	MVW 2422-OBOE
MVP 2421-PERCUSSION	MVW 2423-CLARINET
MVS 2421-VIOLIN	MVW 2424-BASSOON
MVS 2422-VIOLA	MVW 2425-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.

The following courses are for students in the A.S. degree program.

NUR 1001 TRANSITION TO PROFESSIONAL NURSING .....4 credits
Prerequisites: Admission to the Nursing program and BSC 2086**,** BSC 2086L with grades of "C" or better. 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 TRANSITION TO PROFESSIONAL NURSING CLINICAL EXPERIENCE .....3 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. Selected advanced nursing skills are introduced. 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 92 clinical and laboratory hours.) 92 contact hours.

NUR 1021 NURSING I .....3 credits
Prerequisite: Admission to Nursing Program, BSC 2086, BSC 2086L, PSY 1012, with grades of "C" or better. Corequisite: NUR 1021L. 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 .....6 credits
Prerequisites: Admission to Nursing Program. Corequisite: NUR 1021. This clinical experience is an introduction to the roles of the nurse in applying the fundamentals of holistic nursing care, through utilization of the nursing process, to adult clients with emphasis on the nurse as provider of care. 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. Psychomotor skills required of the nurse are introduced. This 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. Clinical experiences include hospitals and nursing homes. The student will be required to submit a portfolio of specified information to be maintained until graduation. 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. Course meets for 272 hours either in campus lab or in clinical settings.

NUR 1060C NURSING PROCESS/PHYSICAL ASSESSMENT .....2 credits
Prerequisite: Admission to Nursing Program. Corequisite: 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 92 hours in the campus lab.

NUR 1142C APPLICATION OF PHARMACOLOGY CONCEPTS IN NURSING THERAPY .....1 credit
Corequisites: NUR 1211, NUR 1211L. 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. 47 contact hours.

NUR 1211 NURSING II .....4 credits
Prerequisites: NUR 1021, NUR 1021L, with grades of "C" or better. Corequisites: NUR 1211L, 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. 62 contact hours.

NUR 1211L NURSING II CLINICAL EXPERIENCE .....5-6 credits
Prerequisites: NUR 1021, NUR 1021L, with grades of "C" or better. Corequisite: NUR 1211, 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. Selected advanced nursing skills are introduced. 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 272 clinical hours over the course of the session.) 272 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 2462 NURSING III .....3 credits
Prerequisites: NUR 1211, NUR 1211L and NUR 1142C with grades of "C" or better or NUR 1001/1001C with grades of "C" or better. 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 1211, NUR 1211L and NUR 1142C with grades of "C" or better or NUR 1001, NUR 1001C and NUR 1060C with grades of "C" or better. Corequisite: NUR 2462 and NUR 2511C. 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. Selected advanced nursing skills are introduced and previous nursing skills must be adapted for use in the treatment of children. 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 272 clinical hours over the course of the session.) 272 contact hours.

NUR 2511C PSYCHOSOCIAL NURSING .....1 credit
Prerequisites: NUR 1211L 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 1211L. 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. 47 contact hours.

NUR 2731 NURSING IV.....3 credits
Prerequisites: NUR 2462 and NUR 2462L, with grades of "C" or better, MCB 2010 and MCB 2010L, with grades of "C" or better, and any approved Ethics course with a grade of "C" or better. Corequisite: NUR 2731L. 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 2731L NURSING IV CLINICAL EXPERIENCE.....5 credits
Prerequisite: NUR 2462L, NUR 2511C, and STA 2023, with grades of "C" or better. Corequisite: NUR 2731. 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. Selected advanced nursing skills are introduced, including but not limited to administration of intravenous medications and blood transfusions. 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. (This course meets for 225 clinical and laboratory hours.) 225 contact hours.

NUR 2811C NURSING CARE MANAGEMENT PRACTICUM .....3 credits
Prerequisite: NUR 2731L with a grade of "C" or higher. 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 135 clinical hours over 3.5 weeks. The student will be placed with a Registered Nurse Preceptor and the student's clinical schedule will match the preceptor's schedule.

NUR 2813 ROLE TRANSITION IN NURSING .....1 credit
Corequisite: NUR 2731. This course facilitates the transition from student nurse to professional nurse. The course includes the concepts of success in the following areas: National Council of Licensing Examiners (NCLEX), job search, dealing with reality shock in the workplace, management of workplace issues, resolution of legal/ethical/diversity issues, delegation, conflict resolution, and reduction of nursing practice errors. 17 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.) 77 contact hours.

OCE 2001 INTRODUCTION TO OCEANOGRAPHY.....3 credits
Prerequisites: (ENC 0020 and REA 0002 and MAT 0024) 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.

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 to 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 Keyboarding I, emphasizing advanced keyboarding skills in the production of documents and developing the ability to increase keyboarding skills. 47 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 designed especially for the office worker or business professional who needs a review of these basic skills. 16 contact hours.

OST 1741 MICROCOMPUTER WORD PROCESSING .....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 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
The 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 documents. The student will combine the elements of advanced software techniques and industry standards to efficiently produce high-quality printed documents. This course may be repeated up to five (5) times (total 6 credits) with a different version of the software which has a substantial or significant change. 16 contact hours.

OST 2335 PROFESSIONAL COMMUNICATION SKILLS .....3 credits
It is recommended that the student have office application and communication skills before attempting this course. This course is 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.

PEL 2341 TENNIS I .....1 credit
This course is an instruction in skill techniques, history, rules and social and physical values of tennis with the opportunity to improve previously acquired skills. 32 contact hours.

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. 32 contact hours.

PEL 2621 BASKETBALL .....1 credit
This course includes 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. 32 contact hours.

PEM 1102 BASIC CONDITIONING .....1 credit
This course is an 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. 32 contact hours.

PEM 1171 AEROBIC DANCE.....1 credit
This course is a fitness activity that combines principles of dance, calisthenics and aerobics. This program is based on the principle of continuous movement. This course may be repeated for a total of 6 credits. 32 contact hours.

PEM 1177 PILATES PLUS .....1 credit
This course covers three modalities of wellness: Pilates, kickboxing and resistance work. The main concentration will be on Pilates. The Pilates method emphasizes the core, building the abs, the lower back and buttocks to enhance muscle balance. Pilates improves coordination, joint mobility, balance, alignment and poor postural habits. The fitness principles of muscular strength, endurance, flexibility, cardiovascular endurance and body composition will be emphasized in each of these modalities. Additional assessment and management of nutritional habits will be emphasized. Each technique will be illustrated by the instructor at various levels of competency, i.e., beginners, intermediate and advanced. Music will be used to accompany the choreography of each modality as well as other fitness props. This course may be repeated for a total of 5 credits. 17 contact hours.

PEM 2131 WEIGHT TRAINING .....2 credits
This course is an overview of the basic principles of weight training and conditioning. The primary emphasis is to increase skeletal muscular development. Cardiovascular endurance and general fitness improvement is also involved. 47 contact hours.

PEM 2145 JOGGING AND DISTANCE WALKING .....1 credit
This course is the study and practice of walking, jogging, running and its effects on body systems. Emphasis is on cardiopulmonary training; secondary emphasis is on general fitness. 32 contact hours.

PEN 2136 SKIN AND SCUBA DIVING.....2 credits
This is a physical education 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 special equipment fee are required. 64 contact hours.

PEN 2137 ADVANCED SCUBA DIVING.....2 credits
Prerequisite: PEN 2136 or previous certification in a nationally recognized scuba certification program. This course is designed to enable students to practice advanced scuba techniques suitable for various open water diving experiences. 64 contact hours in eight weeks.

PET 2622 SPORTS MEDICINE/ ATHLETIC TRAINING .....3 credits
This course covers the prevention, detection, correction and rehabilitation of sports and athletic injuries. Practical rehabilitation will be under the supervision of a certified athletic trainer. 47 contact hours.

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 2107C LARGE FORMAT PHOTOGRAPHY .....3 credits
Prerequisite: PGY 2201C. This course is designed to enable students to evolve individually and as a group toward the understanding and creative utilization of visual technology. The program takes an interdisciplinary 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 visual perspective by the ability to control the photographic image through the use of large format camera equipment. Students will examine the inherent optical distortion associated with human perception and camera lenses. Students will explore the various methods of correcting for optical distortions. Students will study the advantages of large format photography compared to conventional smaller cameras. The students will learn the diversity of controls and techniques which accompany larger formats. The emphasis will be a "hands-on" approach working with other students in an equipped photographic studio and laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of medium and large format photography and how this application has expanded the visual syntax in all forms of expression. 92 contact hours.

PGY 2110C COLOR PHOTOGRAPHY.....3 credits
Prerequisite: PGY 2410C or portfolio review by instructor. This course includes the study of various color films, lighting, correction filters, processing and presentation of various types of color film and paper. 92 contact hours.

PGY 2201C PHOTOGRAPHY STUDIO LIGHTING.....3 credits
Prerequisite: PGY 2401C and PGY 2110C. 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. 92 contact hours.

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 2446C ALTERNATIVE PROCESSES/
PHOTOGRAPHY.....3 credits
Prerequisite: PGY 2401C. This course is designed to enable students to evolve individually and as a group toward the utilization of historical photographic processes fused into new technologies. The program takes an interdisciplinary approach to experimental applications of old photographic technologies and examines the integration of computer technology into these processes and its impact on the culture, visual expression, and communications in the world today. Students will examine early non-silver photographic processes, such as Kalotypes, Cyanotypes, and Gum Bicromates and incorporate these processes with computer materials and techniques. Students will explore how the integration of these diverse applications can allow for greater and new creative discoveries in their approach to both photographic and computer related technologies. 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 conventional and computer technologies and how this medium has expanded the visual syntax in all forms of expression. 92 contact 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 2473C PORTFOLIO DEVELOPMENT.....3 credits
Prerequisite: PGY 2410C. This course is designed to enable students to evolve individually and as a group toward the creative utilization of technology for enhancement of presentation of student portfolio work. The program takes an interdisciplinary approach to the documentation of student portfolios through the application of conventional and new photographic technologies and its impact on the culture, visual expression and communications in the world today. Students will examine various technologies of documenting their edited images and assembling their work utilizing a diversified means of professional presentational methods. Students will explore presentational technologies best suited for their specific target market for employment. 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 conventional and new technologies and how this medium has expanded the visual syntax in all form of expression. 92 contact hours.

PGY 2801C 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 2940C PROFESSIONAL PRACTICES/INTERNSHIP .....3 credits
Prerequisite: PGY 2410C. This course is designed to enable students to evolve individually and as a group toward the utilization of photographic technology. The program takes an interdisciplinary 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 utilize photographic skills and techniques acquired in the classroom and apply these applications in a pre-determined business or company. Students will explore their photographic discipline in an on-site training program/internship for knowledge and experience. The emphasis will be a "hands-on" approach working with other students in an equipped photographic and electronic laboratory and on-location incorporating academic discussions and practices with job

related experience. The program is designed to provide an environment for creative activity which reflects the inherent flexibility of the traditional and new technologies and how this medium has expanded the visual syntax in all forms of expression. 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 appropriate score on the SPC 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, aesthetics, and theology.) Discussion as well as lecture will focus on both classical and contemporary philosophers, such as Plato, Aristotle, Aquinas, Descartes, Locke, Hume, Kant, Hegel, Marx, Kierkegaard, Nietzsche, Wittgenstein, Sartre, and de Beauvoir. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

PHI 1010H HONORS INTRODUCTION TO PHILOSOPHY .....3 credits
Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of the program director. This course will cover the history of philosophy, its philosophers, key ideas, as well as the perennial issues in human existence that provide a rich evaluation of life's meaning. A critical examination will be conducted into the fundamental assumptions, terminology, and schools of thought in philosophy, addressing a variety of issues in metaphysics, epistemology and axiology (ethics and aesthetics). Discussion as well as lecture will focus on both classical and contemporary readings, such as the Pre-Socratics, Plato, Aristotle, Augustine, Aquinas, Descartes, Leibniz, Spinoza, Locke, Berkeley, Hume, Kant, Wollstonecraft, Hegel, Marx, Nietzsche, Kierkegaard, Wittgenstein, Russell, Heidegger, Sartre, de Beauvoir. Special emphasis will be given to theoretical traditions of Western thought such as idealism, materialism, rationalism, and existentialism, as well as Post-Modern and non-Western theoretical positions. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

PHI 1100 INTRODUCTION TO LOGIC.....3 credits
Prerequisite: MAT 0024 or appropriate 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 STUDIES IN APPLIED ETHICS.....3 credits
"G"
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 partially satisfies the writing requirements outlined in the General Education Requirements. This course meets the College's general education requirement for applied ethics. Credit is not given for both PHI 1600 and any of the following courses: PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, PHI 2635 or PHI 2649. 47 contact hours.

PHI 1602H HONORS STUDIES IN APPLIED ETHICS.....3 credits
"G"
Prerequisites: (Appropriate score on SPC placement test) or (acceptance into the Honors College) or approval of the program director. 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. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1602H and any of the following courses: PHI 1600, PHI 1603, PHI 1631, PHI 2621, PHI 2622, PHI 2635 or PHI 2649. 47 contact hours.

PHI 1631 STUDIES IN PROFESSIONAL ETHICS.....3 credits
"G"
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 partially satisfies the writing requirements outlined in the General Education Requirements. This course meets the College's general education requirement for applied ethics. Credit will not be given for both PHI 1631 and any of the following courses: PHI 1600, PHI 1603, PHI 1602H, PHI 2621, PHI 2622, or PHI 2649. 47 contact hours.

PHI 2103 CRITICAL THINKING AND DECISION MAKING .....3 credits
Prerequisite: PHI 1600, PHI 1602H, PHI 1603, PHI 1631, PHI 2635, or PHI 2649. This course introduces students to critical thinking tools and techniques, and provides students with the practical skills needed to analyze and assess situations in order to resolve complex problems and make responsible and ethical decisions. 47 contact hours.

PHI 2621 APPLIED ETHICS II.....1 credit
"G"
Prerequisite: PHI 1603. This course is designed to meet the needs of the student who has initially completed Applied Ethics (2 credits) but needs Studies in Applied Ethics (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 1602H, PHI 1631, PHI 2622, PHI 2635, or PHI 2649. 17 contact hours.

PHI 2622 PROFESSIONAL APPLIED ETHICS.....1 credit
"G"
Prerequisite: PHI 1603. This course is designed to meet the needs of the student who has initially completed Applied Ethics (2 credits) but needs Studies in Professional Ethics (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 1602H, PHI 1631, PHI 2621, PHI 2635, or PHI 2649. 17 contact hours.

PHI 2623 ETHICS FOR EDUCATORS .....3 credits
Prerequisite: BA or BS degree or permission of program director. This course is designed to meet the needs of current K-12 educators who teach or will be teaching in the State of Florida, but need an approved Ethics course to be certified or recertified to teach. This course is a practical approach to recognizing, understanding and solving ethical problems confronting educators in today's society. Students will learn concepts in applied ethics and selected ethical theories, which represent main themes in moral philosophy. Students will learn current Principles of Professional Conduct, Board of Education rules and relevant Florida Statutes, and will learn the use of said codes, rules and laws in resolving ethical issues. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making in the educational arena. 45 contact hours.

PHI 2624 ETHICS IN POPULAR CULTURE AND ENTERTAINMENT .....3 credits
Prerequisite: PHI 1600, PHI 1602H, PHI 1631, PHI 2635, or PHI 2649 or permission of program director. This course is a study of the fundamental concepts of classical and modern approaches to moral reasoning as identified in various forms of popular culture and entertainment. A review of fundamental ethical definitions and concepts, elements of critical thinking and logic, and classical and contemporary approaches to moral reasoning will precede the examination and analysis of selected forms of popular culture and entertainment. The analysis phase will consist of an examination of the selected materials with a view to identifying the presence of issues and dilemmas of moral significance. Fictional and historical characters will then be assessed as to their critical thinking processes and their approaches to the resolution of moral dilemmas. 47 contact hours.

PHI 2630 DISCOVERING YOUR PERSONAL ETHICS.....2 credits
Prerequisite: PHI 1600, PHI 1602H, PHI 1631, PHI 2635 or PHI 2649 or permission of program director. 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 2635 "G" HEALTH CARE ETHICS APPLIED.....3 credits
Prerequisites: (REA 0002 and ENC 0020) or (EAP 1695) or (appropriate score on the SPC placement test.) This course is a practical overview of key issues, questions and concepts existing in the various health professions. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on the multicultural aspects of health care ethics. The principles of ethical reasoning are applied to a wide range of issues related to the maintenance of life and human and non-human animal health. The moral and legal ramifications of human decisions regarding human and non-human animal life, bio-diversity and sustainability are examined. Students are provided an active learning experience, increased student interaction and opportunities for independent research into health care issues of professional interest, including the code of ethics for the students' particular health care profession. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 2635 and any of the following courses: PHI 1600, PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, or PHI 2649. 47 contact hours.

PHI 2649 "G" APPLIED ETHICS IN PUBLIC SAFETY PROFESSIONS.....3 credits
Prerequisites: (REA 0002 and ENC 0020) 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 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 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 1602H, PHI 1603, PHI 1631, PHI 2635, PHI 2621, or PHI 2622. 47 contact hours.

PHI 2694 THE ETHICS OF DEATH AND DYING.....3 credits
Prerequisite: Successful completion of PHI 1600, PHI 1602H, PHI 1631, PHI 2635, or PHI 2649 or permission of program director. This course is a practical overview of key concepts and issues involving the ethics of death and dying and end of life decisions. Special emphases are placed on the historical development of ethical and critical thinking about claims, arguments, choices, and multicultural aspects of death and dying, and the application of ethical approaches to a wide range of end of life issues. Moral and legal ramifications of end of life decisions are examined. In this seminar-format course, students are provided an active learning experience, increased student interaction and opportunities for independent research into death and dying issues as these relate on a personal and, if applicable, a professional level. Credit will not be given for PHI 2694 in place of any of the following courses: PHI 1600, PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, PHI 2635 or PHI 2649. 47 contact hours.

PHI 2921L ETHICS BOWL LABORATORY.....1 credit
Prerequisite: PHI 1600, PHI 1602H, PHI 1631, PHI 2635, or PHI 2649 or permission of program director. This course offers training and experience in analyzing ethical case studies and prepares students to compete in intercollegiate ethics bowl competitions. It provides students the opportunity to improve critical thinking, public speaking and debating skills in order to succeed at intercollegiate ethics competitions. This course may be taken 4 times for credit. 45 contact hours.

PHT 1121 FUNCTIONAL ANATOMY AND KINESIOLOGY .....3 credits
Prerequisites: BSC 2085 and BSC 2085L with grades of "C" or higher. Corequisite: PHT 1121L. 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: BSC 2085 and BSC 2085L with grades of "C" or higher. 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 Physical Therapist Assistant AS program and completion of ENC 1101, HSC 1531 and the Computer Literacy Competency Requirement. Corequisite: PHT 1200L. 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 Physical Therapist Assistant AS program and completion of ENC 1101, HSC 1531 and the Computer Literacy Competency Requirement. Corequisite: PHT 1200. 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, PHT 1121L, BSC 2086 and BSC 2086L, with grades of "C" or higher. Corequisite: PHT 1217L. This is a course to introduce the principles of physical therapy (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, PHT 1121L and BSC 2086 and BSC 2086L, with grades of "C" or higher. Corequisite PHT 1217. 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 constitute course activities. 92 contact hours.

PHT 1801L PHYSICAL THERAPY CLINICAL PRACTICE I .....3 credits
Prerequisites: PHT 1217, PHT 1217L, PHT 2252, PHT 2252L and HSC 1149C with grades of "C" or higher. 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 (4) weeks and 20 contact hours in the fifth week.

PHT 2162 NEUROLOGICAL DISABILITIES AND TREATMENT .....3 credits
Prerequisite: PHT 1801L with a grade of "C" or higher. 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 with a grade of "C" or higher. Corequisite: PHT 2220L. This 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. 32 contact hours.

PHT 2220L THERAPEUTIC EXERCISE IN PHYSICAL THERAPY LAB .....2 credits
Prerequisite: PHT 1801L with a grade of "C" or higher. 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. 62 contact hours.

PHT 2252 ORTHOPEDIC DISABILITIES AND TREATMENT .....3 credits
Prerequisite: PHT 1121, PHT 1121L, PHT 1200, PHT 1200L, with grades of "C" or higher. Prerequisites: PHT 1217/1217L with grades of "C" or higher or Corequisites: PHT 1217/PHT1217L. 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 .....2 credits
Corequisite: PHT 2252. Prerequisites: PHT 1217/PHT1217L with grades of "C" or higher or Corequisites: PHT1217/PHT1217L. This course provides the opportunity to develop basic skills in data collection and more advanced skills in therapeutic exercise techniques for common orthopedic conditions. Exercise programs for specific orthopedic pathologies are presented and practiced. 62 contact hours.

PHT 2810L PHYSICAL THERAPY CLINICAL PRACTICE II .....4 credits
Prerequisite: PHT 2220, PHT 2220L, and PHT 2162 all with grades of "C" or higher, SPC 1017, Mathematics, and DEP 2004. This clinical and laboratory course is correlated with class material. It provides the student with selected experiences in the 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. 40 clinical hours per week for four (4) weeks and 20 hours in the college laboratory. 180 contact hours.

PHT 2820L PHYSICAL THERAPY CLINICAL PRACTICE III .....4 credits
Prerequisites: PHT 2810L and PHT 2931 with grades of "C" or higher. 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. 180 contact hours.

PHT 2931 TRENDS IN PHYSICAL THERAPY .....2 credits
Prerequisites: PHT 2220, PHT 2220L, PHT 2252, PHT 2810L with grades of "C" or higher. 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. This course is to provide laboratory experience with concepts and principles of mechanics, heat and sound. This course has a substantial writing requirement. Credit is not given for PHY 1048L and PHY 1048LH. 45 contact hours.

PHY 1048LH HONORS PHYSICS LABORATORY I .....1 credit
Prerequisite: (Eligible to take Honors Courses) or (acceptance into the Honors College) or approval of the Science Program Director. Corequisite: PHY 2048H. This course is to provide laboratory experiences with the concepts and principles of mechanics, heat and sound. This lab will employ short interactive explorations and presentations that are followed by intense discussions leading to more explorations and discussions. The explorations will include hands on experiments with laboratory equipment as well as interactive computer animations. This instructional method will put more of the responsibility of the learning process on the students who will be working in collaborative learning communities. It will also create a learning environment that is conducive to deeper conceptual understanding. This course has a substantial writing requirement. Credit is not given for both PHY 1048L and PHY 1048LH. 45 contact hours.

PHY 1049L PHYSICS LABORATORY II.....1 credit
Prerequisite: PHY 1048L. Corequisite: PHY 1054 or PHY 2049. A continuation of Physics Laboratory I, this course provides laboratory experiences in concepts and principles of electricity, magnetism, and light. This course has a substantial writing requirement. 45 contact hours.

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. This is a course for students not majoring in the physical sciences. (Credit is not given for both PHY 1054 and PHY 2049.) 47 contact hours.

PHY 2048 PHYSICS I.....3 credits
Prerequisite: (ENC 0020 and REA 0002 and MAC 2311) or (EAP 1695 and MAC 2311). Corequisite: PHY 1048L. This

course includes theory of Newtonian mechanics: vectors; force; motion; energy; and rotation of rigid bodies. It also includes theory of heat; sound and wave motion; and use of Calculus in problem solving. This course is designed for physics majors and for engineering students. 47 contact hours.

PHY 2048H HONORS PHYSICS I.....3 credits
Prerequisite: (MAC 2311 or MAC 2311H) or (acceptance into the Honors College) or approval of the Dean of Science. Corequisite: PHY 1048LH. This course 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 will employ interactive learning and research projects beyond the typical Physics course. The research projects will include a term paper in Special Relativity, Quantum Mechanics, or Renewable Energy. The interactive learning will include the use of computer animations with physics content demonstrating their understanding without as much guidance by using interactive techniques, critical thinking, and conceptual understanding to solve problems. In this course students will learn the underlying concepts that give them a much deeper understanding of the material. This course is designed for physics majors and for engineering students. Credit is not given for both PHY 2048H and PHY 2048. 47 contact hours.

PHY 2049 PHYSICS II.....3 credits
Prerequisite: PHY 2048 and (MAC 2312 or MAC 2234). Corequisite: PHY 1049L. This course is the study of theory of electricity and magnetism, nature of light, electromagnetic radiation, optics, and selected topics in modern physics. Calculus will be used in problem solving. This course is intended for physics majors and engineering students. 47 contact hours.

PHY 2101 INTRODUCTION TO MODERN PHYSICS.....3 credits
Prerequisites: PHY 2049, and MAC 2313 or MAC 2234. This course will study the theories and techniques of modern physics. Topics and concepts covered will include solution of problems involving special theory of relativity, nuclear structure, atomic and x-ray spectra and molecular structure, Bohr model of atom and Schrodinger wave equation. 47 contact hours.

PLA 1003 INTRODUCTION TO PARALEGALISM.....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 and public sector law offices. Students will examine 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 AND WRITING .....3 credits
Pre- or corequisite: PLA 1003 and (ENC 1101 or ENC 1121H or IDS 1101H). 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 enhance 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 databases and enhance previously learned research skills. 16 contact hours.

PLA 1763 LAW OFFICE MANAGEMENT.....3 credits
Prerequisite: ENC 1101 or ENC 1121H or IDS 1101H. This course analyzes the fundamental objectives of the management of a law office, the essential technology used in a law office, management concepts, and essential communication skills. 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. 47 contact hours.

PLA 2114 ADVANCED LEGAL RESEARCH.....3 credits
Prerequisite: PLA 1104. This course is designed to perfect the research skills acquired in PLA 1104. Emphasis is placed on developing facility in state and federal research and the drafting of memoranda and briefs. 47 contact hours.

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 any approved Speech course. This course is designed to prepare the legal assistant to assist the civil trial attorney in civil litigation, mediation and arbitration in 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, trial procedure and appellate jurisdiction. The course also addresses jurisdiction of general masters and administrative law systems. 47 contact hours.

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, federal constitutional law and application of the state and federal Rules of Criminal Procedures. 47 contact hours.

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. 47 contact hours.

PLA 2433 BUSINESS ORGANIZATIONS.....3 credits
Prerequisite: BUL 2241. This course will acquaint the student with typical legal functions connected with the formation and operation of a variety of business entities. It will primarily consider paralegal functions in the field of corporation law, including organization and creation of a corporation, continuing corporate operation problems and typical corporate variations. These will be compared with the formation, operation and regulation of other types of business organization including sole proprietorships, partnerships, limited liability companies and others. 47 contact hours.

PLA 2601 WILLS, TRUSTS AND ESTATES .....3 credits
Prerequisite: PLA 1003. This course deals with the basic legal concepts of the more common forms of wills, and the basic procedures and fundamental principles of law applicable to the formal and summary administration of intestate and testate estates with a basic analysis of estate fiduciary accounting. The organization and jurisdiction of the probate division of the circuit courts. The nature and function of testamentary and *inter vivos* trusts.47 contact hours.

PLA 2603 GUARDIANSHIP AND ELDER LAW.....3 credits
Prerequisite: PLA 2601. This course deals with the basic legal concepts and procedures of guardianship law and with the principles and procedures of elder care planning and advance directives. 47 contact hours.

PLA 2610 REAL ESTATE TRANSACTIONS.....3 credits
Prerequisite: REE 1040. This course is designed to prepare the paralegal to assist 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. 47 contact hours.

PLA 2731 COMPUTER-BASED LITIGATION SKILLS .....1 credit
Prerequisite: PLA 2223. This course is designed to prepare the paralegal to assist the attorney in civil litigation matters. The student will prepare documents with the aid of commercially available litigation software. 16 contact hours.

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. 47 contact hours.

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. 47 contact hours.

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. 16 contact hours.

POS 2041 "G" AMERICAN NATIONAL GOVERNMENT.....3 credits
Prerequisites: (ENC 0020 and REA 0002) or EAP 1695, or appropriate 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 writing requirements outlined in the General Education Requirements. Credit is not given for both POS 2041 and POS 2050H. 47 contact hours.

POS 2050H "G" HONORS AMERICAN GOVERNMENT.....3 credits
Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. 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 learning, student participation and encourage the use of logical reasoning, in-depth analysis and critical thinking skills to examine the various elements within our political system which shape policy outcomes. This course partially satisfies the writing requirement outlined in the General Education Requirements. Credit is not given for both POS 1050/2050H and POS 2041/2041H. 47 contact hours.

POS 2112 "G" STATE AND LOCAL GOVERNMENT.....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

PPE 2001 PERSONALITY DEVELOPMENT .....3 credits
Prerequisite: PSY 1012 or PSY 1020H. 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 and MAT 0024) 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.) 77 contact hours.

PSY 1012 "G" GENERAL PSYCHOLOGY .....3 credits
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 writing requirements outlined in the General Education Requirements. Credit is not given for both PSY 1012 and PSY 1020H. 47 contact hours.

PSY 1020H "G" HONORS GENERAL PSYCHOLOGY .....3 credits
Prerequisite: Appropriate score on placement test or acceptance into the Honors College or approval of the program director. This course is an advance-level introduction to psychology. This course will emphasize the evaluation and synthesis of psychological concepts by examining 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 this course. This course will have a substantial writing assignment. This course partially satisfies the writing requirement outlined in the General Education Requirements. Credit is not given for both PSY 1020H and PSY 1012. 47 contact hours.

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 an appropriate score on the SPC placement test. Corequisite: Lab component is required. This college preparatory reading course improves vocabulary skills, reading comprehension, and study strategies. Three class hours and two lab hours for a total of five hours weekly. (NOTE: A student cannot enroll in REA 0002 after receiving credit for REA 1105. Credit for REA 0002 cannot be used toward graduation.) 77 contact hours.

REA 0012 READING FUNDAMENTALS.....4 credits
(For Deaf and Hard of Hearing Students only)
This is a reading course designed to review reading basics and to improve fundamental reading techniques. Five class and laboratory hours weekly. (NOTE: A student cannot earn credit in REA 0012 after receiving credit for REA 0001 or REA 1105. Credit for REA 0012 cannot be used toward graduation.) 77 contact hours.

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.

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. 62 contact hours.

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 geographical, 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. 47 contact hours.

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." 47 contact hours.

REL 2000 INTRODUCTION TO RELIGION.....3 credits
This course is a study of the phenomena of religious belief and practice in both primitive and advanced cultures. The course focuses on the universal components of a religious worldview which include concepts of the divine and ultimate reality, origins of the natural and social order, the human problem, dealing with evil, patterns of moral action, and ways to achieve salvation or liberation. Major theories of religion and the impact that these theories have had on society are examined. 47 contact hours.

REL 2121 RELIGION IN AMERICA .....3 credits
This course introduces the student to the unique religious nature of American culture. It begins with indigenous religions of the North American continent and then examines the impact of various religious traditions as immigrants came to America. The course highlights the unique aspects of religion in American history, the key leaders, and the major concepts which have made religion a vital part of American life. The cultural, intellectual and political influence of religion is explored with the goal of appreciating the ongoing tensions in society that are inherent in a commitment to free religious expression. 47 contact hours.

REL 2300 WORLD RELIGIONS.....3 credits
"G"
Prerequisite: ENC 0020 or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

REL 2302 THE ABRAHAMIC RELIGIONS: A STUDY OF JUDAISM, CHRISTIANITY AND ISLAM .....3 credits
This course is an introductory and comparative study of the three major monotheistic religions: Judaism, Christianity, and Islam. It covers the history, main beliefs, sacred texts, God concepts, and practices of each; and then compares and contrasts them. It focuses on their major differences and examines why there has been so much conflict among them and how this has dramatically affected the geopolitical stability of the world. 47 contact hours.

RET 1007 RESPIRATORY PHARMACOLOGY .....3 credits
Prerequisite: Admission to the program. 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. 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. 47 contact hours.

RET 1024 FUNDAMENTALS OF RESPIRATORY CARE.....3 credits
Prerequisite: Admission to the program. This is a ten-unit course covering an orientation to Respiratory Care as a special field, physical principles, introduction to cardiopulmonary anatomy, physiology and pathophysiology, and a thorough working knowledge of basic equipment, procedures of cleaning and sterilization procedures. 47 contact hours.

RET 1264 PRINCIPLES OF MECHANICAL VENTILATION .....3 credits
Prerequisite: RET 1024 with a grade of "C" or higher. 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 with a grade of "C" or higher. This is 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. 47 contact hours.

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 with a grade of "C" or higher. 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 with a grade of "C" or higher. 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 AND PULMONARY REHABILITATION .....3 credits
Prerequisite: RET 1485 with a grade of "C" or higher. 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, blood gas analysis, cardiac and pulmonary stress testing, metabolic studies, sleep studies, bronchoscopy and pulmonary rehabilitation. 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. The therapeutic techniques and procedures involved in the home and rehabilitative care of the pulmonary patient will follow the presentation of diagnostic procedures. Clinical experience will occur during Clinical Practice IV. 47 contact hours.

RET 2450 CARDIOPULMONARY ASSESSMENT .....2 credits
Prerequisite: RET 1485 with a grade of "C" or higher. 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, BSC 2086, BSC 2086L, with grades of "C" or higher. 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 2714 NEONATAL-PEDIATRIC RESPIRATORY CARE.....2 credits
Prerequisite: RET 2484 with a grade of "C" or higher. This course will cover development and physiology of the fetal and neonatal lung including perinatal circulation, pulmonary function in infants, and developmental physiology of the lung. Neonatal pulmonary disorders will be overviewed and treatment of pediatric patients with an emphasis on respiratory care techniques will be explored. 32 contact hours.

RET 2876L CLINICAL PRACTICE III .....4 credits
Prerequisite: RET 1875L with a grade of "C" or higher. 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. 182 contact hours.

RET 2877L CLINICAL PRACTICE IV.....4 credits
Prerequisite: RET 2876L with a grade of "C" or higher. 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 with a grade of "C" or higher. 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 with a grade of "C" or higher. 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. 182 contact hours.

RET 2935 MEDICAL-SURGICAL ASPECTS OF RESPIRATORY CARE.....2 credits
Prerequisite: RET 2484 with a grade of "C" or higher. 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 2762. 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 and 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
Prerequisite: 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
Prerequisite: 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 spe-

cialized 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 (MRI). 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 .....3 credits
Prerequisite: Must be admitted to the Radiography AS program. 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. 47 contact hours.

RTE 1418 PRINCIPLES OF IMAGING I .....2 credits
Prerequisite: MAC 1105 with a grade of "C" or higher. 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 and a grade of "C" or higher. 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. 32 contact hours.

RTE 1458 PRINCIPLES OF IMAGING II .....3 credits
Prerequisite: RTE 1418 with a grade of "C" or higher. 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 kilovoltage peak (kVp), milliampere-seconds (mAs), Source Image Distance (SID), geometric factors, automatic exposure control (AEC) 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. 47 contact hours.

RTE 1473L RADIOGRAPHIC QUALITY ASSURANCE LABORATORY .....1 credit
Prerequisite: RTE 1418 with a grade of "C" or higher. 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 with a grade of "C" or higher. 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 1503C with a grade of "C" or higher, RTE 1503L with a grade of "C" or higher. Corequisite: RTE 1513C. This course is a laboratory study of basic radiographic anatomy. The course includes the positioning of the urinary system, digestive system, breasts, and cranium. 47 contact hours.

RTE 1804L RADIOGRAPHIC CLINICAL EDUCATION I .....3 credits
Prerequisites: RTE 1000, RTE 1503C and RTE 1418 and grades of "C" or higher. 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 Gastrointestinal Series (GI) contrast examinations. Basic patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced. 227 contact hours.

RTE 1814L RADIOGRAPHIC CLINICAL EDUCATION II .....5 credits
Prerequisites: RTE 1804L and RTE 1513C with grades of "C" or higher. This course is a continuation of Radiographic Clinical Education I. 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 with a grade of "C" or higher. 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 2824L RADIOGRAPHIC CLINICAL EDUCATION III .....5 credits
Prerequisites: RTE 1814L, RTE 1458, RTE 1473L with grades of "C" or higher. This course is a continuation of Radiographic Clinical Education II. 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. 377 contact hours.

RTE 2834L RADIOGRAPHIC CLINICAL EDUCATION IV .....4 credits
Prerequisite: RTE 2824L with a grade of "C" or higher. This course is a continuation of Radiographic Clinical Education III. 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. 242 contact hours.

RTE 2844L RADIOGRAPHIC CLINICAL EDUCATION V .....5 credits
Prerequisite: RTE 2834L with a grade of "C" or higher. This course is a continuation of Radiographic Clinical Education IV. 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. 377 contact hours.

RUS 1120 ELEMENTARY RUSSIAN I .....4 credits
This course will introduce the student to the four skills of the Russian language (listening, speaking, reading, and writing) and will teach the student to appreciate the cultures of Russian-speaking countries. 62 contact hours.

RUS 1121 ELEMENTARY RUSSIAN II .....4 credits
Prerequisite: RUS 1120 or instructor approval. This course will reinforce and expand the basic Russian 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 Russian-speaking peoples. 62 contact hours.

SBM 1000 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.

SLS 0003 TOPICS IN STUDENT SUCCESS.....1 credit
Prerequisite: Students who place into two (2) areas of remediation are required to take SLS 1101 or SLS 0003. This course is designed to focus on specific strategies for empowering developmental students to become active, responsible learners, leading to success both in college and life. Students will engage in a variety of learner-centered activities that will assist and motivate students to take charge of their academic, career, and life goals. 15 contact hours.

SLS 1101 THE COLLEGE EXPERIENCE .....3 credits
Prerequisite: Students who place into three (3) areas of remediation are required to take SLS 1101. Students who place into two (2) areas of remediation are required to take SLS 1101 or SLS 0003. 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; and library resources, research strategies, and information skills for online, blended, and traditional learning environments. 47 contact hours.

SLS 1106 FIRST YEAR EXPERIENCE ORIENTATION.....1 credit
Prerequisite: Must place in 2 or more College Prep areas of remediation and be a First Time in College student. This course is designed to empower students to become active and collaborative, life-long learners who engage in St. Petersburg College's first year experience. The purpose of this course is to promote academic success and persistence; active collaboration with college personnel; effective educational planning; and student engagement in St. Petersburg College's academic life and cultural climate. 32 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. 47 contact hours.

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 1501 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, PSY 1020H 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 sub-cultures and communities. This course has a substantial writing requirement. 47 contact hours.

SPC 1017 "G" INTRODUCTION TO 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 and critical thinking skills. Learning is centered on student participation in a variety of speaking-listening situations designed to enhance the understanding of the interpersonal nature of all speech communication. This course partially satisfies the writing requirements as outlined in General Education Requirements. Credit is not given for both SPC 1017 and SPC 1017H. 47 contact hours.

SPC 1017H "G" HONORS INTRODUCTION TO SPEECH COMMUNICATION.....3 credits
Prerequisite: Appropriate score on the placement test or acceptance into the Honors College or approval of the program director. 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 the 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 writing requirements outlined in General Education Requirements. Credit is not given for both SPC 1017 and SPC 1017H. 47 contact hours.

SPC 1065 "G" BUSINESS AND PROFESSIONAL SPEAKING .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate 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 critical thinking skills as applied to interviewing, employing multimedia materials, using parliamentary procedure and group discussion and conflict mediation and resolution. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

SPC 1608 "G" PUBLIC SPEAKING .....3 credits
Prerequisite: ENC 0020 or EAP 1695 or appropriate 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 critical thinking, personal communication skills, and personal effectiveness with audiences. The student will evaluate the principles of speaking and listening using techniques including rhetorical criticism. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both SPC 1608 and SPC 1608H. 47 contact hours.

SPC 1608H "G" HONORS PUBLIC SPEAKING .....3 credits
Prerequisite: Appropriate score on the placement test or acceptance into the Honors College or approval of program director. This course offers practical experience in a variety of forms of public speaking with an emphasis on argumentation and persuasion to improve the student's ability to transmit a well-researched, cogent, thoughtful message adapted to a particular audience. Emphasis is also placed on the study of effective aural communication. Students will engage in critical thinking and rhetorical criticism exercises. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both SPC 1608 and SPC 1608H. 47 contact hours.

SPC 2300 INTERPERSONAL COMMUNICATION.....3 credits
Prerequisite: ENC 1101 or IDS 1101H or ENC 1121H. This course is designed to provide an understanding of effective interpersonal communication behaviors and skills. The course is concerned with verbal and nonverbal elements affecting communication between individuals in family, peer group and work contexts. Students examine concepts and theories relevant to initiating, developing, modifying, maintaining, and terminating relationships with emphasis on the role of communication in the process. Lecture, discussion, in- and out-of-class observations, and "applied" assignments will be used to increase student knowledge and behavioral competence in interpersonal communication. 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
This course introduces students to the four skills (listening, speaking, reading and writing) of the Spanish language and teaches students to appreciate the cultures of Spanish speaking countries. Credit is not given for both SPN 1120 and SPN 1120H. 62 contact hours.

SPN 1120H HONORS ELEMENTARY SPANISH I.....4 credits
Prerequisite: Appropriate score on the placement test or acceptance into the Honors College or approval of the program director. 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 listening, speaking, reading and writing in Spanish at a functional level of fluency and accuracy. Credit is not given for both SPN 1120 and SPN 1120H. 62 contact hours.

SPN 1121 ELEMENTARY SPANISH II .....4 credits
Prerequisite: SPN 1120 or SPN 1120H or permission of instructor. This course reinforces 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. Credit is not given for both SPN 1121 and SPN 1121H. 62 contact hours.

SPN 1121H HONORS ELEMENTARY SPANISH II.....4 credits
Prerequisites: SPN 1120H or acceptance into the Honors College or approval of the program director. This course is the continuation of Honors Elementary Spanish I 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. Credit is not given for both SPN 1121 and SPN 1121H. 62 contact hours.

SPN 2200 INTERMEDIATE SPANISH I.....3 credits
Prerequisite: SPN 1121 or SPN 1121H or permission of instructor. This course expands and reviews the previously acquired Spanish language skills and includes more advanced language structures and idiomatic expressions, with emphasis on conversational skills. Enhancing vocabulary for practical purposes, including writing is emphasized. 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. This course expands and reviews the Spanish language skills previously acquired by the students. Content includes but is not limited to more advanced linguistic structures and idiomatic expressions, with an emphasis on conversational skills. Growth in vocabulary for practical purposes is emphasized. 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 program director. 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 program director. 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. Credit is not given for both STA 2023 and STA 2023H. 47 contact hours.

STA 2023H HONORS ELEMENTARY STATISTICS.....3 credits
Prerequisite: Appropriate score on placement test or acceptance into the Honors College or approval of the program director. 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. Credit is not also given for STA 2023. 47 contact hours.

SYG 2000 "G" INTRODUCTORY SOCIOLOGY.....3 credits
Prerequisites: (REA 0002 and ENC 0020) or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2010 "G" SOCIAL PROBLEMS .....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2221 "G" WOMEN AND SOCIETY.....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is an historical and contemporary examination of the changing political, social, economic, legal, and sexual roles of women in society. This course partially satisfies the 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 appropriate 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. 47 contact hours.

SYG 2430 "G" MARRIAGE AND FAMILY.....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate 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 writing requirements outlined in the General Education Requirements. 47 contact hours.

SYP 2460 EFFECTS OF DISASTERS ON SOCIETY .....3 credits
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. 47 contact hours.

TAR 1941 ARCHITECTURAL DRAFTING PRACTICUM .....3 credits
Prerequisite: TAR 2122C. This course is an intensive study in an area of special interest to the students in the Building Arts programs. Students will demonstrate professional competencies in the documentation and completion of an approved project that may incorporate multiple aspects of the construction industry, including planning, drawing, estimating, scheduling, permitting and/or site observation. 92 contact hours.

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 program director. This course is a continuation of Introduction to AutoCAD 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 program director. This is a continuation of Intermediate AutoCAD 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 program director. 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: BCN 1251C or permission from program director 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. 92 contact hours.

TAR 2142C ARCHITECTURAL 3D MODELING AND RENDERING .....2 credits
Prerequisite: TAR 2055C or ETD 1350, or permission of program director. 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 program director. 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.

WOH 2040 "G" THE TWENTIETH CENTURY.....3 credits
Prerequisite: (ENC 0020 and REA 0002) or EAP 1695 or appropriate score on the SPC placement test. This course is 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 writing requirements outlined in the General Education Requirements. Credit is not given for both WOH 2040 and WOH 2040H. 47 contact hours.

WOH 2040H "G" HONORS THE TWENTIETH CENTURY.....3 credits
Prerequisite: (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is a study of world history surveying the cultural, political, social and economic transitions of the 20th century. Emphasis is placed on historic trends and movements as well as a chronological study beginning with the turn-of-the-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 writing requirements as outlined in the General Education Requirements. Credit is not given for both WOH 2040H and WOH 2040. 47 contact hours.

UPPER DIVISION COURSE DESCRIPTIONS

http://www.spcollege.edu/webcentral/acad/cd.htm

ATE 3001 ADVANCED VETERINARY TERMINOLOGY.....1 credit
Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course expands on the basics of terminology introduced in Associate Degree terminology courses. Words for each system of the body will be mastered as well as knowledge of abbreviations used in pharmacology, record keeping and laboratory testing. Students will achieve mastery of concepts through completion of exams and written assignments requiring use of the terminology. 17 contact hours or equivalent.

ATE 3100 TOOLS FOR SUCCESS .....1 credit
Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and review core concepts that will increase the probability of the veterinary technology student's successful completion of the Bachelor's program in Veterinary Technology. The course is designed to familiarize and/or review the following: navigating the online environment, using the SPC online library and the Internet as a research tool, the essentials of writing and grammar, core concepts for writing using American Psychological Association (APA), standards for writing style and referencing, introduction to PowerPoint, and introduction to an electronic portfolio system. 16 contact hours or equivalent.

ATE 3200 SAFETY AND REGULATORY COMPLIANCE IN VETERINARY TECHNOLOGY .....1 credit
Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and heighten veterinary technician learner's awareness of veterinary specific safety hazards and regulatory compliance issues. The course is designed to acquaint veterinary technician learners to the following: (1) personal safety hazards, (2) patient safety hazards, (3) Human Resource issues related to safety, (4) licenses, permits, and registrations, (5) Occupational and Safety Health Administration (OSHA), and (6) reproductive and gender issues. 16 contact hours or equivalent.

ATE 3316 FINANCE FOR THE VETERINARY MANAGER .....3 credits
Prerequisite: Admission to the Veterinary Technology BAS Program. This course will guide the student in the study of the financial and economic concepts necessary to run a small business with an emphasis on managing cash flow and planning. 47 contact hours or equivalent.

ATE 3344 SUPERVISION IN THE VETERINARY HOSPITAL.....3 credits
Prerequisite: ATE 3100 with a minimum grade of "C", ATE 3200 with a minimum grade of "C". This course will prepare the student to manage the human resource cycle in its entirety in the veterinary hospital including the care of employees while in the organization. 47 contact hours or equivalent.

ATE 3410 DENTAL TECHNIQUES IN VETERINARY TECHNOLOGY.....3 credits
This course will focus on learning and applying techniques in preventive care, periodontics, endodontics, orthodontics and dental radiology appropriate for veterinary technicians. The student will acquire knowledge of dental diseases, diagnostic techniques, and therapeutic technique and equipment. 47 contact hours or equivalent.

ATE 3510 UNDERSTANDING THE HUMAN-ANIMAL BOND .....3 credits
This course will focus on human-companion animal interactions. Students will relate to animal-assisted therapy/activity, care and uses of service animals and humane education programs. 47 contact hours or equivalent.

ATE 3515 BUSINESS LAW.....3 credits
Prerequisite: ATE 3100 with a minimum grade of "C." This course is part of the managerial track in the BAS program in veterinary technology. It will give the student an understanding of the legal and ethical aspects of veterinary practice. 47 contact hours or equivalent.

ATE 3601 INTEGRATIVE VETERINARY NURSING .....3 credits
This course provides an overview of American Veterinary Medical Association (AVMA) recognized alternative and complementary therapies being used in veterinary medicine today. Emphasis will be on exploring the history, philosophy, application and research supporting each selected modality. 47 contact hours or equivalent.

ATE 3615 VETERINARY PHARMACOLOGY.....3 credits
Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course develops the concepts of pharmacology essential in understanding the advanced clinical courses of the baccalaureate program. The

TAR 2142C ARCHITECTURAL 3D MODELING AND RENDERING .....2 credits
Prerequisite: TAR 2055C or ETD 1350, or permission of program director. 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 program director. 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.

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WOH 2040H "G" HONORS THE TWENTIETH CENTURY.....3 credits
Prerequisite: (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is a study of world history surveying the cultural, political, social and economic transitions of the 20th century. Emphasis is placed on historic trends and movements as well as a chronological study beginning with the turn-of-the-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 writing requirements as outlined in the General Education Requirements. Credit is not given for both WOH 2040H and WOH 2040. 47 contact hours.

UPPER DIVISION COURSE DESCRIPTIONS

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Prerequisite: ATE 3100 with a minimum grade of "C", ATE 3200 with a minimum grade of "C". This course will prepare the student to manage the human resource cycle in its entirety in the veterinary hospital including the care of employees while in the organization. 47 contact hours or equivalent.

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Prerequisite: ATE 3100 with a minimum grade of "C." This course is part of the managerial track in the BAS program in veterinary technology. It will give the student an understanding of the legal and ethical aspects of veterinary practice. 47 contact hours or equivalent.

ATE 3601 INTEGRATIVE VETERINARY NURSING .....3 credits
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ATE 3615 VETERINARY PHARMACOLOGY.....3 credits
Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course develops the concepts of pharmacology essential in understanding the advanced clinical courses of the baccalaureate program. The

technologist will learn both the scientific fundamentals and the practical applications of pharmacology. The course will explore the most commonly used classes of drugs, the applications to each body system and the record keeping responsibilities involved in handling and prescribing medications, including controlled substances. Students will achieve mastery of concepts through completion of exams, written assignments and case studies. 47 contact hours or equivalent.

ATE 3616 SMALL ANIMAL NURSING.....3 credits
Prerequisite: ATE 3658 with minimum grade of "C." This course will focus on the nursing care required by companion animals as the result of disease or neonatal, geriatric, and obstetrical needs. 47 contact hours or equivalent.

ATE 3617 COMPANION ANIMAL DISEASES.....3 credits
Prerequisite or Corequisite: ATE 3001 with a minimum grade of "C" and ATE 3615 with a minimum grade of "C." This course is designed to provide the student with essential knowledge of the common diseases affecting companion animals. Students will learn the basics of recognizing diseases. Clinical signs, diagnostic tests and appropriate client education will be highlighted. The course will emphasize dogs and cats, but will also include other companion species including birds, ferrets and rodents. 47 contact hours or equivalent.

ATE 3633 SMALL ANIMAL NUTRITION.....3 credits
Prerequisite: Admission to the Veterinary Technology BAS Program. This course is a required course for students in the veterinary technology program that provides identification and function of nutrients, understanding of pet food labels, and applications for wellness, life stages, and therapeutic nutrition (prescription foods) for dogs and cats. 47 contact hours or equivalent.

ATE 3634 VETERINARY OPHTHALMIC NURSING.....3 credits
This course will focus on the duties of the veterinary technician in the course of providing ophthalmic care to dogs, cats, exotics, and horses. 47 contact hours or equivalent.

ATE 3635 LARGE ANIMAL NURSING.....3 credits
This course will focus on the medical and surgical knowledge and skills necessary to function as an effective veterinary technician caring for equine and bovine patients. Topics covered will include diseases, nursing care, surgery, nutrition, and pain management. 47 contact hours or equivalent.

ATE 3658 ANESTHESIA AND SURGICAL NURSING.....3 credits
Prerequisite: ATE 3615 with a minimum grade of "C." This course will focus on anesthesia and surgical procedures associated with providing anesthesia and surgical services to veterinary patients, including anesthetic, pre-surgical, surgical, and post-surgical procedures. 47 contact hours or equivalent.

ATE 3803 VETERINARY TECHNOLOGY COMMUNICATIONS.....3 credits
This course is designed to provide the student with an introduction to educational concepts and theory relative to effective communication in many veterinary settings. Topics included are development and design of training materials, designing goals and objectives for training materials, client instruction, principles of learning, learning styles and motivation, case-based learning, and using media and software. Emphasis will be on presenting the basic concepts of planning, development and evaluation of presentations and materials. 47 contact hours or equivalent.

ATE 3914 INTRODUCTION TO VETERINARY TECHNOLOGY RESEARCH.....3 credits
Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course is an overview of the role and scope of research as it relates to the formation of veterinary technology knowledge and the application to veterinary technology practice. The focus is on basic strategies, methodology, and the types of research design. Critiquing of current veterinary technology research is included. 47 contact hours or equivalent.

ATE 4000 VETERINARY TECHNOLOGY PRECAPSTONE.....1 credit
Prerequisites: ATE 4854 with a minimum grade of "C". This course is designed to prepare the student for successful completion of Veterinary Technology Capstone II. The student will apply knowledge of a professional role in veterinary technology to develop a capstone project based on education, internship or research. The student will formulate a plan of study and present his/her plan to a committee for approval. 16 contact hours or equivalent.

ATE 4051 ADVANCED VETERINARY BEHAVIOR.....3 credits
This course will introduce the student to tasks expected of a technician working at a veterinary practice where behavior cases are evaluated. Tasks to include: phone triage, collecting behavioral history, implementing a behavior plan and follow up calls and visits. Animal learning and communication of dogs and cats will be covered as well as basic psychopharmacology. Student projects will include keeping a log of observed animal behavior and designing a behavioral education program. 47 or equivalent contact hours.

ATE 4317 VETERINARY HOSPITAL MANAGEMENT.....3 credits
Prerequisite: ATE 3316 with minimum grade of "C." This course will give the student an overview of business subjects that will be applicable in any business environment but with particular emphasis in veterinary medicine. 47 contact hours or equivalent.

ATE 4319 VETERINARY HOSPITAL MARKETING.....3 credits
Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course will give the student an overview of pricing, advertising, product and service positioning, and marketing research methods for the veterinary hospital. 47 contact hours or equivalent.

ATE 4320 ENTREPRENEURIAL BUSINESS MANAGEMENT.....3 credits
Prerequisite: Admission to the Veterinary Technology BAS or certificate program or permission of the Dean. This course will give the student a strategic view of managing a veterinary hospital and is designed to be the capstone course of the management track. 47 contact hours or equivalent.

ATE 4644 VETERINARY ULTRASONOGRAPHY.....3 credits
Prerequisite: Admission to the Veterinary Technology BAS or certificate program or permission of the Dean. This course will provide an introduction to ultrasound imaging in veterinary medicine. It is designed to give students an understanding of how sonography is utilized in veterinary practice. Ultrasound equipment, scanning protocols, sonographic appearance of normal and abnormal tissues, and the diagnostic limitations of ultrasound examination will be covered. 47 contact hours or equivalent.

ATE 4711 EMERGENCY AND CRITICAL CARE.....3 credits
This course will focus on learning and applying emergency and critical care techniques appropriate for veterinary technicians. The student will acquire knowledge of the proper use of drugs, fluids, and equipment for emergency and critical care patients. Students will also learn to evaluate and monitor these patients. 47 contact hours or equivalent.

ATE 4813 VETERINARY TECHNOLOGY CAPSTONE.....3 credits
Pre or Corequisite: ATE 3914 and ATE 4854. This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a contemporary issue in the profession. It should be taken during the student's last semester at the college. The student will address a major case study or professional issue in detail. 47 contact hours or equivalent.

ATE 4814 VETERINARY TECHNOLOGY CAPSTONE II.....5 credits
Prerequisite: ATE 4000 with a minimum grade of "C" and ATE 3914 with a minimum grade of "C". This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a chosen professional role through education, internship or research. It must be taken during the student's last semester at the college. 77 contact hours or equivalent.

ATE 4854 LEADERSHIP IN VETERINARY TECHNOLOGY.....3 credits
Prerequisites: ATE 3100 with minimum grade of "C," ATE 3200 with minimum grade of "C." This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This

course explores opportunity to develop leadership roles appropriate to the veterinary technology profession. 47 contact hours or equivalent.

BCH 3023 ELEMENTARY ORGANIC AND BIOLOGICAL CHEMISTRY.....3 credits
Prerequisite: CHM 1045 and CHM 1045L and CHM 1046 and CHM 1046L. This course is designed primarily to teach biological chemistry and incorporate an integrated treatment of relevant organic chemistry. The aim of this course is to provide an understanding of the structure and function of biological molecules and their metabolism. This course is designed for majors in the Bachelor of Biological Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

BRC 3203 BANKING REGULATION AND COMPLIANCE.....3 credits
Prerequisite: BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to the basic laws governing the banking system in the United States with a focus on compliance and documentation. Topics covered include the history of bank regulation and its constitutional basis, evolution of the regulatory scheme, operational obligations, funds transfers, lending, and data security. 47 contact hours.

BSC 3096 HUMAN BIOLOGY .....3 credits
Prerequisites: BSC 2011, BSC 2011L. This course is designed to teach human biology from the perspective of the human organism's structure and function, health and wellness, and interactions with the social and physical environment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

BSC 4032 ISSUES AND CHALLENGES IN SCIENCE EDUCATION .....2-3 credits
Prerequisite: EDF 3214. This course is designed to address the challenge of transforming the Florida State Science Standards into individual classroom practices as an approach for improving science education to achieve the national goal of scientific literacy for middle school and secondary school students. Activities in this course will probe students' understanding of macro perspective for the science courses and science education courses in their program, explore the history of science education reform in the United States, and investigate strategies for critical thinking in science. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 32-47 contact hours.

BTE 4161 COORDINATION AND MANAGEMENT OF COOPERATIVE PROGRAMS.....3 credits
This course has been identified to include critical content for the career and technical cooperative education endorsement in Florida. The competencies covered are drawn from the research on the roles of the cooperative career and technical education coordinator working with business and industry. The course empowers the person and professional to work with the community and students. This course develops the empowered person and professional in the roles of practitioner, decision-maker, lifelong learner, specialist, epistemologist and counselor. This course includes 25 school-based hours. 47 contact hours.

BTE 4401 SPECIAL METHODS OF TEACHING BUSINESS EDUCATION .....3 credits
This course is designed to give the in-service business education teacher, on temporary teacher certification, specific theory and methodology most appropriate to this dynamic field. Experiences will reinforce practical applications of current research in the field and provide students with appropriate applied opportunities for learning. 47 contact hours.

BTE 4412 INSTRUCTIONAL METHODS FOR MIDDLE SCHOOL BUSINESS TECHNOLOGY EDUCATION PRACTICUM .....2 credits
This course is designed to give the pre-service and new business teacher specific theory and methodology most appropriate to this dynamic field. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of business technology education. It also incorporates appropriate technology to support the learning of business technology education. This course addresses specific Student Performance Objectives, subject matter competencies and pedagogy pertinent to the discipline and required for certification. This course includes 25 school-based hours. 32 contact hours.

BTE 4413 INSTRUCTIONAL METHODS FOR SECONDARY BUSINESS TECHNOLOGY EDUCATION .....3 credits
This course is designed to give the pre-service and new business teacher specific theory and methodology most appropriate to this dynamic field. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of business technology education. It also incorporates appropriate technology to support the learning of business technology education. This course addresses specific student performance objectives, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

BTE 4909 DIRECTED STUDY: BUSINESS TECHNOLOGY EDUCATION .....3 credits
This course extends competency in the various subject areas encompassed in the broad field of Business Technology Education (BTE). Review, testing, assessment and remediation will be provided in Business Communications, Computer Applications, Digital Design, Web Design, PC Support, Networking, and Word Processing. The collaborative, student-directed format will provide the BTE student with hands-on, practical teaching experiences. This course includes 30 school-based hours. 47 contact hours.

BTE 4940 INTERNSHIP: BUSINESS TECHNOLOGY EDUCATION, 6-12 .....12 credits
Prerequisites: Successful completion of all Business Technology Education BS program requirements and passing General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

BTE 4946 INSTRUCTIONAL METHODS FOR SECONDARY BUSINESS TECHNOLOGY EDUCATION PRACTICUM .....2 credits
Prerequisite: EDF 3214 and fourth-year (senior) standing. Corequisite: BTE 4413. This course is designed to give practicum experience to students in public or private school classrooms as approved by the dean. Students will spend a minimum of 40 school-based hours of observation/teaching/assessment in business technology education classrooms. These clinical experiences will be incorporated into BTE 4413: Instructional Methods for Secondary Business Technology Education. 32 contact hours.

BTE 4948 CURRICULUM OVERVIEW IN BUSINESS EDUCATION .....3 credits
Prerequisite: Full admission to the undergraduate Business Technology Education (BTE) program with at least one-third of content courses completed. This course is designed to provide the new business technology education teacher the opportunity for field-based exploration, observation, and reflection of effective instruction in the BTE classroom, limited interaction with students, structured business/office and school based observations, and of trends and issues affecting business technology education. This class is designed to prepare students for the internship. 30 school-based hours. 47 contact hours.

BUL 3310 ADVANCED LEGAL ENVIRONMENT OF BUSINESS .....3 credits
Prerequisites: (BUL 2131 or BUL 2241 or equivalent) or (permission of the Dean) and admission to the College of Technology and Management BAS Programs. This course covers the nature, classification and characteristics of law including the study of jurisdiction and the functions of the court system as they affect the business environment. Topics include common law contracts, the Uniform Commercial Code (UCC) including commercial paper and bank collections, business entities, agency, securities regulation, and intellectual property. 47 contact hours.

BUL 3320 ADVANCED BUSINESS LAW I .....3 credits
Prerequisite: BUL 2241 or 2131 or equivalent or admission to the Business Technology Education BS program. This course covers the nature of legal and societal institutions and environments, and major aspects of public, private, Uniform Commercial Code (UCC), and related business law. 47 contact hours.

BUL 3322 LEGAL ISSUES IN INTERNATIONAL BUSINESS.....3 credits
This course gives the international business student an overview of the legal concepts affecting individuals and/or organizations that are involved in international business. The student will be exposed to a broad survey of legal issues businesses confront in the international market place. Specifically, the student will learn about the treaties giving rise to international law, differing legal regimes, international dispute resolution processes including principles of jurisdiction, differing governmental structures as they relate to commerce, global information systems regulations and international social issues affecting businesses and their operations. 47 contact hours.

BUL 3564 LEGAL ASPECTS OF MANAGING TECHNOLOGY.....3 credits
Prerequisite: BUL 2241 or 2131 or equivalent. This course gives the information technology management student an overview of the evolving legal issues involved in the business realm. Topics include jurisdiction, intellectual property, taxation, online contracting, privacy and free speech, civil and criminal liability. 47 contact hours.

BUL 3XXX LEGAL ASPECTS OF SUSTAINABILITY.....3 credits
Prerequisite: BUL 2241 or BUL 2131 and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts and laws within the area of sustainability and environmental law. Topics covered include the history and foundations of sustainability and environmental law and the main laws and regulations surrounding sustainability and the protection of our environment. Topics covered will include the international and national impact of the Kyoto Protocol, environmental laws and regulations, emerging sustainability laws and regulations, affect of existing laws on the sustainability industry, and SEC industry regulations. 47 contact hours.

CJC 3160 MANAGEMENT OF COMMUNITY CORRECTIONS.....3 credits
This course will provide the student with an understanding of community-based corrections, including probation, parole, residential intermediate sanctions, and non-residential sanctions. Emphasis will be placed on the management role in implementing solutions to the challenges facing the corrections professional. 47 contact hours.

CJC 3311 CONTEMPORARY ISSUES AND TRENDS IN CORRECTIONS .....3 credits
This course will provide the student with an understanding of the evolution of the U.S. Corrections system, specifically the antecedents of modern corrections, the operation and administration of corrections facilities, and the role of corrections in modern society. Emphasis will be placed on the issues and trends in corrections affecting administration and management. 47 contact hours.

CJC 3601 CORRECTIONS PRACTICE AND POLICY.....3 credits
This course will provide the student with an understanding of the principles of modern management theory to the operations and functions that comprise the leadership of progressive custodial and non-custodial correctional practice. Relevant aspects of human resource management will also be considered and applied to the corrections industry. 47 contact hours.

CJE 3263 INTERNATIONAL GANG AWARENESS FOR PUBLIC SAFETY ADMINISTRATORS .....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course will provide the student with an awareness of the impact of international gangs on the United States and its' allies in Western Europe and East Asia. The student will be exposed to the undermining of new democracies in Eastern Europe and the former Soviet Union, and the attack on the sovereignty of developing countries, particularly in Latin America, the Caribbean, and West Africa. The course will deal with international issues including human trafficking, murder-for-hire, transnational terrorism, corrupting political and police officials, stealing and selling materials for nuclear weapons construction, currency and document counterfeiting, arms trafficking, and pirating of intellectual properties. 47 contact hours.

CJE 3264 SUPERVISING TACTICAL GANG UNITS AND HIGH RISK OPERATIONS.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course will provide the student an opportunity to explore and analyze administrative and operational issues in supervising law enforcement tactical units and high risk operations involving gang enforcement. The student will develop effective leadership skills required to select, train, and supervise tactical units that have responsibility for gang enforcement operations. The learning experience provides the student with knowledge to effectively evaluate the performance of the gang tactical units and their impact on the community. The student will develop skills to effectively plan and evaluate high risk operations that are carried out by a gang's enforcement unit. 47 contact hours.

CJE 3341 PATROL ISSUES IN LAW ENFORCEMENT ADMINISTRATION .....3 credits
This course will provide the student an opportunity to explore and understand one facet of law enforcement service delivery. The student will focus on agency implementation requirements and overall program effectiveness while evaluating community satisfaction. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation and measure the program's effectiveness from a crime reduction and prevention standpoint. 47 contact hours.

CJE 3361 MANAGEMENT OF SPECIALIZED LAW ENFORCEMENT UNITS .....3 credits
This course will provide the student an opportunity to explore and understand specialized facets of law enforcement service delivery. The student will focus on agency implementation of public safety, crime reduction, and/or community relation initiatives, evaluating program effectiveness and community impact. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation, and measure the program's effectiveness from a viability standpoint. 47 contact hours.

CJE 3611 CRIMINAL INVESTIGATIONS THEORY AND PRACTICE.....3 credits
This course will give the student an opportunity to explore and understand investigative facets of law enforcement service delivery. The student must focus on agency implementation of investigative initiatives and overall program effectiveness while evaluating prosecution success and community impact. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation, and measure the program's effectiveness from a crime solvability standpoint. 47 contact hours.

CJE 4693 GEOGRAPHIC INFORMATION SYSTEMS IN GANG ENFORCEMENT .....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course will provide the student with an understanding of Geographic Information Systems (GIS) technology which has become an important component in crime analysis, trend formation, informing policies and administrative practices in law enforcement. This course is designed to introduce students to the key concepts and uses of GIS and Geographic Positioning Systems (GPS) in operational and managerial environments. Students will become familiar with the benefits of utilizing these technological tools in criminal justice research and crime analysis, with a particular focus on gang enforcement. In addition, students will review various case studies and their use in criminal justice research and gang enforcement operations and management. 47 contact hours.

COM 3120 ORGANIZATIONAL COMMUNICATION.....3 credits
Prerequisite: SPC 1017, SPC 1065 or SPC 1608. This course will examine the process of communication within organizations. The topics of message dissemination, interpersonal communication, work group interaction, and nonverbal communication will be analyzed as to their impact on individuals and the organization. Emphasis will be placed on practical application techniques for diagnosing and resolving organizational communication problems. This course will also have a major writing requirement focusing on practical business writing techniques. 47 contact hours.

COM 3441 GROUP COMMUNICATIONS AND TEAM INTERACTION .....3 credits

Prerequisite: COM 3120 or permission of the Dean. This course explores communication within groups and teams for use in academic, professional, and social situations. Topics include verbal and nonverbal communication within groups, the structure and environment of groups, group roles, leadership, conflict management, and decision making in groups and teams. A major course requirement is a formal group presentation and a written analysis of the group processes and experiences. 47 contact hours.

COM 3XXX ENVIRONMENTAL COMMUNICATION .....3 credits

Prerequisite: SPC 1017, SPC 1608 or SPC 1065 or Honors and admission into the Sustainability Management BAS Program. This course examines environmental communication for sustainable/green and environmental careers and practices. Topics include the rhetoric of environmental issues, the application of the transactional human communication model to advocacy campaigns, developing and conveying possible solutions, managing conflict between stakeholders, assessing green marketing and corporate campaigns, and developing persuasive techniques. A major course requirement is to present a formal proposal and persuasive presentation based an environmental practice or initiative. 47 contact hours.

DEH 3730 DENTAL HYGIENE EDUCATIONAL CONCEPTS.....3 credits

Pre- or corequisite: DEH 3813 and Admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to provide the student with an introduction to educational concepts and theory relative to dental hygiene education. Topics included are course development and design, goals and objectives, laboratory and clinical instruction, principles of learning, learning styles and motivation, case-based learning, and using educational media and software. Emphasis will be on presenting the basic concepts of educational planning, development and evaluation. 45 contact hours or equivalent.

DEH 3813 CONTEMPORARY ISSUES IN DENTAL HYGIENE .....4 credits

Prerequisite: Admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to update the student with the changing trends in the dental hygiene profession. The role of the dental hygienist is to keep up with new systems in health care delivery, changing technology, increased geriatric population and a more informed public. Through this course and group projects, the student will begin developing skills in research and educational presentation. 64 contact hours or equivalent.

DEH 3814 INTRODUCTION TO DENTAL HYGIENE RESEARCH .....3 credits

Prerequisite: DEH 3813. This course is an overview of the role and scope of research as it relates to the formation of dental hygiene knowledge and the application to dental hygiene practice. Focus is on basic strategies, methodology, and the types of research design. Thoughtful analysis of current oral health research is included. 47 contact hours or equivalent.

DEH 4607 ADVANCED PERIODONTICS .....4 credits

Prerequisite: DEH 3814 and admission to the Dental Hygiene BAS program or permission of the Dean. This course will expand on the student's existing knowledge of current concepts in etiology, risk factors, assessment, treatment planning, implementation and evaluation of contemporary treatment modalities and maintenance therapy. The interrelationship of periodontal treatment with other dental specialties will be discussed along with an investigation of the periodontal literature. Emphasis will be placed on the dental hygienist's role in periodontal therapy. 60 contact hours or equivalent.

DEH 4851 DENTAL HYGIENE PRACTICE MANAGEMENT.....3 credits

Prerequisites: DEH 3814 and admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to assist the dental hygienist in understanding and applying the principles of management related to a dental hygiene practice. The concepts of patient, office and dental team management will be explored. Strategies will be presented on the marketing and promoting of dental services and dental products to dental professionals and the general public. 45 contact hours or equivalent.

DEH 4852 ADVANCED ETHICS IN DENTAL HYGIENE .....3 credits

Prerequisites: DEH 3730 and admission to the Dental Hygiene BAS program or permission of the Dean. This course will explore the ethical behavior in various dental hygiene settings. Students will analyze decision making models, theories, values, and professional obligations and apply them to their roles as health care providers. 45 contact hours or equivalent.

DEH 4854 LEADERSHIP IN DENTAL HYGIENE .....3 credits

Prerequisites: DEH 4851 and admission to the Dental Hygiene BAS program or permission of the Dean. This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This course explores opportunity to develop leadership roles appropriate to the dental hygiene profession. 45 contact hours or equivalent.

DEH 4947 DENTAL HYGIENE CAPSTONE .....7 credits

Prerequisites: DEH 4607 and DEH 4851 and admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to provide students an opportunity to apply their knowledge of a chosen professional role through teaching, internship, observation or work experience. This course will use selected sites on and off campus to develop the expanding role of the dental hygienist in the health care system. 105 or its equivalent contact hours or equivalent..

DEP 3305 PSYCHOLOGY OF ADOLESCENCE .....3 credits

Prerequisite: PSY 1012 or PSY 1020H. This course is designed to focus on the various theories regarding the physical and psychosocial development of children ranging from pre-adolescence to adolescence. The course follows the social, emotional, cognitive, moral, and physical development of youth during this critical time and will consider the influences of biology, family, culture, school, and peers. Significant issues facing adolescents today are addressed. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at these various developmental ages and stages. A minimum of 5 field-based or school-based hours of observation/teaching specifically are required. 47 contact hours.

EDE 3302 PREPARATION FOR AND MANAGEMENT OF CLASSROOM INSTRUCTION .....2 credits

This course is an introduction to the design and implementation of curricula and strategies for instructional planning (goals, objectives, assessment), resources, learning theory applications, instructional media, and managing student progress in learning. Preservice teachers learn reflective practices. This course is writing intensive. 32 contact hours.

EDE 3321 APPLYING LOVE AND LOGIC IN THE CLASSROOM .....1 credit

Prerequisite: Admission to the College of Education or permission from the Dean. This course is designed to provide the student with a thorough understanding of the principles and strategies of "Love and Logic." Love and Logic is a philosophy that is founded on the premise that logical consequences of behavior are the best lessons for teaching responsible behavior. Love and Logic encourages adults to take care of themselves by setting limits in loving ways and offers powerful strategies that encourage children to own and solve their own problems. 17 contact hours.

EDE 4220 INTEGRATED HEALTH AND RECREATION.....1 credit

Prerequisite: Admission to the College of Education BS program. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated health and recreation. It develops the theoretical bases for health and recreation learning and teaching; illustrates and applies models for integrating elementary teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and requirements for certification. 17 contact hours.

EDE 4223 INTEGRATED MUSIC, ART AND MOVEMENT .....1 credit

This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated music, art and movement. It develops the theoretical bases for music, art and movement learning and teaching; illustrates and applies models for integrating elementary teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and requirements for certification. 17 contact hours.

EDE 4226 INTEGRATED LANGUAGE ARTS, CHILDREN'S LITERATURE AND SOCIAL SCIENCES.....2-4 credits

Prerequisites for all College of Education BS programs: EDF 3214, RED 3309, EDE 4304, EDE 4943. Additional Prerequisites: EDG 3620 for Elementary Education majors and EEX 3241 for Exceptional Education majors. Corequisite: EDE 4942. This course is designed to help preservice teachers teach the social sciences through the language arts, children's literature, and the creative arts. By using an integrated curricular approach, preservice teachers acquire competencies in subject area content as well as pedagogical strategies for these disciplines. In addition, the course prepares preservice teachers to teach using a thematic approach so that K-6 learners understand connections across curricular areas. This course is enriched through the creative arts, including art, music, drama, and dance and addresses the sunshine state standards in these specific areas. 62 contact hours.

EDE 4304 INTEGRATED MATHEMATICS AND SCIENCE.....3-4 credits

Prerequisite: College of Education math assessment. Corequisite: EDE 4943. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school mathematics and science. It develops the theoretical bases for mathematics and science learning and teaching, illustrates and applies models for integrating elementary mathematics and science teaching, provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and required for certification. 62 contact hours.

EDE 4314 MATHEMATICAL CONCEPTS AND PROCEDURES IN THE K-6 CLASSROOM.....1 credit

Prerequisite: Admission to the Elementary Education or the Exceptional Education BS program. This course introduces conceptually and developmentally appropriate mathematics content based on the five content areas identified by the state (Sunshine State Standards) and national standards (National Council of Teachers of Mathematics). These are Numeration & Number Sense, Geometry, Measurement, Algebraic Thinking, and Data Analysis & Probability. Within these content areas, students will learn techniques consistent with the national process standards including problem solving, computation, effective representation, communication, reasoning, and making connections as well as error pattern analysis and research-based procedural strategies. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for teacher certification. 17 contact hours.

EDE 4421 EVALUATION IN ELEMENTARY EDUCATION .....2 credits

Prerequisites: EDF 3214, EDF 4430. This course is designed to extend the knowledge base acquired in Measurement, Evaluation and Assessment in Education K-12 to focus on the evaluation of measurement in grades K-6. Teachers learn the principles needed to interpret and understand all types of standardized and non-standardized assessment tools. 32 contact hours.

EDE 4940 INTERNSHIP: ELEMENTARY EDUCATION .....12 credits

Prerequisites: Successful completion of all Elementary Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school as approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

EDE 4942 INTEGRATED LANGUAGE ARTS, CHILDREN'S LITERATURE AND SOCIAL SCIENCE PRACTICUM .....1-2 credits

Prerequisites: EDF 3214, RED 3309. Corequisite: EDE 4226. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both large and small group activities, particularly children's literature, language arts and social science. This course is designed to develop competencies relative to program planning instruction, daily schedule, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of forty (40) to sixty (60) school-based hours in the elementary classroom. 17-32 contact hours.

EDE 4943 INTEGRATED MATHEMATICS AND SCIENCE PRACTICUM .....1-2 credits

Prerequisite: EDF 3214 and the College of Education math assessment. Corequisite: EDE 4304. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both large and small group activities, particularly Math and Science. This course is designed to develop competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of forty (40) to sixty (60) school-based hours (SBH) in the elementary classroom. 17- 32 contact hours.

EDF 3214 STUDENT DEVELOPMENT AND LEARNING PRINCIPLES K-12.....2-3 credits

This course is designed to cover principles of learning and student development and their applications to learning/teaching situations. Self-concept, motivation, views of intelligence and assessment are examined with opportunities to analyze teaching/learning episodes and to develop a repertoire of teaching approaches. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at various developmental ages and stages. A minimum of 5 clock hours of observation/teaching specifically related to principles of learning and development are required. 47 contact hours.

EDF 3660 EDUCATION AND PUBLIC POLICY IN THE UNITED STATES.....3 credits

Prerequisite: Admission to the College of Education Educational Studies Program. This course is designed to study the relationship between education and public policy at the federal, state, and local levels of government. Emphasis is placed on the social, political, and economic factors that affect the development of educational public policy. 47 contact hours.

EDF 3862 INTERNATIONAL PERSPECTIVES IN EDUCATION.....3 credits

Prerequisite: Admission to the College of Education with approval from the faculty advisor or permission from the Dean. This course is designed to provide students with a global perspective of important educational issues and themes across cultures. This perspective is gained through travel to an international location that includes structured experiences in the culture. Students will be expected to compare the educational system in the United States with other nations, with a specific focus on the culture being visited. A final project that reflects on the learning experiences from the study abroad endeavor is required. A minimum of 35 field-based hours of observation/teaching specifically are required. 47 contact hours.

EDF 4430 MEASUREMENT, EVALUATION AND ASSESSMENT IN EDUCATION K-12 .....2 credits

Prerequisite: Admission to the College of Education BS program or Impact program. This course is designed to study advanced principles of measurement, evaluation and assess-

ment. Knowledge of and competencies for analyzing learner needs, instructional adaptation, differences in learner cognitive, social, linguistic, cultural, emotional and physical needs. 32 contact hours.

EDF 4490 RESEARCH IN EDUCATIONAL STUDIES.....3 credits
Prerequisite: PAD 3034 and admission to the Educational Studies BS Program. This course is designed to provide an introduction to the process of reviewing, evaluating, conducting and disseminating education research. 47 contact hours.

EDF 4780 ROLE OF THE TEACHER.....1 credit
Prerequisite: Admission to the College of Education BS program or permission of the Dean. This course is designed to help the teacher candidates learn to communicate and work cooperatively with students, families and colleagues to improve education experiences at the school and is based on indicators found in Florida Educator Accomplished Practice #11. 17 contact hours.

EDF 4781 EDUCATIONAL ISSUES FOR THE 21ST CENTURY .....2 credits
Prerequisite: Admission to the College of Education BS program or permission of the Dean. This course is a compendium of four concepts to enhance specific professional skills that are necessary for success as an educator: educational law, principles of professional conduct of the education profession in Florida as outlined in The Code of Ethics, character education and teacher resiliency. 32 contact hours.

EDF 4932 SENIOR CAPSTONE FOR EDUCATIONAL STUDIES.....4 credits
Prerequisite: Admission to the College of Education Educational Studies Program and senior standing. This course is to be taken during the student's last semester in the College of Education. This multidisciplinary course is the culminating experience with a focus on critical analysis designed to broaden students' perspectives within the social sciences, including Education. This course helps students seeking careers in non-school settings develop a more thorough understanding of the issues confronting institutions from a national or global perspective. Students will integrate knowledge and skills developed during the Educational Studies program to create an independent study such as a research project, case study, grant application, improvement plan, service learning project, etc. to explore a specific issue or problem. 62 contact hours.

EDG 3321 PAIDEIA I .....1 credit
This course is a special session centering around a specific topic designed to enhance specific professional skills: character education and counseling skills for teachers with the intent of establishing an environment of respect and rapport. PAIDEIA is the ancient Greek word for *education*. It is the process of acquiring knowledge. It is also the result of that process, that is, learning and culture. A common cultural tradition is created and renewed by generations of persons who have learned. SPC's College of Education recognizes that life in community depends on centuries of shared wisdom. 17 contact hours.

EDG 3341 EFFECTIVE STRATEGIES FOR UNDERACHIEVING STUDENTS.....2 credits
The purpose of this course is to examine the complexities of teaching in schools that qualify for free or reduced-priced meals, have high rates of teacher turnover and produce low gains in student achievement. The course will address these issues by examining historical materials and contemporary understanding of the impact of these variables on attitude, motivation, and learning. This course will engage students in both learning and teaching in that preservice teachers will acquire knowledge about teaching strategies tailored for this type of school environment and have opportunities to practice them as part of their field experience in these neighborhood schools. Field experiences required. 32 contact hours.

EDG 3410 CLASSROOM MANAGEMENT AND COMMUNICATION K-12.....2 credits
Prerequisite: EDF 3214 and Admission to the College of Education BS program or Impact program. This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes attitudes, language patterns, values, and behaviors for eliciting and maintaining student learning as well as on-task behaviors. The course also includes methods and strategies for consulting with other school professionals and parents. 32 contact hours.

EDG 3620 CURRICULUM AND INSTRUCTION.....3 credits
Prerequisite: Admission to the College of Education or permission of the Dean. This course is an introduction to major concepts, assumptions, debates, processes of inquiry, and ways of knowing within the school curriculum. Preservice teachers create coherent, meaningful learning experiences using the major philosophical foundations of education to develop learners' competence in subject matter knowledge. Preservice teachers evaluate the suitability of the content against learner intellectual, social, emotional, physical characteristics. This course is writing intensive. 47 contact hours.

EDG 4322 PAIDEIA II .....1 credit
This course is a special session centering around a specific topic designed to enhance specific professional skills. PAIDEIA is the ancient Greek word for education. It is the process of acquiring knowledge. It is also the result of that process, that is, learning and culture. A common cultural tradition is created and renewed by generations of persons who have learned. SPC's College of Education recognizes that life in community depends on centuries of shared wisdom. Professional seminars include readings, discussion, and presentations in "mental toughness" with the aim of helping future teachers manage themselves, their circumstances and students in effective ways. 17 contact hours.

EDG 4343 COGNITIVE STRATEGIES INSTRUCTION IN THE CLASSROOM.....3 credits
Prerequisite: DEP 3304 or EDF 3214. Corequisite: EDG 4943. This course is designed for middle grades pre-service teachers to develop reflective practice in the areas of communication, planning, instruction, and assessment. In this course, pre-service teachers will learn how to help middle grade learners (grades 5-9) acquire essential meta-cognitive strategies and responsible behaviors to prepare them for high school. 47 contact hours.

EDG 4943 COGNITIVE STRATEGIES INSTRUCTION IN THE CLASSROOM PRACTICUM.....1 credit
Prerequisite: DEP 3305 or EDF 3214. Corequisite: EDG 4343. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with middle and high school teachers in grades 5-9 and have an opportunity to teach both large and small group activities, particularly in the content areas of math and/or science. This course is designed to develop competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, communication, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of sixty (60) school-based hours (SBH) in a middle or high school classroom. 17 contact hours.

EEX 3012 NATURE AND NEEDS OF EXCEPTIONAL STUDENTS K-12 .....2-3 credits
This course is designed to review topics including etiology, terminology, classification, prevalence, history, behaviors and characteristics, and educational approaches of exceptional students. This course is required for state certification in all areas of elementary education and exceptional education. It includes a minimum of 10 school-based hours of observation/teaching in special education setting(s). 47 contact hours.

EEX 3101 SURVEY OF NORMAL/ABNORMAL LANGUAGE AND SPEECH DEVELOPMENT.....1 credit
Prerequisite: EEX 3012 and Admission to the Exceptional Student Education (ESED-BS) or Impact program. This course is a survey of normal language and speech development, an overview of major communication disorders and supportive strategies for classroom teachers. 17 contact hours.

EEX 3241 ORGANIZATION, CURRICULUM AND INSTRUCTION FOR EXCEPTIONAL STUDENTS.....2 credits
This course is an assessment of organization, curriculum materials, effective strategies, and technologies available to teach exceptional students. 32 contact hours.

EEX 3280 CAREER/VOCATIONAL ASSESSMENT AND INSTRUCTIONAL PLANNING .....1 credit
Prerequisite: EEX 3012 and Admission to the Exceptional Student Education (ESED-BS) or Impact program. This course will give prospective teachers an understanding of how exceptional students move successfully from the school environment to the community environment which best meets their needs. 17 contact hours.

EEX 4221 EDUCATIONAL ASSESSMENT OF EXCEPTIONAL STUDENTS .....3 credits
Prerequisites: EDF 4430, EEX 3012. This course is a study of theory and practice of informal and formal assessment of behavior and/or learning problems. Practice with evaluation instruments and strategies is a key component of the course. Use of assessment information in designing academic K-12 curriculum plans is taught. 47 contact hours.

EEX 4261 CURRICULUM & INSTRUCTION STRATEGIES FOR STUDENTS WITH BEHAVIORAL DISORDERS AND SPECIFIC LEARNING DISABILITIES.....1-4 credits
Prerequisite: EEX 3012, EEX 3241, EEX 4221, and EEX 4604. This course addresses curriculum, materials, effective strategies and technologies available to teach students with behavioral disorders and specific learning disabilities. Learning theory and strategies are analyzed and applied. This course emphasizes basic knowledge and skills for establishing and maintaining order in the classroom, problem-solving, developing social skills. It includes a minimum of ten school-based hours of observation/teaching in an exceptional educational setting(s). 62 contact hours.

EEX 4604 BEHAVIOR MANAGEMENT OF EXCEPTIONAL STUDENTS .....3 credits
Prerequisites: EEX 3012. This course is designed to prepare teachers for the educational management of exceptional students with emphasis on behavior management and consultation skills. Students will gain a basic knowledge of how to create and maintain an on-task, safe and healthy environment for learning in the exceptional education classroom as well as the inclusive classroom. 47 contact hours.

EEX 4940 INTERNSHIP: EXCEPTIONAL STUDENT EDUCATION .....12 credits
Prerequisites: Successful completion of all Exceptional Student Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve *Florida Educator Accomplished Practices* (*FEAP*s) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

EMS 4314 ADVANCED EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATION .....3 credits
Prerequisite: Admission to the Public Safety BAS program. This course is for students interested in the field of EMS administration. The focus of the course will allow the student to gain a global overview of EMS system administration and financing of EMS operations, risk management, quality improvement programs, personnel development and management. This course will foster skills to enhance the student's ability to function in an administrative setting in the EMS profession. 47 contact hours.

EMS 4315 ANALYTICAL APPROACHES TO EMERGENCY MEDICAL SERVICES (EMS) SYSTEMS.....3 credits
Prerequisite: Admission to the Public Safety BAS Program. This course is for students interested in the field of Emergency Medical Services (EMS) administration. The focus of the course will be a global overview of EMS System design and operation. The course will also incorporate research as it pertains to EMS in system management, clinical, and human performance. 47 contact hours.

EMS 4316 EMERGENCY MEDICAL SERVICES (EMS) INJURY PREVENTION AND PUBLIC HEALTH .....3 credits
Prerequisite: Admission to the Public Safety BAS Program. This course is for students interested in the field of EMS injury prevention and public health. The focus of the course will be a global overview of EMS injury prevention for EMS personnel and the community. Additionally the course will enhance the student's understanding of the role of public health and EMS. 47 contact hours.

ETI 3116 QUALITY ASSURANCE METHODOLOGY .....3 credits
Prerequisite: MAN 3504. This course covers fundamentals of quality assurance, including quality principles, understanding features for developing quality, quality models, quality management, process improvement, risk assessment and measuring for results. 47 contact hours.

ETI 3413 MANUFACTURING SYSTEMS AND PROCESSES.....3 credits
Prerequisite: MAN 3504 or ETI 1482C or permission of the Dean. This course presents the advanced machining processes, equipment, and systems used in competitive manufacturing environments. Characteristics of surface technology, micro-electronic device fabrication, quality assurance, human factors engineering, product liability, automation, and techniques of modern integrated manufacturing systems are presented. 47 contact hours.

ETI 3647 SUPPLY CHAIN MANAGEMENT .....3 credits
Prerequisite: MAN 3504 and admission to the Technology Management or International Business BAS program. This course presents the basic concepts, principles, techniques of supply chain management. Emphasis will be on the student developing a solid enterprise wide view while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic supply chain management, inventory management, and logistic management as they relate to the core aspects of the management practice. 47 contact hours.

ETI 4448 APPLIED PROJECT MANAGEMENT.....3 credits
Prerequisite: Admission to the Technology Management or International Business BAS program. The student should have a working knowledge of basic project management concepts and Project Management software tools. This course provides students with an understanding of the concepts of project management (PM) and its application in the information technology environment. Students will gain an understanding of the fundamentals of the project management framework and understand how to apply the nine project management areas – integration, scope, time, cost, quality, human resources, communications, risk and procurement management. The project management processes of initiating; planning, executing, controlling and closing used in information technology projects will be covered. Techniques suitable for management of large and small projects in business environments will be discussed. 47 contact hours.

ETI 4621 LEAN ESSENTIALS .....3 credits
Prerequisite: MAN 3504 or ETI 1482C or PLA 1763 or permission of the Dean. This course presents the basic principles, techniques, and benefits of lean manufacturing for a world-class manufacturing environment. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, supply chain management, and customer relations as applicable to manufacturing and service organizations. 47 contact hours.

EVT 3123 INSTRUCTIONAL METHODS IN MIDDLE SCHOOL TECHNOLOGY EDUCATION.....3 credits
Corequisite: EVT 3946. This course prepares pre-service educators to design, develop, implement and evaluate effective curricula materials, methods and assessments in middle school technology education. The course focuses on the selection of standards-based teaching methods and assessment strategies for specific instructional settings. Curricula will be developed using the Sunshine State Standards, Standards for Technological Literacy and Florida Curriculum Frameworks for middle school Technology Education courses. 47 contact hours. Field experiences will be incorporated into EVT 3946.

EVT 3192 FOUNDATIONS OF TECHNOLOGY EDUCATION .....3 credits
This course is an introduction to the field of technology education. State and national curriculum trends are analyzed. The International Technology Education Associations *Standards for Technological Literacy: Content for the Study of Technology* will be used extensively by students. 47 contact hours. This course also has 15 hours of school based instruction in approved public school locations.

EVT 3261 PROGRAM MANAGEMENT: TECHNOLOGY EDUCATION .....2 credits
This course covers planning, organizing, motivating and managing of the learning environment in technology education classrooms and laboratories. Topics include program standards and evaluation, record keeping, budgeting, professional development, lab safety, teacher liability, advisory committees, connections to industry and community, and student organizations. 32 contact hours.

EVT 3402C MATERIALS AND PROCESSES WITH LAB.....4 credits
This laboratory-based course is an introduction to industry processes used to form usable products from wood, metal, and composite materials. Students will study and execute a variety of industrial processes including forming, separating, fabricating, conditioning and finishing. Emphasis will also be placed on the design process and the selection of appropriate materials for specific product and structural applications. Students will become proficient processing various industrial materials and writing curriculum. This course serves as a foundation for all other laboratory courses requiring the processing of materials. Safe and efficient use of tools and machines is stressed and incorporated in all facets of the course. 92 contact hours.

EVT 3403C MANUFACTURING AND TRANSPORTATION WITH LAB.....4 credits
This laboratory-based course focuses on the control of equipment and processes with advanced technology. Students will learn about computer-aided manufacturing (CAM), computer numerical control (CNC), robotics, programmable controllers and the emerging automated transportation systems by which people, raw materials and finished products are moved. Students will engage in a variety of problem solving activities to design, produce, test, and analyze systems in each area. Safe use of manufacturing tools will be stressed in all facets of the course. 92 contact hours.

EVT 3946 INSTRUCTIONAL METHODS FOR MIDDLE SCHOOL TECHNOLOGY EDUCATION PRACTICUM .....1-2 credits
Corequisite: EVT 3123. This course is designed to give practical experiences to students through field experience in public middle school classrooms. Students will report to public middle schools as observers and instructional participants in Technology Education. These field experiences will be incorporated into classroom discussions, investigations and reports, and various strategies for probing understanding within Instructional Methods in Middle School Technology Education. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 17- 32 contact hours. This course has forty (40) to sixty (60) hours of school-based instruction in approved public middle schools.

EVT 4065 HISTORY AND PRINCIPLES OF VOCATIONAL EDUCATION .....3 credits
Access to the Internet and familiarity with email procedures are required. This course is an overview of current policies and principles in vocational education including their historical, sociological, and philosophical bases. It is one of the four courses required to complete the professional preparation requirements for newly employed industrial, technical, health occupations and public service instructors teaching in non-degree vocational programs. 47 contact hours.

EVT 4094 TECHNOLOGICAL DESIGN .....3 credits
This course provides a broad overview of the knowledge and processes of design. Students will study the technological problem solving process. Students will study the elements, principles and processes of design. Topics will include English and metric measurement, mechanical design and virtual design. Students will learn freehand technical sketching, basic elements of two-dimensional design and computer-aided drafting. Required student work will include a wide range of design problem solving and technical illustrations. 47 contact hours.

EVT 4165 CURRICULUM CONSTRUCTION: INDUSTRIAL-TECHNICAL EDUCATION .....3 credits
Access to the Internet and familiarity with email procedures are necessary. This course is one of four courses required to complete the professional preparation requirements for newly employed Industrial-Technical Education (ITE) instructors. It is designed to assist new ITE instructors, Technology Education and Business Education teachers, in constructing a comprehensive curriculum, for the program or course(s) they are teaching or will be teaching. It will focus on translating the ITE instructor's occupational knowledge and experience, the academic goals and objectives of Technology or Business Education and a coherent series of efficient and effective learning experiences for students. 47 contact hours.

EVT 4294C INFORMATION AND COMMUNICATION TECHNOLOGY WITH LAB .....4 credits
This laboratory-based course focuses on the fundamental concepts of information technology, communication design, graphics communications, digital imaging, web page, audio and video production, and desktop publishing. The emphasis is on a broad range of digital information and communications technologies and how to present them in technology education classrooms. Practical hands-on assignments will be used to reinforce learning. 92 contact hours.

EVT 4333 INSTRUCTIONAL METHODS IN SECONDARY TECHNOLOGY EDUCATION .....3 credits
Corequisite: EVT 4947. This course prepares pre-service educators to design, develop, implement and evaluate effective curriculum materials, methods and assessments in high school Technology Education. The course focuses on the selection of standards-based teaching methods and assessment strategies for specific instructional settings. Curricula will be developed using the Sunshine State Standards, Standards for Technological Literacy and Florida Curriculum Frameworks for secondary technology education courses. 47 contact hours. Field experiences will be incorporated into Instructional Methods for Secondary Technology Education Practicum.

EVT 4334 STANDARDS-BASED INSTRUCTIONAL METHODS FOR TECHNOLOGY EDUCATION .....3 credits
This course prepares out-of-field educators or in-service teachers who need recertification to design, develop, implement and evaluate effective curriculum materials, methods and assessments in middle and high school Technology Education. The course focuses on the selection of standards-based teaching methods and assessment strategies for the teacher's specific instructional setting. Curricula will be developed using the Sunshine State Standards and Standards for Technological Literacy for technology education courses. 47 contact hours.

EVT 4365 BASIC TEACHING METHODS: INDUSTRIAL AND TECHNICAL EDUCATION .....3 credits
This course is designed to assist in-service Industrial and Technical Teachers, on temporary teacher certification, to develop or expand their skill in planning and delivering effective instruction in the technical classroom and laboratory. The course focuses on the selection of teaching methods for specific instructional settings. 47 contact hours.

EVT 4407C ENERGY AND POWER SYSTEMS WITH LAB.....4 credits
This laboratory-based course is a survey of energy forms and power systems, impacts of energy choices and electrical and selected electronics principles. Students will explore emerging electrical and electronics technologies such as solar power, nano solar technology, and fuel cells in terms of their implications for global societies, industries, and future careers. Students will learn practical concepts of DC circuits, resistance, power and magnetism, AC circuits, capacitance, inductance, reactance, impedance, phase, and circuit analysis. Laboratory exercises will allow students to build and test circuits, use electronic instruments, and design and construct energy-generating and power-transforming devices. This course serves as a foundation for all other laboratory courses. Safe use of electricity and electrical equipment will be stressed in all facets of the course. 92 contact hours.

EVT 4562 VOCATIONAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS .....3 credits
Access to the Internet and familiarity with email procedures is required. This course is one of four courses required to complete the professional preparation requirements for employed Industrial-Technical Education instructors. This course provides an overview of the rationale, legal and social foundations, and characteristics of education for students with special needs. It focuses on modifying the vocational education curriculum, laboratory, shop, student outcomes, learning activities, tests, media, etc. to accommodate the unique learning needs of minority, handicapped, disadvantaged, non-traditional, and other special needs students. 47 contact hours.

EVT 4940 INTERNSHIP: TECHNOLOGY EDUCATION, 6-12 .....12 credits
Prerequisites: Successful completion of all Technology Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve *Florida Educator Accomplished Practices* (*FEAP*s) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

EVT 4947 INSTRUCTIONAL METHODS FOR SECONDARY TECHNOLOGY EDUCATION PRACTICUM .....1-2 credits
Corequisite: EVT 4333. This course is designed to give practical experiences to students through field experience in public high school classrooms. Students will report to public high schools as observers and instructional participants in technology education. Field experiences will be incorporated into Instructional Methods in Secondary Technology Education. 17-32 contact hours. This course has forty (40) to sixty (60) hours of school-based instruction in approved public schools.

FES 3015 ADVANCED FIRE ADMINISTRATION .....3 credits
Prerequisite: Admission into the Public Safety Administration BAS program. This is an executive level course introducing the student to the concepts and processes of fire service administration. The course will prepare the student for upper level fire service management. The course will focus on modern fire protection, resource management, fire prevention, and support services including intergovernmental coordination. 47 contact hours.

FES 3533 COMMUNITY FIRE AND RISK REDUCTION.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This is an executive level course introducing the student to the concepts and process of fire and risk reduction within a community. The course will prepare the student to study the community, assess community risks, develop supporting networks, develop strategies for intervention, action plans, and perform risk reduction program evaluation. 47 contact hours.

FES 3780 ANALYTICAL APPROACHES TO PUBLIC FIRE PROTECTION.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course examines tools and techniques of rational decision making in fire rescue departments, including the use of databases, statistics, probability, decision analysis, utility modeling, resource allocation, cost-benefit analysis, and linear programming. 47 contact hours.

FES 3823 PLANNING METHODOLOGY FOR HAZARD MITIGATION .....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course will provide the student with an overview of society's need for planning for disastrous situations. The lessons will discuss the best practice and proper methodologies required when developing land for farming or construction and disaster preventative measures. The course will also focus on mitigation measures which are required to reduce risk from natural and technological hazards. In addition, the course will provide the student with an understanding of interagency cooperation between emergency responders such as fire departments, police departments, and emergency medical personnel and the emergency manager to prevent or reduce injury and damage from a disaster. 47 contact hours.

FES 3833 EMERGING ISSUES IN ENVIRONMENTAL DISASTER MANAGEMENT.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course will provide the student the opportunity to analyze many man-made and natural disasters. The focal point is to infuse each disaster with the role of today's Emergency Manager. This course will examine the response of an Emergency Manager to a disaster and the subsequent impact on other agencies. In addition, students will be introduced to methodologies dealing with disasters and the integration of other emergency responders, such as fire departments, police departments and emergency medical services. 47 contact hours.

FES 4014 EVOLUTION OF EMERGENCY MANAGEMENT.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program or permission of the dean. This course examines the history and the principles establishing Emergency Management in the United States. It describes the "Four Phases of Emergency Management," relates processes to codes and laws governing Emergency Management, and examines Emergency Management and the terrorist threat. 47 contact hours.

FIN 3324 PRINCIPLES OF COMMERCIAL BANK MANAGEMENT .....3 credits
Prerequisite: FIN 3403 and admission to the Banking BAS program or permission of the Dean. This course examines the nature and role of banks and affiliated non-deposit financial intermediaries in a modern economy. The course will also cover the characteristics of a banking institution, banking structure and organization. The principles of bank accounting and financial performance systems, profitability, growth, competitive strategies and risk management will be major topics in the course. 47 contact hours.

FIN 3345 INTRODUCTION TO CREDIT ANALYSIS AND LOAN STRUCTURES .....3 credits
Prerequisite: FIN 3324, FIN 3XXX (Financial Analysis) and admission to the Banking BAS program. This course examines the nature and role of the lending process, a crucial and fundamental skill of banking professionals. The course addresses the credit analysis evaluation of retail and commercial loan applicants; the development, specification, and perfection of an appropriate loan arrangement; and the subsequent monitoring, collection, and "unwinding" activities. 47 contact hours.

FIN 3403 FINANCIAL MANAGEMENT .....3 credits
Prerequisite(s): (ACG 2001 and ACG 2011) or ACG 2021 or FIN 1000, or permission of the dean and admission to the College of Technology and Management BAS programs. College Algebra is recommended. This is an introductory course in financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning and forecasting, time value of money with analysis and computation tools, risk and rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods. 47 contact hours.

FIN 3XXX FINANCIAL ANALYSIS .....3 credits
Prerequisite: FIN 3403, ACG 2071, STA 2023, and admission to the Banking BAS program. This course examines the methods and processes necessary to assess the financial characteristics of a business entity from a lender or credit granting perspective. The course addresses the measurement, assessment, and evaluation of the short-term and long-term cash and capital requirements of a business entity. 47 contact hours

FIN 4140 FINANCIAL PLANNING .....3 credits
Prerequisite: FIN 3403 or permission of the Dean. This course examines the nature and principles of individual wealth creation and preservation. The course introduces principles for consumer financial decision making and personal money management. It will also cover the characteristics and appropriate application of modern tax, risk management and insurance, money management, investment, retirement, and estate planning tools and methods. 47 contact hours.

FIN 4244 MONEY, BANKING, AND FINANCIAL MARKETS .....3 credits
Prerequisites: FIN 3403 and admission to the Banking or International Business BAS program or permission of the Dean. This course examines the global characteristics of money, monetary policy, and such Central Banking systems as the Federal Reserve and European Central Bank systems. Students will develop a qualitative and quantitative understanding of the nature of money, interest rate dynamics, intermediation, and financial market characteristics. Students will further examine the characteristics and structures of financial institutions such as banks, insurance companies and credit unions. 47 contact hours.

FIN 4323 BANK OPERATIONS AND MANAGEMENT.....3 credits
This course will provide a managerial examination of the major operating functions of the banking industry. Emphasis will be on the student developing a solid foundation from a managerial perspective: money and interest, deposits, negotiable instruments, bank loans, mortgages, commercial lending, specialized services, security, and ethics. 47 contact hours.

FIN 4504 INVESTMENTS .....3 credits
Prerequisite: FIN 3403 and admission to the Banking BAS program. This course examines the nature of the modern capital markets, investments, and portfolio management. It is intended to blend theory with appropriate application to create strategies to achieve successful value creation. The characteristics and valuation of equity, fixed income, and derivative securities will be addressed. 47 contact hours.

FIN 4634 INTERNATIONAL BANKING AND FINANCE .....3 credits
Prerequisite: FIN 3403 and admission to the Banking or International Business BAS program or permission of the Dean. This course examines the nature of the modern international financial system, factors influencing foreign exchange rates, and international capital and monetary markets. Students will develop qualitative and quantitative understanding of fixed and floating exchange rate monetary systems, the interaction of multinational interest rates. The student will examine inflation rates and Transactions and Economic Exposure, and risk management. Students will be expected to assess and determine specific strategies to reduce foreign exchange risk in commercial and financial institutions. 47 contact hours.

FIN 4930 SPECIAL TOPICS IN FINANCE .....3 credits
Prerequisite: Admission to the Banking BAS Program or permission of the Dean. This course is an examination of unique finance topics and problems that deserve additional depth and attention as the art and science of finance and banking evolves. The student will be introduced to the foundational principles, methodologies, application, and contemporary issues surrounding the course topic. 47 contact hours.

HSA 3104 HEALTH CARE DELIVERY IN THE UNITED STATES .....3 credits
Prerequisite: Admission into the Health Services Administration BAS Program or permission of the Dean. This course explores the social, economic, political, technological, and legal forces that influence the delivery of health care in the United States. The organization, financing and delivery of health care are examined, as are the legislative and policy processes related to health care. 47 contact hours or equivalent.

HSA 3113 CONTEMPORARY ISSUES IN HEALTH CARE .....3 credits
Prerequisites: Admission into the Health Services Administration BAS program or permission of the Dean. This course is designed to introduce students to a range of issues related to health and health care in the United States. Course content will give students the opportunity to explore differing perspectives as they develop a deeper understanding of the issues and enhance their research and communication skills. The course will enable students to analyze and evaluate evidence regarding controversial issues and allow them to develop and practice skills in formulating and writing well-informed, well-articulated arguments and reflections. 47 contact hours or equivalent.

HSA 3170 HEALTH CARE FINANCE .....3 credits
Prerequisite: Admission into the Health Services Administration BAS Program or permission of the Dean. This course provides students with an overview of principle financial mechanisms in the U.S. Healthcare Industry and the critical issues the industry currently faces. Additionally, provides students with a foundation in using financial tools which will enable them to better understand health care finances and analysis within the healthcare system. 47 contact hours.

HSA 3551 ETHICS IN HEALTH CARE .....2 credits
Prerequisites: Admission into the Health Services Administration BAS program or permission of the Dean. This course will explore ethical behavior in various health care settings. Students will analyze decision making models, theories, values, and professional obligations and apply them to their roles as health care providers. 32 contact hours or equivalent.

HSA 3702 RESEARCH METHODS IN HEALTH SCIENCE .....3 credits
Prerequisite: Admission into the Health Services Administration BAS Program or permission of the Dean. This course is an overview of the role and scope of research as it relates to the support of decision making. This course develops the basic skill of critically analyzing research findings. Research methods are introduced with emphasis placed on analyzing key elements of research reports as a basis for determining the appropriateness of the research results for evidence-based health service's practice. 47 contact hours or equivalent.

HSA 4140 STRATEGIC HEALTH MANAGEMENT AND PLANNING.....3 credits
Prerequisite: HSA 3104. This course will focus on past and present interventions that affect supply and demand for health care at community, state, regional, and national levels. Health planning and regulatory entities will be presented. Strategic management and program planning in the context of current economic and market conditions will be discussed and students will formulate practical implications based on current literature. 47 contact hours or equivalent.

HSA 4184 LEADERSHIP AND MANAGEMENT IN HEALTH-RELATED ORGANIZATIONS.....3 credits
Prerequisite: Admission into the Health Services Administration BAS Program or permission of the Dean. This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal and professional behavior, communication, organization and self-examination. This course explores opportunities to develop leadership roles appropriate in Health-Related Organizations. 47 contact hours or equivalent.

HSA 4191 HEALTH INFORMATION SYSTEMS.....3 credits
Prerequisite: Admission into the Health Services Administration BAS Program or permission of the Dean. This course focuses on the theories, concepts and principles of health information systems and development of critical thinking skills for use in practice/working in health care informatics. Current trends and issues in using, designing, and managing heath care information systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care information systems. 47 contact hours or equivalent.

HSA 4502 HEALTH CARE RISK MANAGEMENT .....3 credits
Prerequisite: HSA 3104. This course focuses on the theories, concepts and principles of health care risk management and development of an integration of concepts relevant to health care risk management. Current trends and issues in using, designing, and managing health care risk management systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care risk management systems. 47 contact hours or equivalent.

HSC 3201 COMMUNITY HEALTH AND EPIDEMIOLOGY .....3 credits
Prerequisite: Admission into the Health Services Administration BAS program. This course is designed to assist students in recognizing and analyzing the interrelationships between individuals, population group, and communities in determining the health status of each. Students will explore the complex determinants of health and disease, the impact of economic, social, environmental and cultural concerns on community health status, and community organizations that help shape community health. Course content integrates concepts from behavioral, biological and natural sciences, with emphasis on epidemiology, to examine the history and foundation of community health. 47 contract hours or equivalent.

HSC 3211 CONCEPTS OF HEALTH PROMOTION AND DISEASE PREVENTION.....3 credits
Prerequisite: Admission into the Health Services Administration BAS program. This course is designed to develop student's knowledge and theoretical insight into the historical and contemporary developments, trends, fundamental concepts and strategies in Health Promotion practice and its role at local, national and international levels. Students will explore the most common theories from behavioral and social sciences that address individual motivations and obstacles to positive health behavior or behavior change, as well as social-based, organization-based and eco-social theories, including the Health Belief Model, the Theory of Planned Behavior, the Transtheoretical Model, Social Support Theory, Social Learning Theory, and Diffusion of Innovations. 47 contact hours per week or equivalent.

HSC 4910 HEALTH SERVICES ADMINISTRATION CAPSTONE .....4 credits
Prerequisites: Final Semester of program or permission of the Dean. This capstone course is designed to provide students an opportunity to apply their knowledge of a chosen professional health care or human studies role through teaching, internship, observation or work experience. This course will use selected sites on and off campus to develop the expanding role of the provider in the health and human services system. 62 contact hours or equivalent.

HUS 3XXX CASE MANAGEMENT AND PROBLEM-SOLVING IN HUMAN SERVICES .....3 credits
Prerequisite: Admission into the Health Services Administration BAS program or permission of the Dean. This course covers various needs of the human services client. Case management with children and families, elderly, chronically mentally ill, developmentally and physically disabled, and those in health care settings will be discussed. Skills in case management will be covered as well as some research on case management. 47 contact hours or equivalent.

HUS 4561 SOCIAL PROBLEMS AND POLICY .....3 credits
Prerequisite or co-requisites: HSA 3104. This course will survey the political and administrative context in which public policies are developed, implemented, and evaluated. Topics may include long-term care, gerontology, mental health, substance abuse, homelessness, child and family programs, migration/immigration, juvenile crime and criminology. 47 contact hours or equivalent.

ISM 3011 MANAGEMENT OF INFORMATION SYSTEMS .....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program. This course is an examination of information systems and their management. The student will be introduced to digital integration, managing information systems, electronic business, managing of hardware and software and designing information systems. 47 contact hours.

ISM 3232 SOFTWARE ESSENTIALS .....3 credits
Prerequisites: CGS 1100 and admission to the Technology Management BAS program. Recommended: CGS 2321. This course covers a broad range of software topics as they apply to software management and systems analysis and design. Topics include, but are not limited to programming, the systems development life cycle (SDLC), systems management, interface design and Internet technology. 47 contact hours.

ISM 3320 CORE SECURITY PRINCIPLES .....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program. This course provides the foundation of security principles and skills necessary for the successful management of information security in an organization. Students will understand the controls over hardware, media, as well as personnel responsible for utilizing an organization's information assets. The student will also become familiar with auditing and monitoring for security events. The course focuses on the physical measures and their associated procedures necessary to safeguard against damage, loss and theft. The student will be able to recognize the basic concepts of cryptography including key algorithms, distribution methods, methods of attack, and the construction and use of concepts such as digital signatures. 47 contact hours.

ISM 3324 APPLICATIONS IN INFORMATION SECURITY .....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program. This course helps develop the important security concepts relative to software application development and access control that provide the knowledge and skills necessary for the successful management of information security in an organization. Students will understand the environment where software is designed and developed as well as the critical role software plays in providing security to an organization's information systems. The course focuses on software development concepts that relate to security, and how access control methodologies fit into the entire enterprise architecture. 47 contact hours.

ISM 3330 INFORMATION SECURITY POLICY ADMINISTRATION AND MANAGEMENT .....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program. This course develops the information security knowledge and skills necessary for the successful management of information security technology in an organization. Students will understand an organization's information assets. Students will also learn how to develop and implement policies, procedures and standards as they relate to an information security plan. The course focuses on information classification, risk assessment, business continuity planning and enterprise security architecture, as well as the key concepts of enterprise information security planning and administration. 47 contact hours.

ISM 3930 SEMINARS IN TECHNOLOGY MANAGEMENT .....1 credit
Prerequisite: Admission to any BAS program in the College of Technology and Management or permission of the Dean. This course focuses on current and emerging issues in the management of technology in a modern business. Its format and topics will vary but will typically include a half-day to one-day seminar by one or more industry subject matter experts on specific technology management topics such as telecommunication, information security, system development management, etc. The requirements for each student will vary with the seminar topic. This course must be taken three (3) times for a total of three (3) credits using different seminar topics. In addition, students can take it a 4th time as an elective for 1 credit under a different seminar topic. 16 contact hours.

ISM 4212 DATABASE DESIGN AND ADMINISTRATION .....3 credits
Prerequisite: CGS 1100 or permission of the Dean and admission to the Technology Management BAS program. This course covers the essentials of database design and administration in a business environment and focuses on the skills and knowledge necessary to develop data models aligned with the requirements of business. This course also covers structured query language (SQL) and the object-oriented approach to data modeling and design. 47 contact hours.

ISM 4220 NETWORK TECHNOLOGIES FOR INFORMATION PROFESSIONALS .....3 credits
Prerequisites: MAN 3504 and one of the following: CET 2620 or CTS 2333 or CTS 1334 or CET 2489 or permission of the Dean. This course is designed to give the student an understanding of the various networking technologies and their practical application and management in a business. The course also covers the technical issues involved in designing and implementing an efficient information network for both voice and data and the its security and also covers human aspects of its management. 47 contact hours.

ISM 4301 GLOBAL INFORMATION SYSTEMS .....3 credits
Prerequisite: Admission to the College of Technology and Management BAS programs. This course addresses key management issues as they are applied to global information resources management. This course also addresses strategic global systems issues such as hardware, software, Enterprise Resource Planning (ERP), electronic business integration, security and infrastructure support for a variety of industries. 47 contact hours.

ISM 4323 SECURITY ESSENTIALS .....3 credits
Prerequisite: Basic understanding of network, database and application principles is suggested. This course includes the study of security issues: access control, authentication, authorization, and non-repudiation as well as network security, platform security, data and file security, virus detection and management, scam control and security administration. Also included are support technologies and tools such as: security gateways, firewall, certification authorities, and Public Key Identifiers (PKI) services. 47 contact hours.

ISM 4480 ELECTRONIC COMMERCE SYSTEMS AND STRATEGIES .....3 credits
Prerequisites: Admission to the Technology Management or International Business BAS programs or to the Business Technology Education BS program. This course is designed to familiarize the student with the management approach to defining and implementing e-commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC such as internationalization, electronic payment methods, Internet fraud, mobile ecommerce, and current implementation technologies. Architectures and inter-dependence (i.e. integration) of systems will be covered. 47 contact hours.

ISM 4932 SPECIAL TOPICS IN INFORMATION SYSTEMS MANAGEMENT.....3 credits
Prerequisite: Admission to the Technology Management BAS program. This course is an examination of unique information systems management topics and problems that deserve additional depth and attention as technology and information systems evolve. The student will be introduced to the foundational technologies, history, and contemporary issues surrounding the course topic. 47 contact hours.

LAE 4416 INTERMEDIATE LITERACY 3-6: WRITING AND THINKING.....3 credits
This course is an introduction to writing instruction and the best methods to use with students in grades three through six. This course will examine the development of writing instruction over the past thirty years and provide knowledge about those who have been most influential in its evolution. This course will examine, among many other things, the writing process, the use of a daily writing workshop for instructional purposes, materials to use for instructing and assessing writing, the place of literature in the writing classroom and ways to use writing to enhance thinking throughout all curriculum areas. 47 contact hours.

MAD 3107 DISCRETE STRUCTURES.....3 credits
Prerequisite: MAC 2312. This course is designed to give secondary mathematics education majors a thorough understanding of the nature and importance of mathematical proof as well as provide knowledge of a variety of discrete mathematics topics. Topics include proofs and proof techniques, direct proof, proof by cases, proof using the contrapositive, proof by contradiction, proof by counterexample, mathematical induction logical arguments, sets and relations including equivalence relations and partial orders, functions and their inverses and compositions, recursion and recurrence relations, probability, counting principles, permutations, combinations, graph theory, and trees. Special emphasis will be placed on mathematical reasoning and on connecting the central mathematical concepts contained in this course with related topics across both secondary and college-level mathematics curricula. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours. (Credit is not also given for MAD 2104.) Mathematics education majors are required to complete MAD 3107 Discrete Structures.

MAE 3166 BUILDING TRUST IN THE MATHEMATICS CLASSROOM .....1 credit
This course introduces strategies for establishing a relationship of trust in the mathematics classroom and creating a classroom environment of respect and rapport. Students will also learn techniques for producing positive student behavior. This course includes a minimum of 10 school-based hours of observation/teaching specifically related to principles of establishing a learning environment of trust, respect and rapport. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

MAE 3320 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS .....3 credits
Prerequisite: Admission to the Mathematics program (MTSED-BS) or Impact program. Corequisite: MAE 3941. This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. In this course students learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive mathematics curriculum projects for middle school students. This course is offered concurrently with MAE 3941, a one credit hour practicum in which students present their projects in middle school classroom environments. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MAE 3823 CONNECTIONS THROUGH ALGEBRAIC THINKING .....4 credits
Prerequisite: DEP 3305. This course is designed to develop a background for the middle school mathematics teacher that will enable the teacher to understand the relationship between the brain and learning, the meaning of conceptual change, some of the history of symbolic language, the geometric terms used for shapes and simple relationships, the significance of readiness for abstract thought and the importance of variety in teaching through presentations that utilize technology and connections to out-of-school experiences. The course will emphasize the constructivist approach and the teaching of solving problems mathematically. The course will utilize National Council of Teachers of Mathematics (NCTM) standards and Sunshine State Standards (SSS) in problem solving in algebraic and geometric applications as well as applications with basic numerical operations. 62 contact hours.

MAE 3941 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS PRACTICUM.....1 credit
Prerequisite: EDF 3214. Corequisite: MAE 3320. This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This practicum accompanies Interactive Middle School Mathematics Projects and provides students with opportunities to present their interactive curriculum projects to middle school students in local area school districts. Project presentations will be coordinated with in-service middle school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Students spend a minimum of forty (40) to sixty (60) school-based hours in the middle school classroom. 17 contact hours.

MAE 4330 INSTRUCTIONAL METHODS IN SECONDARY MATHEMATICS WITH TECHNOLOGY.....3 credits
Prerequisite: Admission to the Mathematics BS program (MTSED-BS) or Impact program. Corequisite: MAE 4942. This course is designed for students who are majoring in secondary mathematics education and is offered concurrently with Instructional Methods in Secondary Mathematics and Technology Practicum. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of secondary mathematics. It also incorporates appropriate technology to support the learning of mathematics. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MAE 4642 ASSESSING COGNITIVE AND AFFECTIVE ISSUES IN LEARNING MATHEMATICS.....2 credits
Prerequisite: EDF 3214. This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This course assesses research-based evidence of cognitive and affective factors that impede or enhance learning (e.g., learner characteristics, what makes learning a particular concept difficult, teaching methodologies for specific areas of content) and applies this evidence to the teaching of mathematics. It emphasizes pedagogical reflection and problem solving by means of active learning strategies, physical and visual materials, print and electronic resources and effective questioning and communicating. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 32 contact hours.

MAE 4940 INTERNSHIP: SECONDARY MATHEMATICS EDUCATION, 6-12.....12 credits
Prerequisites: Successful completion of all Secondary Mathematics Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve *Florida Educator Accomplished Practices* (*FEAP*s) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

MAE 4942 INSTRUCTIONAL METHODS IN SECONDARY MATHEMATICS WITH TECHNOLOGY PRACTICUM .....1 credit
Corequisite: MAE 4330. This course is designed for students who are majoring in secondary mathematics education and is offered concurrently with Instructional Methods in Secondary Mathematics with Technology. This course provides students with opportunities to apply the knowledge of teaching methods,

techniques, and strategies learned in Instructional Methods in Secondary Mathematics with Technology. There are forty (40) to sixty (60) school-based hours of teaching/observation required and will be coordinated with in-service high school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

MAE 4943 INTERNSHIP: MIDDLE GRADES MATHEMATICS EDUCATION 5-9 .....12 credits
Prerequisites: Successful completion of all Middle Grades Mathematics, 5-9 Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

MAN 3240 APPLIED ORGANIZATIONAL BEHAVIOR .....3 credits
This course will provide a broad overview of organizational functioning. This will include basic management, individual differences, diversity, communication, motivation, team building, leadership and the dimensions of organizational structure, design, culture and change. 47 contact hours.

MAN 3301 PUBLIC PERSONNEL MANAGEMENT .....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program or permission of the Dean or admission to the EDST-BS Program. This course will provide the student an examination of the services that are provided by a manager of a human resources department. The student will be introduced to the legal issues associated with personnel management, staffing, development, compensation and benefits, and labor relations. 47 contact hours.

MAN 3303 LEADERSHIP AND MANAGEMENT PRACTICES .....3 credits
Prerequisite: Admission to the Technology Management or International Business or Banking BAS program or permission of the Dean. This course presents the basic concepts, principles, and techniques of business leadership. Emphasis will be on the student developing a solid leadership foundation while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as it relates to the core aspects of the management practice. 47 contact hours.

MAN 3503 MANAGERIAL RISK ANALYSIS AND DECISION MAKING .....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course covers a framework for making decisions, as well as understanding how these decisions can be used to manage risk. Managers need to understand how they personally value risk in order to recognize the potential impact their behavior may have on organizations and stakeholders. This course will study approaches that students may develop and apply decision making and risk analysis to solve problems in different operating environments. 47 contact hours.

MAN 3504 OPERATIONS MANAGEMENT .....3 credits
Prerequisites: (CGS 1100) and admission to the Technology Management or International Business BAS programs or to the Business Technology Education BS program. This course helps the student understand the entire enterprise and the role of operations management in an organization. Students will understand how to identify key factors impacting decisions and will be exposed to analytical tools to aid in decision making. 47 contact hours.

MAN 3534 BUSINESS ARCHITECTURE AND PROCESS MODELING .....3 credits
Prerequisite: Admission to the Technology Management or International Business BAS program. This course focuses on the definition and building of effective business models. It includes process design and business process reengineering as well as business practices in process modeling. Issues addressed in the course include business event identification and response, process modeling, process diagramming and validation, as well as conceptualization to implementation of effective business processes and process reengineering. 47 contact hours.

MAN 3600 INTERNATIONAL BUSINESS.....3 credits
Prerequisites: Admission to the Technology Management or International Business BAS programs or to the Business Technology Education BS program. This course will provide a broad overview of management practices from an international perspective. This will include international management, strategic analysis and planning in a global setting, implementation and control of businesses and managing technology components to meet the challenges of globalization. Emphasis will be on addressing issues and opportunities that managers face when managing multinational multicultural organizations. 47 contact hours.

MAN 3786 SUSTAINABLE ENTERPRISE PLANNING .....3 credits
Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course introduces students to assessment tools, design and construction considerations, and operating planning requirements for sustainable enterprises. Students will learn about the ecological and economic benefits of sustainability/green practices. Additionally, they will learn how product, process, and service decisions affect sustainable enterprise concepts. Today's enterprises focus on social and environmental challenges, marketing, supply chain decisions, recycling, reusing, reconditioning, and other product and service decisions in order to realize a competitive advantage. This course will focus on best practices, case studies, evolving trends, and experimental efforts regarding sustainable/green systems. 47 contact hours.

MAN 3802 PRINCIPLES OF ENTREPRENEURSHIP.....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course provides an overview of the multiple elements associated with starting and operating a small business. There will be a wide range of fundamentals covered, including: identifying needs of the marketplace, researching and assessing market opportunities, identifying and analyzing risk, creating a value proposition, designing an introductory marketing platform, obtaining financing, cash flow strategies, operating a small business, growing a small business and relevant best practices. 47 contact hours.

MAN 3860 PHILANTHROPY AND THE MANAGEMENT OF THE NOT-FOR-PROFIT (NFP).....3 credits
Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide the student with an introduction to the principles of philanthropy and the history of the creation of not-for-profit organizations. Attention will be given to strategic planning as an essential executive management tool for the growth and survival of not-for-profit organizations. This includes the understanding of the purpose of a strong mission and vision statement. Also, students will be introduced to the role of a board of trustees and the importance of volunteer management. Attention will also be given to the executive manager's role in evaluating, setting, and implementing financial goals for the organization's sustainability. This course includes a brief introduction to the most common types of fund development plans. 47 contact hours.

MAN 3861 MANAGEMENT OF THE FUND DEVELOPMENT PROCESS IN NOT-FOR-PROFIT (NFP).....3 credits
Prerequisite: MAN 3860 and Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide students with a comprehensive introduction to fund-raising strategies and tools of not-for-profit organizations. The elements of institutional readiness for fund raising will be examined with attention to the role of the board of trustees and volunteers, policies and procedures, and the master plan of the organization. The place of public relations and marketing, as well as the participation of non-development managers in the fund-promotion effort, will be considered. The annual giving program will be introduced as the foundation of mission-driven, volunteer-powered fund development. Fund raising from foundations and corporations will be reviewed with special focus on the preparation of funding proposals. Major investments by donors in the institution's mis-

sion, in terms of special purpose major gifts and gift planning will be reviewed, and issues of fund development management and efficiency will be examined. 47 contact hours.

MAN 3930 SEMINARS IN BUSINESS AND MANAGEMENT.....1 credit
Prerequisite: Admission to any BAS Program in the College of Technology and Management, or permission of the Dean. This course focuses on current and emerging issues in business and management. Its format and topics will vary but will typically be a full day or a half-day seminar conducted by one or more industry subject-matter experts who will address a specific business and management topic such as financial markets, international trade, human resources, cultural issues, or economic subjects, etc. The requirements of each student will vary with the topics in question. This course may be taken 3 times for a total of 3 credits using different seminar topics. 16 contact hours.

MAN 3949 COOPERATIVE WORK EXPERIENCE IN COLLEGE OF TECHNOLOGY MANAGEMENT.....3 credits
Prerequisite: Senior standing and faculty advisor/co-op coordinator or Dean's approval. This course provides a mechanism to earn credit for relevant work experience, on the job. Those already working in the field can earn credit for their on-the-job training and effort. Students will be required to complete a portfolio and make a presentation to earn this credit. The equivalent of three months full-time work is required. The portfolio of work will be reviewed by a faculty member for relevance to the studies, nature/quality of the work and the student's individual contributions. This course can be taken for a total of 6 credits, but only 3 credit hours will be used for elective credit toward the degree in College of Technology and Management. Co-op credits over and above three credit hours are elective credits, but do not count towards the minimum. 120 hours needed for the BAS degree.

MAN 3XX1 SUSTAINABILITY IN THE NATURAL ENVIRONMENT AIR, WATER, LAND, CLIMATE AND BIODIVERSITY .....3 credits
Prerequisites: General Education science requirement (Environmental Science, Chemistry, Biology, Tropical Ecology, Earth Science, Geology, Meteorology, or Oceanography) and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of principles of sustainability regarding the natural environment. Topics covered include effects and mitigation of air, land, and water pollution, soil erosion and resource extraction, climate change, and threats to biodiversity. 47 contact hours.

MAN 3XX2 SUSTAINABILITY IN THE BUILT ENVIRONMENT: GREEN CONSTRUCTION AND URBAN PLANNING.....3 credits
Prerequisite: ARC 2461 and MAN 3786 and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts of green construction methods and urban planning. Topics covered include sustainable building construction techniques, sustainable neighborhood development, and sustainable urban practices in future land use planning, transportation design, recycling, storm water, and waste management. 47 contact hours.

MAN 3XX3 SUSTAINABLE BUSINESS STRATEGIES.....3 credits
Prerequisites: Admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts, tools, and techniques to build and operate a sustainable organization. Topics covered include the role of leadership in sustainability, organizational design issues, capital investment, costing, and risk management systems, incentives and rewards, measurement of social, environmental, and economic impacts, green marketing concepts, and internal and external reporting. 47 contact hours.

MAN 4061 CORPORATE SOCIAL RESPONSIBILITY.....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course will introduce the student to business ethics as a process of responsible decision making in the workplace. The student will analyze various ethical issues and dilemmas that face corporations today to provide the student a basic foundation tin business ethics. The student will build an ethical decision making model based on an acquired understanding of corporate social responsibility. 47 contact hours.

MAN 4102 MANAGING CULTURAL DIVERSITY.....3 credits
Prerequisite: Admission to the Technology Management or International Business BAS program. This course presents the basic concepts, principles, and techniques associated with leading cultural diversity in the global marketplace. Emphasis will be on the students developing an understanding of the interplay between leadership, cultural diversity, and the global business models. Students will also gain an understanding of how these concepts relate to and are applied in regional markets like Asia, Latin America, Europe, Africa, and the Middle East. 47 contact hours.

MAN 4520 QUALITY MANAGEMENT (SIX SIGMA).....3 credits
Prerequisites: MAN 3504 or PLA 1763 or permission of the Dean. This course presents the advanced concepts, principles, and techniques of Six Sigma Methodology. Emphasis will be on students developing a solid philosophical, conceptual, and practical view of Six Sigma methodologies as they are applied to the business objectives. This course will create greater understanding of the concept of Six Sigma, through methodology, organizational roles, and improvements in the organization. 47 contact hours.

MAN 4570 INTERNATIONAL PROCUREMENT AND OUTSOURCING.....3 credits
Prerequisite: MAN 3540 and Admission to the Technology Management or International Business BAS program. This course presents the basic concepts, principles, and techniques of procurement and outsourcing. Emphasis will be placed on students developing a basic knowledge set while centering them in the real themes, demands, and opportunities of an evolving and dynamic international business environment. This course will incorporate basic principles of procurement and outsourcing as they relate to the core aspects of international management practices. 47 contact hours.

MAN 4584 PROCESS IMPROVEMENT METHODOLOGIES.....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program. This course presents the basic principles and techniques used to manage process improvement. Today's managers need to understand how to engage people in process improvement, as well as how to critically understand and apply the associated methodologies. Process improvement is complicated and dynamic, encompassing a variety of approaches traditionally recognized as Total Quality Management (TQM), Lean, Six Sigma, Balanced Scorecard, and many others. The potential benefits of process improvements create not only lucrative opportunities for today's organizations, but they are a necessity for survival in the competitive world marketplace. Businesses must be able to better manage and control their process improvements in order to achieve their strategic objectives. 47 contact hours.

MAN 4625 MANAGING GLOBAL HUMAN RESOURCES.....3 credits
This course focuses on addressing the issues and strategies of managing the human resource (HR) areas of transnational firms. This will include comprehending local employment laws, adapting HR management practices to local situations, understanding how to effectively recruit, develop and train talent in global enterprises, reviewing performance appraisals and addressing labor relations in multinational organizations. 47 contact hours.

MAN 4720 STRATEGIC MANAGEMENT AND POLICY .....3 credits
Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course will provide the student with the basic knowledge needed to craft, implement and execute strategies for managing a business enterprise. It provides also the opportunity for the student to understand how developing strategic management goals and plans will impact the company's competitive advantage and strategic resource fit within specific industries. Another area that will be covered is an overview of culture leadership with strategy and culture. 47 contact hours.

MAN 4787 ENERGY AND ENVIRONMENTAL TECHNIQUES.....3 credits
Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This

course introduces students to how organizations can deal with societal challenges associated with energy and the environment. This course is intended for students with little or no background in science or mathematics, and will focus on organizational applications and opportunities for sustainability/green initiatives. This will include availability and cost requirements of energy, as well as the effects of energy use on our environment. Students will explore organizational energy and environmental models that are increasingly overlapping in the global marketplace. This course will highlight applications and opportunities for today's managers to link operating decisions to environmentally and energy focused practices. 47 contact hours.

MAN 4788 SUSTAINABILITY AND ENVIRONMENTAL ISSUES .....3 credits

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course integrates social and environmental values in a management context in order to further the student's understanding of human, natural, and financial sustainability issues The student will evaluate sustainability and environmental philosophies on a broad scale. The student will understand international policies and regulations, human welfare, politics, environmental racism, hazardous waste and pollution, global warming, and other key sustainability/green issues. The student will work to develop skills in conducting cost-benefit, payback, and life cycle analysis to justify projects and evaluate their impact on sustainability/green issues. By increasing the student's understanding, he or she will be better prepared to direct a company, community, or country in ways that restore and enhance stakeholder value while insuring the continued sustainability of the environment as a whole for current and future generations. 47 contact hours.

MAN 4801 BUSINESS PLAN STRATEGIES .....3 credits

Prerequisites: Admission to the College of Technology and Management BAS program or permission of the Dean. In addition, MAN 3802 is strongly recommended. This course will provide a broad overview of the process and procedures of creating a business plan. This includes analyzing the strategic issues when starting a new firm or expanding a current firm. The student will plan and implement the components of a business plan based upon this research and analysis. This plan may be used as a basis for a Capstone project or a real-life entrepreneurial event. 47 contact hours.

MAN 4862 ADVANCEMENT STRATEGIES FOR NOT-FOR-PROFIT (NFP) SUCCESS.....3 credits

Prerequisite: MAN 3861 and Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide the student with tools for financial and strategic management of not-for-profit organizations. Students will study and learn how to maintain, build and advance the objectives of the not-for-profit organization. Considerable attention will be given to the budget and financial statement as tools of advancement and control. The student will learn the importance of evaluating, setting and implementing financial goals. Attention will be given to management tools and organizational tools that are necessary for employee and volunteer retention, constituent retention and advancement, public awareness, lobbying, and grant management. The importance of continuous program evaluation and accountability will be emphasized. 47 contact hours.

MAN 4863 FACILITIES AND PROPERTY MANAGEMENT.....3 credits

Prerequisite: Admission into the Public Safety Administration BAS Program. This course is designed to provide the student the basic principles of facility management (FM) including the evolution of FM theories, and the role and impact of FM in today's workplace. Included in this course is a discussion of organizational models, FM roles and responsibilities, design and construction, space and asset management, technology, the placement of FM within the organization, FM as it relates to strategic planning within the organization, FM performance measures, benchmarking, operations and maintenance, and financial management. 47 contact hours.

MAN 4900 SENIOR CAPSTONE PROJECT IN MANAGEMENT AND ORGANIZATIONAL LEADERSHIP.....3 credits

Prerequisite: The student must have completed all major (core) courses, with a grade of "C" or better, in the Management and Organizational Leadership Program or permission of the Dean. This capstone course will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with management and organizational leadership issues of today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4910 SENIOR CAPSTONE PROJECT IN BANKING.....3 credits

Prerequisite: Student must have completed all major (core) courses in the Banking BAS Program or permission of Dean. This course provides the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the College. It provides the student the opportunity to develop a plan to solve a problem dealing with current banking issues. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4915 SENIOR CAPSTONE PROJECT IN TECHNOLOGY MANAGEMENT.....3 credits

Prerequisite: The student must have completed all major (core) courses in the Technology Management Program or permission of the Dean. This is the capstone course for the Technology Management program. It will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with technology management issues today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4934 SENIOR CAPSTONE PROJECT IN INTERNATIONAL BUSINESS.....3 credits

Prerequisite: Completion of intermediate foreign language requirement and completion of all major (core) courses in the International Business BAS Program or permission of dean. This course is the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with current international management issues. The student will choose one major plan to address the problem in detail. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4935 SPECIAL TOPICS IN MANAGEMENT CONCEPTS.....3 credits

Prerequisite: Admission to the International Business BAS program. This course is an examination of unique management topics and problems that deserve additional depth and attention as the art and science of management evolves. The student will be introduced to the foundational philosophies, history, and contemporary issues surrounding the course topic. 47 contact hours.

MAN 4XX1 CHANGE AND INNOVATION MANAGEMENT.....3 credits

Prerequisite: ETI 3116, ETI 3647, or MAN 4584 and admission to the College of Technology and Management. This course is intended to provide an overview of concepts and strategies for change management and diffusion of innovation. Topics covered include innovation processes, technology forecasting, organizational development, synectics, reengineering, diffusion of innovations theory, social epidemic theory, learning organization, and change implementation strategies. 47 contact hours.

MAN 4XX2 SUSTAINABLE BUDGET MANAGEMENT TRIPLE BOTTOM LINE ANALYSIS.....3 credits

Prerequisites: MAN 3786 and MAN 3XX3 (Sustainable Business Strategies) and admission to the Sustainability Management BAS program. This course is intended to develop students' knowledge and skills in environmental budget analysis, triple bottom line evaluation and reporting, and the economics of sustainability. 47 contact hours.

MAN 49XX SENIOR CAPSTONE PROJECT IN SUSTAINABILITY MANAGEMENT ..... 3 credits

Prerequisite: The student must have completed all major (core) courses, with a grade of "C" or better, in the Sustainability Management BAS Program or permission of the Dean. This capstone course will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with sustainability management issues of today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 45 contact hours.

MAR 3802 MARKETING FOR MANAGERS ..... 3 credits

Prerequisite: Admission to the Technology Management or International Business or Banking BAS or Management and Organizational Leadership BAS programs or to the Business Technology Education BS program or permission of the Dean. This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services. 47 contact hours.

MAR 4413 SALES, NEGOTIATING, AND CUSTOMER RELATIONSHIP MANAGEMENT ..... 3 credits

Prerequisite: Admission to the Banking BAS program or permission of the Dean. This course focuses on addressing the issues, processes and strategies related to professional selling and sales management. This is a comprehensive course in the art of selling, focusing on relationship building, negotiating and sales management. Various techniques will be explored, including prospecting, lead management, product introduction, negotiation, closing strategies and relationship management. 47 contact hours.

MAR 4424 INTERNATIONAL SALES AND MARKETING ..... 3 credits

Prerequisite: Admission to the Technology Management or International Business BAS program. This course focuses on addressing the issues and strategies of managing the sales areas of transnational firms. A comprehensive course in sales focusing on the "fundamentals" of selling, learning the differences of team selling, consultative selling, selling techniques, sales planning, selling strategies (including strategic alliances), time management, territory management, sales management, client management, customer relations, and options in developing a sales organizational structure in global enterprises. 47 contact hours.

MAR 4613 MARKETING RESEARCH ..... 3 credits

Prerequisite: Admission to the Technology Management, International Business or Banking BAS program or permission of the Dean. This course focuses on addressing the issues, methods and strategies associated with the collection, management, analysis and dissemination of information for use in domestic and global marketing decisions. The core focus will be on primary *(quantitative & qualitative)* and secondary research methodologies, including problem identification, methodology design, sampling planning, questionnaire design, fieldwork implementation, data processing, data analysis and data presentation. 47 contact hours.

MAR 4836 CONCEPT AND PRODUCT DEVELOPMENT ..... 3 credits

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will illustrate the numerous aspects involved with establishing bona-fide product concepts for newly established entrepreneurs. Included will be an in-depth review of how micro- and macro-econometric modeling and predictive marketing research models are created and used in consumer and business-to-business markets. Specific areas of focus include problem-solution relationships, innovation, idea generation, concept transition, test marketing, commercialization and branding. 47 contact hours.

MAS 3105 LINEAR ALGEBRA WITH APPLICATIONS ..... 4 credits

Prerequisites: MAC 2312. This course is designed for students who are majoring in secondary mathematics education, mathematics, science or engineering. This course provides a thorough treatment of linear algebra using a matrix-oriented approach. Major topics include: matrices, systems of linear equations, linear transformations, determinants, eigenvectors and eigenvalues, vector spaces, subspaces, inner product spaces, and orthogonality. Emphasis is on gaining a deep understanding of the subject matter through the use of technology and application projects; emphasis is also given to development of algebraic reasoning abilities in analyzing conceptual relationships. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. (Credit is not also given for MAS 2103.) 62 contact hours.

MAS 4203 NUMBER THEORY ..... 3 credits

Prerequisites: MAC 2312. This course is designed for students who are majoring in secondary mathematics education, mathematics, science or engineering. This course offers an investigative approach to number theory in which students develop their capacity to formulate conjectures and explore their ideas and inquiries through the use of technology. Formal proofs are constructed in order to develop concepts in number theory. Major topics include: divisibility, the Euclidean algorithm, Diophantine equations, factorization, the Fundamental Theorem of Arithmetic, prime numbers, congruences, and number-theoretic functions. Emphasis is on gaining an understanding of the nature of mathematical thinking and learning. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. This course is required for Mathematics Education majors. 47 contact hours.

MAS 4301 INTRODUCTORY ABSTRACT ALGEBRA ..... 3 credits

Prerequisites: MAS 3105. This course is designed for students majoring in secondary mathematics education, mathematics, science or engineering. This course presents an introduction to the basic structures of abstract algebra with the aim of connecting these structures to high school mathematics curricula. Major topics include: groups and subgroups, permutations and symmetries, properties of the integers, rings and subrings, ideals, integral domains, and fields. Emphasis is on developing understanding through active investigation of the concepts presented. Emphasis is also given to development of algebraic reasoning abilities in analyzing conceptual relationships. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MGF 4301 TRANSITION TO ADVANCED MATHEMATICS ..... 3 credits

Prerequisite: MAD 3107 and MAS 3105. This course is an introduction to the axiomatic nature of mathematics through topics in areas such as set theory, relations, functions, algebra, and analysis. The rigor of precise definitions, theorems, and proofs will be emphasized. 47 contact hours.

MHF 4404 PERSPECTIVES IN MATHEMATICS ..... 3 credits

Prerequisites: Fourth-year (senior) standing. This course is designed as a capstone course for those students who are majoring in secondary mathematics education. This course consists of readings in the history and philosophy of mathematics and in current issues involving mathematics and society. Contributions from mathematicians such as Archimedes, Cardan, Descartes, Diophantus, Euler, Fermat, Galileo, Gauss, Leibniz, al Khwarizmi, Newton, Noether and Ramanujan are discussed. Emphasis is given to how mathematics relates across disciplines as well as mathematical connections within the discipline; fundamental ideas of high school mathematics are examined from an advanced standpoint. This is a writing-intensive course in which each student develops a portfolio of resources for continuing growth. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MTG 3212 MODERN GEOMETRIES ..... 4 credits

Prerequisite: MAC 2311. This course is designed for in-service middle and high school teachers and for students who are

majoring in secondary mathematics education. This course presents the axioms, basic concepts, proofs and constructions of Euclidean geometry involving line segments, angles, triangles, polygons, circles, parallel lines and similarity. Constructions are made using both compass and straightedge and interactive geometry software. The course also presents basic concepts of non-Euclidean geometries including hyperbolic and spherical. Emphasis is on using technology to make conjectures and discoveries concerning geometrical relationships and then constructing proofs to verify the relationships. Each student will develop an electronic portfolio of course projects and accomplishments incorporating appropriate Florida Educator Accomplished Practices. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 62 contact hours. Mathematics education majors are required to complete MTG 3212.

NUR 3066C HEALTH ASSESSMENT AND PHYSICAL APPRAISAL.....4 credits
Prerequisites: NUR 3125, NUR 3145. This course focuses on client assessment, health risks and formation of nursing diagnoses and health teaching. Emphasis is on the process of client interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span. Application of pathophysiological concepts is required. 75 contact hours.

NUR 3125 PATHOPHYSIOLOGY.....3 credits
Prerequisite or Corequisite: NUR 3805. This course focuses on cellular alterations in organ systems as they relate to selected disease states that impact the health of people as holistic beings. Special emphasis is on critical thinking and decision making related to these alterations in homeodynamic balance, their presentation and implications for nursing practice. 45 contact hours.

NUR 3145 PHARMACOLOGY IN NURSING PRACTICE .....2 credits
Corequisites: NUR 3805, NUR 3125. This course builds on essential concepts and principles of pharmacology as applied in the nursing management of client care. Major concerns in health care include medication errors and medication reconciliation. Improvement in delivery processes to improve safety and quality of care thereby improving client outcomes is the focus of many regulatory agencies. This course will highlight issues in pharmacology and provide the student with basic knowledge for client care and education. This course will specifically address aspects of pharmacology related to the assessment and management of symptoms across the lifespan by providing the student with the in depth knowledge regarding the administration of pharmacologic therapies, the management of physical and psychological symptoms related to disease and treatment, and education related to safe and effective use of pharmacologic agents. 30 contact hours.

NUR 3178 COMPLEMENTARY/INTEGRATIVE HEALTH AND THERAPIES.....2 credits
Prerequisites: Admission to the RN-BSN program or permission of the Dean. This elective course consists of an overview of the field of Complementary/Integrative Health that explores health and healing as related to the physical, mental, emotional and spiritual levels of consciousness and reviews current therapies in the field. The focus is to expand one's awareness of integrative ideas and approaches for healing and to explore evidence for their effectiveness. Topics vary according to instructor and student interest. 30 contact hours.

NUR 3288 SPECIAL TOPICS IN GERONTOLOGICAL NURSING .....2 credits
Prerequisite: Admission to the RN-BSN program or permission of the Dean. This elective course provides opportunities to explore special topics related to the aging process and care of the aging population in acute care and community settings. 32 contact hours.

NUR 3290 EMERGENCY DEPARTMENT NURSING .....2 credits
Prerequisite: Registered Nurse status. The focus of this 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 3295 CRITICAL CARE NURSING .....3 credits
Prerequisite: Registered Nurse status and documented competencies of NUR 3299. The focus of this 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 3298 ECG INTERPRETATION FOR HEALTH CARE PROFESSIONALS.....2 credits
Prerequisite: R.N. status or permission of the Dean. This 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 3299 PROGRESSIVE CARE NURSING.....4 credits
Prerequisite: R.N. status and documented competencies of NUR 3298. The focus of this 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 3655 NURSING IN A MULTICULTURAL SOCIETY.....3 credits
Prerequisite or corequisite: NUR 3125, NUR 3145, NUR 3066C. This course provides an examination of personal values, cultural beliefs and practices of selected cultural groups that contribute to the holistic nature of each group member. The focus is on communication and cultural responses to health and illness as they influence the homeodynamic balance of individuals, families and their communities. Nursing interventions that integrate varying cultural health practices are acquired. 45 contact hours.

NUR 3758 END-OF-LIFE CARE.....2 credits
Prerequisites: Admission to the RN-BSN program or permission of the Dean. This course will provide an overview of the issues related to providing end-of-life care. Although end-of-life care emphasizes a team approach, this course will focus on nursing interventions commonly used. Topics to be covered include symptom management including pain control, psychosocial needs of the patient and family, spiritual care, advance directives, and meeting the needs of the caregiver. 30 contact hours.

NUR 3784 INFECTIOUS DISEASE AND SEPSIS .....3 credits
Prerequisite: RN status or admission to the BSN program or permission of the Dean. This course focuses on infectious disease in individuals across the lifespan. Infectious disease processes and the body's responses are included. Principles of prevention, treatment, and control of infectious diseases for nurses are provided. 47 contact hours.

NUR 3785 INFECTION CONTROL FOR HEALTHCARE SETTINGS .....3 credits
Prerequisite: RN status or admission to the BSN program or permission of the Dean. This course examines infection control in healthcare settings with a focus on acute care facilities. Trends and issues regarding infectious disease in hospitals are included. Infection control strategies as well as the roles and responsibilities of infection control professionals are provided. 47 contact hours.

NUR 3786 COMMUNICABLE DISEASE PREVENTION AND CONTROL .....3 credits
Prerequisite: RN status or admission to the BSN program or permission of the Dean. This course focuses on communicable diseases with public health impact at the local, national and international levels. The epidemiology of infectious disease and the role of infection control professionals are included. Principles, practices and ethics of communicable disease prevention and control are discussed. 47 contact hours.

NUR 3805 PROFESSIONAL ROLES AND DIMENSIONS OF NURSING PRACTICE.....3 credits
Prerequisite: Admission to the BSN Program. This course encompasses an introduction to the history, trends, issues, and evolution of the nursing profession. The course includes an overview of selected nursing theorists and professional nursing practice in the changing health care delivery system. Opportunities will be presented that provide for the development of further socialization into the professional role of nursing. 45 contact hours.

NUR 3826 LEGAL AND ETHICAL ASPECTS OF NURSING.....3 credits
Prerequisites: NUR 3805. This course is an assessment of ethical and legal issues confronting nurses and other health care providers in a variety of settings. The course focuses on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care. 45 contact hours.

NUR 3833 FUNDAMENTALS OF QUALITY MANAGEMENT.....2 credits
Prerequisites: Admission to the RN-BSN program or permission of the Dean. This course provides an overview of Quality Management Principles useful in the health care setting and other related settings. The focus is on understanding the origins and history of quality principles, the development of models and their application to consumer and organizational concerns. Skills utilizing quality applications in process improvement and problem solving are acquired. 30 contact hours.

NUR 3834 INTRODUCTION TO RISK MANAGEMENT .....2 credits
Prerequisites: Admission to the RN-BSN program or permission of the Dean. This course provides an overview of risk management and is designed to offer those who wish to move into a risk management position a basic understanding of the management of risk and its integration into strategic and operational planning. The focus is on gaining a fundamental understanding of the categories of risk; the techniques used to minimize risk; and the components of a risk management program. Topics to be covered include liability, property loss exposures, safety and accident prevention. 30 contact hours.

NUR 3905 INDEPENDENT STUDY IN NURSING.....1-3 credits
Prerequisites: Permission of the Dean. This course may be taken to satisfy nursing elective credits required for graduation. It provides an opportunity for an individual or small group of students to systematically investigate, under faculty guidance, selected topics relevant to the health needs of individuals or groups. It may involve a case study or other project that provides an opportunity for increasing breadth or depth of knowledge or skill. 15-45 contact hours.

NUR 3906 INDEPENDENT STUDY IN CLINICAL NURSING.....1-3 credits
Prerequisites: Permission from instructor. This course may be taken to satisfy nursing elective credits required for graduation. It provides an opportunity for an individual student to systematically investigate, under faculty guidance, nursing roles in selected clinical settings. 15-45 contact hours.

NUR 4165 INTRODUCTION TO NURSING RESEARCH.....3 credits
Prerequisite: NUR 3805 and STA 2023 or equivalent. This course is an overview of the skills needed to read, understand, evaluate, and use nursing research. This course focuses on research methods and the identification of researchable nursing problems. 45 contact hours.

NUR 4606 NURSING OF THE FAMILY.....3 credits
Pre or Corequisite: NUR 3066C, NUR 3655. This course focuses on the nurse's role in managing the holistic health care of individuals and families with bio-psychosocial disruptions. Emphasis is on the nursing process and principles from nursing, physical and behavioral sciences to enhance knowledge development necessary for the promotion of client/family well-being throughout the life span. 45 contact hours.

NUR 4636 COMMUNITY HEALTH NURSING THEORY.....3 credits
Prerequisite: NUR 3805, NUR 3066C, NUR 3655, NUR 4606. This course focuses on the holistic nursing role in the community. Emphasis is on concepts and theories related to community health nursing. Special attention is given to the community as client with emphasis on health promotion/disease prevention and teaching of groups in community settings. 45 contact hours.

NUR 4636L COMMUNITY HEALTH NURSING PRACTICUM.....4 credits
Prerequisite or Corequisite: NUR 4636. This course offers opportunities to practice the principles and theory of community health nursing in a variety of health care settings. Included are the identification of health care needs of the community as a client, and the nurse's role as a facilitator, teacher, and evaluator in promoting and maintaining health and wellness. 60 contact hours.

NUR 4835 LEADERSHIP THEORY.....3 credits
Prerequisite: NUR 4636L. Co- or Prerequisite: NUR 4165. This course includes a focus on theories, concepts, and principles of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management, the different types of organizations delivering health care, outcomes management, and analysis of current research findings. 45 contact hours.

NUR 4835L LEADERSHIP PRACTICUM .....4 credits
Co- or Prerequisite: NUR 4835. This course focuses on the application of the theories, concepts, and principles of leading and managing. Emphasis in the course will be on the development of skills needed for effective leadership and management. Opportunities will be provided to demonstrate appropriate leadership and management ability. 60 contact hours.

PAD 3034 SURVEY OF PUBLIC POLICY .....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program or EDST-BS Program. This course will provide the student broad exposure to public policy issues. Emphasis will be placed on determining public need and providing service delivery through program research and community input supported by budgeting and funding. Learning will be directed toward total service delivery models involving multidisciplinary approaches. 47 contact hours.

PAD 3311 PROGRAM PLANNING AND EVALUATION .....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course examines training and education in a changing workplace and workforce from a systematic perspective. The student will learn how to improve individual, team, and organizational effectiveness by understanding how to design successful training interventions and learning experiences that can impart knowledge, skills, and attitudes to learners in the workplace. 47 contact hours.

PAD 3724 FORECASTING TRENDS IN GANGS ENFORCEMENT.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course is designed to provide the student with an understanding of the methodology of forecasting in decision-making for public safety administrators. Specifically, the student will be exposed to forecasting models to anticipate trends in gang enforcement on a national and international scale. Emphasis will be placed on gang intervention, gang membership, and the use of forecasting to gain awareness of the need for administrative planning. 47 contact hours.

PAD 3820 FOUNDATIONS OF PUBLIC SAFETY ADMINISTRATION.....3 credits
Prerequisite: Must be taken in the student's first semester in the Public Safety Administration BAS program. This course is presented as an overview of the primary aspects of public safety administration. Major administrative, managerial and leadership components of public safety organizations will be examined. Also addressed will be administrative concerns for special issues and challenges, such as coordinated public safety approaches, post-9/11 administrative worldviews, ethical foundations, critical thinking and analysis, and innovative solutions for pragmatic public safety problems. The course will also provide the student with a framework for individual progress. This will include an initial supervisor/leadership/management skills assessment; the beginning development of an individualized development plan toward educational and career goals, with a personal portfolio; and preliminary planning to link continuous learning with the Capstone course at the end of the program. 47 contact hours.

PAD 3821 CONTEMPORARY ISSUES IN PUBLIC SAFETY ADMINISTRATION.....3 credits
Prerequisite: PAD 3820 and admission to the Public Safety Administration BAS Program. This course focuses on current issues and trends in the field of public safety administration. The course is structured to introduce management and administrative topics in public safety, examine the implications to the field, and formulate recommendations. This course will begin developing skills in project design and presentation. This course will enhance critical thinking skills. 47 contact hours.

PAD 3874 COMMUNITY RELATIONS THEORY AND PRACTICE.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program or EDST-BS program. This course will expose the student to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is critical to funding and operational effectiveness. Each student will gain the insight and skills necessary to be effective in the community relations function of public safety administration. 47 contact hours.

PAD 4014 POLITICAL AND SOCIO-ECONOMIC IMPACT OF GANGS.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program. This course introduces the student to the interrelationship of gangs, public policy, political decision-making, and the social and economic ramifications. The course focuses on contemporary gang issues, public policy paradigms, national social and economic trends, and the impact of gang activity in the community. 47 contact hours.

PAD 4204 PUBLIC FINANCE.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program. This course will provide the student with a firm understanding of all elements of public finance, from budget development to finance management, and from procurement to accounting and auditing. In addition, the course will explore alternative sources of public safety funding available to local government entities. A key component of the course will be the student's preparation and presentation of a budget for a model city. 47 contact hours.

PAD 4232 GRANT ADMINISTRATION AND RESOURCE DEVELOPMENT.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS program of EDST-BS program. This course will explore and analyze the proposal-writing role in the resource development process. The student will be introduced to several concepts including researching alternative resources and funding opportunities, proposal writing, implementing and managing grants, developing community partnerships and collaborations, and becoming knowledgeable in policies and procedures related to public entities. 47 contact hours.

PAD 4332 STRATEGIC AND OPERATIONAL PLANNING.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program. This course is an examination of strategic planning in public and nonprofit organizations. The student will learn how strategic planning can guide and strengthen the effectiveness of an organization's performance. The ten step Strategy Change Cycle is introduced as an effective planning approach to accomplish strategic and operational planning in organizations. 47 contact hours.

PAD 4603 ADMINISTRATIVE LAW.....3 credits
Prerequisite: Admission to the Public Safety Administration BAS Program. This course will examine the workings of Administrative Agencies with an emphasis on their power to make and enforce rules along with their power to investigate and adjudicate alleged violations. Particular focus will be placed on the means by which government administrators interact with these agencies. In addition to understanding the role of administrative agencies, the course will focus on using research skills to examine the constantly-changing rules that are promulgated by administrative agencies. 47 contact hours.

PAD 4878 PUBLIC SAFETY ADMINISTRATION CAPSTONE.....3 credits
Prerequisites: Senior standing, or permission of the Dean. This course will afford the student an opportunity to observe and use analytical knowledge and research skills to define and confront a problem encountered by today's public safety administrators. The student will complete a project dealing with a current public safety issue and make recommendations for implementation of a solution. This course will foster implementation strategies concluding in a process of promoting efficient and effective management in a public safety agency or the student's chosen field of study. This course will examine the outcome of each student's individualized leadership plan toward educational and career goals with a personal portfolio developed in the course Foundations of Public Safety Administration course to ensure attainment of program goals. 47 contact hours.

PCB 3043C ECOLOGY WITH LAB.....4 credits
This course is designed to teach ecology at four major levels: organismic, population, community and ecosystem. One of the aims is to interrelate the different levels of ecological study and to unify these via evolutionary and behavioral ecology. A second aim is to correlate the concepts of ecology with those learned in physiology to understand physiological ecology. This course will address both theoretical and empirical ecology as well as applied ecology with special emphasis on Florida's ecosystems and human impacts on them. This course is a combined lecture and lab class. This course is designed for majors in the Secondary Science Education program. It addresses specific Sunshine State standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

PCB 3063C GENETICS WITH LAB.....4 credits
Prerequisites: BSC 2011 and BSC 2011L. This course is designed to teach three major areas of genetics: the organization and transmission of genetic material, the molecular biology of gene expression and regulation, and the modification and evolution of genes and genomes. The aim of this course is to also provide an understanding of the history and process of genetics as an experimental science and to provide the student with a foundation for understanding the current advances and rapid changes in genetic engineering and genomics. This course is a combined lecture and lab class. This course is designed for majors in the Secondary Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

PCB 4674 ADAPTATION IN PLANTS AND ANIMALS.....3 credits
This lecture course for Science Education majors is designed to teach both the mechanisms of adaptation and the resulting traits that arise. This course will emphasize the environmental (both biotic and abiotic) pressures that drive adaptation and will investigate the morphological, physiological, behavioral and demographic adaptations resulting from specific environmental pressures. This course will place special emphasis on adaptations found in plants and animals in Florida. It addresses specific Sunshine State standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

PCB 4723C COMPARATIVE ANIMAL PHYSIOLOGY WITH LAB.....3-4 credits
Prerequisite: BSC 2011, BSC 2011L. This course is designed to teach animal physiology from a comparative perspective that focuses on the interplay between environmental conditions and physiological adaptation and highlights the many similarities and differences seen among different types of organisms. It also stresses the significance of homeostasis and addresses the interdependency between structure and function. This course emphasizes an interdisciplinary approach as concepts from physics and chemistry are meshed with biology and is a combined lecture and lab class. This course is designed primarily for students in the Secondary Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 77-92 contact hours.

PLA 3240 ALTERNATIVE DISPUTE RESOLUTION.....3 credits
Prerequisite: Admission to the Paralegal BAS program. This course is designed to provide an overview of mediation procedure and governing law in Florida. Additionally, it will provide students with the fundamental tools for conflict resolution through negotiation and mediation and will enable them to both understand and apply successful conflict resolution in their forthcoming roles within the legal community. 47 contact hours.

PLA 3304 CRIMINAL LAW AND PROCEDURE.....3 credits
This course is developed both topically and historically to approach the substantive criminal law and criminal procedure for the upper division student. The course covers the history and basis of U.S. criminal law, delves into an analytical study of the various types of crimes and defenses, and provides an in-depth treatment and real-world view of U.S. criminal procedure. 47 contact hours.

PLA 3410 INTELLECTUAL PROPERTY LAW .....3 credits
Prerequisite: PLA 2114 and admission to the Paralegal Studies BAS program. This course will provide the student with a working knowledge of the types, nature, registration requirements, and enforcement of patents, trademarks, copyright, trade secrets and trade dress. The student will also be exposed to procedural requirements in protecting and enforcing intellectual property. A component of this course also discusses current and future intellectual property issues on the internet and in the entertainment industry. 47 contact hours.

PLA 3467 BANKRUPTCY .....3 credits
Prerequisite: PLA 2114 and admission to the Paralegal Studies BAS program. This course gives the student an introduction into the purpose and structure of the bankruptcy laws. This course is designed to teach the student the basic steps a case takes under Chapter 7, 11, and 13 of the Bankruptcy Code. This course will define and demonstrate basic bankruptcy terminology including a discussion of the various roles of debtors, creditors, trustees, and judges in a typical bankruptcy case. 47 contact hours.

PLA 3474 LABOR AND EMPLOYMENT LAW.....3 credits
Prerequisite: BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to the basic laws governing labor and employment in the United States with a focus on compliance. Topics covered include the employer/employee relationship, statutory law regarding the workplace, the historical and regulatory scheme of workers compensation, unemployment compensation, the basic statutory law, administrative law, and enforcement scheme governing labor and employment; collective bargaining laws; and civil service and civil rights in the public sector. 47 contact hours.

PLA 3563 INSURANCE LAW.....3 credits
Prerequisite: Admission to the Paralegal BAS program. This course examines the nature of insurance, insurable interests, the definitions of risk, persons insured, the procedures for filing claims, defenses of the insurer, doctrines of waiver and estoppel, measures of recovery, the insurer's duty to defend, bad faith causes of action, reinsurance, bonds, and regulation of insurance. 47 contact hours.

PLA 3700 SEMINAR IN PROFESSIONAL RESPONSIBILITY .....3 credits
Prerequisite: PLA 2114 and admission to the Paralegal Studies BAS program. This course covers ethical responsibilities of legal professionals, a study in the canons of legal ethics, and areas of liability for professional malpractice. This course requires the student to participate in a community service-learning project approved by the college, instructor, and student. 47 contact hours.

PLA 3723 LOGIC AND THE LAW.....3 credits
Prerequisite: PLA 2114 and admission to the Paralegal Studies BAS program or permission of the Dean. This course will introduce students to various forms of reasoning and informal fallacies. Subsequently, the course will conduct an in-depth study of deductive syllogistic logic and will conclude by introducing the quantification techniques of propositional and predicate logic (first-order symbolic logic). The course includes logic games and application of logical analytical principles to legal writing. 47 contact hours.

PLA 3732 COMPUTERS AND THE LAW OFFICE.....3 credits
Prerequisite: PLA 2114 and admission to the Paralegal Studies BAS program. This course introduces the student to the law office work environment and contains instruction and practice on computer programs common to law offices. Applications will include word processing, spreadsheets, databases, document preparation and billing software. 47 contact hours.

PLA 3873 SECURITIES LAW .....3 credits
Prerequisite: PLA 2114 and admission to the Paralegal Studies BAS program or permission of the Dean. This course surveys federal and state regulation of securities from initial registration and issuance to public trading. The course focuses on the nature and extent of investor protection and the duties and liabilities of corporate officers and directors, the issuer, and others. Various aspects of securities regulation in the area of business entity finance are discussed including such regulatory schemes as the Securities Act of 1933, the Securities Exchange Act of 1934, and the Florida Blue Sky laws. 47 contact hours.

PLA 3880 UNITED STATES CONSTITUTIONAL LAW.....3 credits
Prerequisite: PLA 2114 or permission of the Dean. The course is developed both topically and historically to approach the judicial review process, the doctrine of implied powers, the three branches of power, substantive due process along with equal protection, civil rights, free speech and religion. 47 contact hours.

PLA 4116 LEGAL WRITING SEMINAR.....3 credits
Prerequisite: PLA 2114 or permission of the Dean. This course provides a comprehensive review of the entire legal researching and writing process. The further development of legal researching and writing skills is fostered with special emphasis on analyzing and preparing documents for either the state or federal court system. 47 contact hours.

PLA 4275 TORT AND PERSONAL INJURY LAW.....3 credits
Prerequisite: PLA 1003 and PLA 2203. This course is intended to provide an overview of basic concepts and laws within tort and personal injury law. Topics covered include intentional torts, the four elements of negligence, strict liability torts, various types of defamation, malpractice, insurance, and business torts. The applicable defenses to the aforementioned torts will be covered as well. In addition, it will provide the student fundamental tools in this area of the law concerning how law firms function, assessing cases for settlement value, investigating claims, billing hours, and evaluating insurance policies. 47 contact hours.

PLA 4522 HEALTH CARE LAW .....3 credits
Prerequisite: BUL 2241 or BUL 2131 or BUL 3310 or permission of Dean. This course is intended to provide an overview of regulations and laws applying to the health care system. Topics covered include the contractual relationship established between patient and provider as well as patient and health insurance company; state and federal regulations regarding licensing, health care facilities, and health care insurance; and state and federal laws governing health care, privacy and bioethics. In addition, the course will give an in-depth look at the governing case law in each of these areas as well as addressing issues surrounding liability in the health care profession and medical malpractice. 47 contact hours.

PLA 4554 ENVIRONMENTAL LAW.....3 credits
Prerequisite: PLA 1003 and PLA 2203. This course is intended to provide an overview of concepts and laws within environmental law. Topics covered include the history and foundations of environmental law and the main laws and regulations surrounding the protection of our environment. An in-depth examination of the applicable laws and regulations will be pursued to achieve the requisite knowledge of environmental issues. 47 contact hours.

PLA 4827 SPORTS AND ENTERTAINMENT LAW.....3 credits
Prerequisite: BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to basic concepts and regulations within the sports and entertainment industry with a focus on contract, constitutional, and intellectual property law. Topics covered in the area of sports law include the history of sports agents, torts and crimes in sports, Title IX and women's issues, contract law regarding athletes, financial and compensation considerations, American with Disabilities Act in sports, athlete/celebrity status, and intellectual property issues. Topics covered in the area of entertainment law include the legal structure of film, television, music, live stage, and publishing industries, contract law regarding entertainers, credits and compensation, constitutional considerations, and intellectual property law issues. 47 contact hours.

PLA 4830 COMPARATIVE LEGAL SYSTEMS .....3 credits
Prerequisite: PLA 2114 and admission to the Paralegal Studies BAS program or permission of the Dean. This course provides an examination of various legal traditions and systems of the world. International law and transboundary issues will be discussed. Substantive and procedural laws will be examined. Availability of resources will be emphasized. 47 contact hours.

PLA 4843 IMMIGRATION LAW .....3 credits
Prerequisite: PLA 2114 or permission of the Dean. This course is intended to provide an overview of U.S. immigration laws. Special emphasis is placed on the practical aspects of immigration law, an examination of the substantive and procedural

aspects of this type of practice, and an analysis of the changes in our immigration laws and policies post September 11, 2001. In addition, it will provide the student fundamental tools in this area of the law concerning interviewing a client as well as forms and documents requirements. 47 contact hours.

PLA 4941 PARALEGAL STUDIES CAPSTONE.....3 credits
Prerequisite: Permission of Dean and Senior Standing. This is the capstone course for the Paralegal Studies program. It will provide the opportunity for the student to demonstrate that he/she has learned both the theoretical material and practical skills from the program and can apply them in the real world. It must be taken during the student's last semester at the college. This course focuses on giving the student the opportunity to develop and present a plan to solve a problem dealing with paralegal issues today. The student will choose a topic for a project consistent with the goals of this course and submit it to the course instructor for approval. 45 contact hours.

PLA 4944 PARALEGAL CERTIFICATE CAPSTONE.....3 credits
Prerequisite: Admission to the Paralegal Studies BAS program or Paralegal Studies Certificate Program and permission of the Dean. This is the capstone course for the Paralegal Studies Certificate Program. It will provide the opportunity for the student to demonstrate that he/she has learned both the theoretical material and practical skills from the certificate courses and can sufficiently apply them to the Certified Legal Assisting examination. It must be taken during the student's last session of the certificate program. A substantive review of the CLA examination topics will be covered along with practice examinations. This course focuses on giving the student the opportunity to develop and present a plan to solve a problem dealing with paralegal issues today. The student will choose a topic for a project consistent with the goals of this course and submit it to the course instructor for approval. 45 contact hours.

PRO 3000 INTRODUCTION TO ORTHOTICS, PROSTHETICS AND REHABILITATION.....2 credits
This course focuses on the development of knowledge necessary to understand the rehabilitation process as it relates to the delivery of orthotic/prosthetic care. The prosthetic and orthotics professions are presented in terms of the integration of the biological, medical, and engineering sciences. Students will develop a solid foundation of the principles and practice of orthotics and prosthetics and the materials and technology associated with the manufacture of custom devices. 32 contact hours.

PRO 3100 BIOMECHANICS.....2 credits
Prerequisites: Admission to the Orthotics and Prosthetics BAS program. This course examines how forces act upon and within the human body and the effects produced by these forces as they relate to human movement. The student will gain functional knowledge of basic engineering principles as they apply to the human body. The student will learn the mechanics of human movement as it relates to orthotic/prosthetic applications. The student will be introduced to biomechanical measurement instruments (i.e. force plates, pressure transducers, video analysis) used to quantify the kinetic effects associated with physical activity. 32 contact hours.

PRO 3110 CLINICAL PATHOLOGY.....3 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on the pathophysiology, clinical signs and symptoms associated with numerous diseases and traumatic injuries as they relate to the practice of orthotics and prosthetics. Clinical Pathology provides a comprehensive foundation to build the students knowledge of specific clinical disorders. Each problem is presented in terms of the diagnoses, tests, treatment regimes, rehabilitation, prognosis and its morbidity. Students will learn the proper method to review case materials (history, physical exam, laboratory data, etc), to develop differential diagnoses for a specific patient presentation. Relevant case studies are presented to develop an understanding of the role of the prosthetist and orthotist in the rehabilitation process. Students will also participate in small groups for a review of the literature, to provide an in depth study of recent research on the major diseases encountered in a clinical orthotic/prosthetic practice. 47 contact hours.

PRO 3120 GAIT ANALYSIS AND PATHOMECHANICS.....2 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program or approval of the Dean. This course focuses on normal human locomotion and pathological gait. The students will learn the mechanics of human locomotion and the muscle activity associated with all phases of gait identify numerous events that occur during the gait cycle, and identify gait deviations in prosthetics/orthotics patients due to clinical pathologies or compensations. 32 contact hours.

PRO 3200C HUMAN ANATOMY AND PHYSIOLOGY FOR ORTHOTICS AND PROSTHETICS .....4 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on examination of the human body as it is relevant to orthotics and prosthetics. Specific systems focused on will be cardiovascular, skeletal, neurological, and muscular. Particular emphasis will be placed on the extremities and the spine. 92 contact hours.

PRO 3301C TRANSTIBIAL PROSTHETICS.....5 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, numerous amputation levels (symes – transtibial), pathology, biomechanics, phases of gait, pathological gait and gait training techniques. Students will learn biomechanics of socket fit and prosthetic alignment. They will be presented prescription criteria for socket design, measuring techniques and casting techniques. Relevant case studies will be discussed to facilitate clinical problem solving skills. This course utilizes comprehensive integration of the student's knowledge of pathology, anatomy, and biomechanics to promote clinical problem solving for transtibial prosthetics. Application of technology including CAD/CAM imaging will be incorporated throughout the course projects. 137 contact hours.

PRO 3310C LOWER EXTREMITY ORTHOTICS I .....4 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course is designed so that the student will understand that the foot and ankle pathology and treatment for problems including, diabetes, neuropathy, ischemia, and infection. Each of these factors acting alone or in concert predispose the foot to ulceration when subjected to mechanical, thermal or chemical trauma. Correlation of clinical findings allow the student to understand the importance of the correct choice of materials, orthoses and prostheses for proper treatment regimens The goal of the course is to focus on the assessment, differential diagnosis and treatment strategies. Emphasis will be placed on the practical management of the patient. 122 contact hours.

PRO 3311C LOWER EXTREMITY ORTHOTICS II .....5 credits
Prerequisite: PRO 3310C with a "C" or better and Admission to the Orthotics and Prosthetics BAS program. This course focuses on integrating knowledge of biomechanics, anatomy, pathology, material properties, and orthotic principles to solve clinical problems afflicting the lower extremity. This course is clinically based instruction in selection, measurement, and manufacture of lower limb orthotics. Students will examine, cast, and provide model patients with several devices including, various plastic ankle foot orthoses, metal ankle foot orthoses, and knee-ankle-foot orthoses. The differences between taking an impression by the traditional plaster casting and CAD/CAM methods will be examined and discussed. This class will be a combined lecture lab course. 137 contact hours.

PRO 3500C CLINICAL METHODS .....3 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS Program or permission of the Dean. This course focuses on utilizing medical evidence and patients' exam to support clinical practical decisions. This course is clinically based on instruction in selection of prescription criteria. The course will help students gather appropriate clinical data required for good clinical practical decisions. The laboratory portion will focus on patient assessment skills. 77 contact hours.

PRO 3505 CLINICAL PROBLEM SOLVING .....2-3 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This course will focus on the development and presentation of comprehensive orthotic/prosthetic treatment plans through the analysis and synthesis of information gleaned through the clinical evaluation and assessment process. Formulation of the treatment plan is one of the six practice domains of the orthotist prosthetist. 32 contact hours.

PRO 3801L ORTHOTICS AND PROSTHETICS CLINICAL ROTATION PRACTICUMS I-V .....2-3 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course allows students to observe, assist, and practice clinical patient care and device fabrication in an environment to prepare for an orthotic or prosthetic residency. Each student will be placed at a clinical agency to practice orthotic and prosthetic skills under close supervision of an ABC prosthetist/orthotist. The student will need to compile a log book documenting their patient interactions and case analysis of their clinical experiences. The students are required to present case studies once a month to an audience of peers. The area of concentration in the clinical rotations will be on clinical assessments, technical skills, practice management; foot orthotics, ankle foot orthotics, and transtibial prosthetics including amputation surgery, post operative prostheses, static and dynamic alignment, fabrication and adjustments; spinal orthotics including, but not limited to scoliosis orthoses, TLSO, LSO, cervical orthoses, and patient evaluation; upper limb and research; lower extremity orthoses and transfemoral prosthetics including, but not limited to amputation surgery, post operative prostheses, and static and dynamic alignment. Students are encouraged to take advantage of hands on clinical exposure in each area of study to develop their clinical skills and confidence during their rotations at the approved affiliate sites. 135 contact hours.

PRO 4130 MATERIAL SCIENCE.....2 credits
Prerequisite: Admission into the Orthotics and Prosthetics BAS program. This course focuses on the mechanical properties of various materials used in orthotics and prosthetics. Some of the materials discussed will include metals, thermoset plastics, thermoplastics, open and closed celled foams. 32 contact hours.

PRO 4190 RESEARCH METHODS .....2-3 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS Program. This course provides the student with an understanding of the research process. The student will develop techniques used in scientific research to critically evaluate scientific papers with regard to the measurements and methods used. The student will learn to formulate a simple research project and employ quantitative testing methods to reach conclusions. 32 contact hours.

PRO 4331C TRANSFEMORAL PROSTHETICS .....4-5 credits
Prerequisite: PRO 3301 with a grade of "C" or better and Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, biomechanics and prosthetic principles of transfemoral, hip disarticulation and hemipelvectomy amputations. Students will learn biomechanics of the socket fit and prosthetic alignment. This course requires comprehensive integration of the students' knowledge of anatomy, biomechanics and prosthetic principles. Students will learn to take an impression, rectify the model, fabricate a check and a definitive prosthesis, and perform diagnostic and final fittings. 122 contact hours.

PRO 4350C SPINAL ORTHOTICS.....5 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on how to integrate knowledge of biomechanics, anatomy, pathology, material properties, and orthotic principles to solve clinical problems afflicting the spine. This course offers clinically based instruction in selection, measurement, and manufacture of spinal orthotics. Students will examine, cast, and provide model patients with several devices including various lumbo-sacral orthoses and thoraco-lumbo-sacral orthoses. In addition, students will have the opportunity to fit several prefabricated spinal orthoses. The differences between taking an impression by the traditional plaster casting and Computer-Aided Design and Computer-Aided Manufacturing (CAD/CAM) methods will be examined and discussed. This class will be a combined lecture lab course. 137 contact hours

PRO 4361C UPPER EXTREMITY PROSTHETICS.....4 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, biomechanics and prosthetic principles and materials to solve clinical problems affecting patients with upper extremity amputations. The student will learn to measure, cast, fabricate, design, and manufacture prostheses for partial hand, wrist disarticulation, transradial, elbow disarticulation, transhumeral, shoulder disarticulation, and thoraco-scapular amputation levels. The student will learn biomechanics of the socket fit and prosthetic alignment, and upper limb prosthetic control strategies. This course requires comprehensive integration of the students' knowledge of anatomy, biomechanics and prosthetic principles. 92 contact hours.

PRO 4371C UPPER EXTREMITY ORTHOTICS .....4 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This course focuses on how to integrate knowledge of anatomy, kinesiology, biomechanics, pathology, material properties, upper limb orthotic components and principle, and to address clinical problems of the upper limb. Multiple orthotic systems will be reviewed. In addition to working with each other, students evaluate and work with professional patients to measure, recommend, fabricate, fit and modify upper limb orthoses. Orthoses fabricated in this course include various metal hand orthoses; thermoplastic hand orthoses; static metal wrist hand orthosis; metal wrist hand orthoses with dynamic assists; polymer upper limb orthoses; metal wrist driven flexor hinge orthoses (then converted to a cable driven). Application of technology (e.g., external power, CAD/CAM) will be incorporated, as appropriate, throughout the course, as will prefabricated alternatives to custom orthoses. 92 contact hours.

PRO 4410 CAD/CAM FOR ORTHOTICS AND PROSTHETICS .....2 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on the utilization of computer automated design and manufacturing (CAD/CAM) in orthotics and prosthetics. Students will develop the knowledge and skills needed to measure and manufacture orthoses and prostheses through the tools of CAD/CAM including computers, digitizers, scanners, lathes, and milling machines. 32 contact hours.

PRO 4600 PRACTICE MANAGEMENT ORTHOTICS AND PROSTHETICS .....2 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course will teach students the business development skills needed to run a practice to ensure proper patient management. The student will learn to utilize the different billing systems available for electronic billing. The student will learn ethics, professionalism and proper documentation skills to maintain an orthotic and prosthetic medical practice. 32 contact hours.

PRO 4850 SENIOR CAPSTONE.....2-4 credits
Prerequisite: Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This capstone course will integrate all the information from the orthotics and prosthetics program. The student will be demonstrating competency in the six practice domains of the orthotist prosthetist. Upon completion of this course the student will be prepared to enter a residency in orthotics or prosthetics. 32 clinical hours.

RED 3309 EARLY AND EMERGENT LITERACY K-2 .....2-3 credits
This course is designed to increase understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. Language theory and current research are used to shape informed practices regarding literacy development. Connections are made among all aspects of literacy learning: reading, writing, listening, speaking and attitude development. The course explores and develops many related activities to foster a balanced, positive, constructive attitude towards literacy in young children. It includes a minimum of 15 school-based hours of observation/teaching reading in educational setting(s). This course is writing intensive. 47 contact hours.

RED 4324 READING IN THE MIDDLE SCHOOL .....3 credits
Prerequisite: Admission to the College of Education. This course is designed for middle grades teachers who need developmental reading/literacy and assessment strategies for adolescents. The major emphasis of the course is placed on current theories, practical strategies, development of teaching techniques, and materials used in reading/literacy instruction to improve both academic and recreational reading. The emphasis is placed on the key No Child Left Behind literacy areas of Fluency, Vocabulary, and Comprehension for both content understanding and diagnosis of reading difficulties at that level. Lecture, discussion, simulated teaching, and field work constitute different course activities. 47 contact hours. 20 school-based hours required.

RED 4335 READING IN THE CONTENT AREA.....2-3 credits
This course is designed to promote the effective teaching of literacy skills across the curriculum. The major emphasis of this course is placed on current theories, methods, and materials used in content area literacy instruction. Lecture, discussion, simulated teaching, and field work constitute different course activities. 47 contact hours.

RED 4511 INTERMEDIATE LITERACY 3-6: READING, WRITING AND THINKING .....2-3 credits
Prerequisite: RED 3309. This course is a beginning reading and writing course that combines the study of theory and practice in the teaching of developmental reading/literacy in the elementary intermediate grades. The major emphasis of the course is placed on current theories, methods, and materials used in reading/literacy and writing instruction. Lecture, discussion, simulated teaching and fieldwork constitute different course activities. 47 contact hours.

RED 4519 DIAGNOSIS AND INTERVENTION IN READING .....2-3 credits
Prerequisites: RED 3309, RED 4511 and admission to Elementary Education or Exceptional Student Education BS programs or IMPACT program. This course is designed to focus on formal and informal methods (e.g., standardized norm-referenced, criterion-referenced, performance assessment) and materials used to identify reading strengths and needs of students. Students will complete case studies to demonstrate their ability to diagnose and correct reading difficulties. Topics include assessments that address all elements of reading (e.g., comprehension, word recognition, phonemic awareness, phonics, fluency, vocabulary and concept development, cognitive strategies). The major emphasis of this course is on diagnosis of reading problems, administration of assessments, evaluation of results, and planning instruction/interventions to correct or remediate. Lecture, discussion, simulated assessment practice, and actual case studies constitute different course activities. 20 school-based hours. 47 contact hours.

RED 4940 FINAL READING INTERNSHIP.....1 credit
Corequisite: EDE 4940 or EEX 4940. This course is designed as a supervised reading portion of the final internship to give practical experience in reading for the pre-service teacher. This course aligns directly to the Florida Reading Competencies, which include language development, cognition, research-proven best practices, and differentiated instruction. Students will work directly with K-12 teachers and students in the public schools in large group, small group, and individual settings to connect all aspects of theoretical, campus-based literacy instruction to classroom practice. This course is designed to demonstrate specific skills and strategies in reading relative to program planning, instruction, daily scheduling, record keeping, evaluation, classroom management, communication, ethics, and professional development. Contact hours: Students will spend a minimum of 5 hours per week for 15 weeks associated with the corequisite of EDE 4940 or EEX 4940.

REE 3043 REAL ESTATE BUSINESS FUNDAMENTALS .....3 credits
Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This will serve as the introductory course to the Real Estate Track. The intent of this course is to provide an overview of the real estate industry, including an introduction to fundamental real estate concepts and practices, legal and financial aspects, as well as construction and market trends. 47 contact hours.

REE 3433 REAL ESTATE LAW .....3 credits
Prerequisite: REE 3043 and admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will illustrate the numerous legal aspects associated with various domestic and international real estate transactions. Aside from this, the legal framework of property ownership, the foundation of Magna Carta, and a review of the complicated legal system in the United States will be covered as to provide an overview of the legal aspects, ramifications, and limitations in the real estate industry. 47 contact hours.

REE 4103 REAL ESTATE APPRAISAL AND VALUATION .....3 credits
Prerequisite: REE 3043. This course will illustrate and assess the numerous economic, social, employment, geographic, marketing and financial aspects associated with property valuation and appraisal. The core focus will be on how to identify trends, where to locate trends, how to interpret trends and how to apply relevant data in the commercial and residential property valuation process. The student will learn from an analytical review, how to value vacant land, personal residence and commercial use buildings for multiple uses. 47 contact hours.

RMI 3117 PERSONAL INSURANCE.....3 credits
Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. Successful completion of RMI 3200 is strongly recommended. This is the second of three courses in the Insurance Track. The intent of this course is to provide an overview of personal lines insurance, including an introduction to fundamental automobile, homeowners, life, health and disability concepts, practices, and current market trends. 47 contact hours.

RMI 3200 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE.....3 credits
Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This will serve as the introductory course to the Insurance Track. The intent of this course is to provide an overview of the Property and Casualty Industry, including an introduction to fundamental insurance concepts, practices, legal, regulation and financial aspects and current market trends. 47 contact hours.

RMI 4211 COMMERCIAL INSURANCE.....3 credits
Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. Successful completion of RMI 3117 and RMI 3200 is strongly recommended. This is the third of three courses in the Insurance Track. The intent of this course is to provide an overview of commercial lines insurance, including an introduction to fundamental property, liability, automobile, crime business income, workers compensation practices, and current market trends. 47 contact hours.

SCE 3030 SCIENCE MATTERS .....2 credits
This course is designed to promote observation in middle and high school science classrooms so that students gain an awareness of how they can engage students in learning and make science matter to students. This course is designed for majors in the Bachelor of Biological Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 32 contact hours total with 5 school-based hours.

SCE 3420C PHYSICAL SCIENCE FOR MIDDLE GRADES TEACHERS.....4 credits
Prerequisites: CHM 1025 or passing the chemistry pretest administered by SPC Natural Science department. This course is a study of the fundamental concepts of physical science as part of preparation for teaching science in grades 5-9. General topics will include: Newtonian mechanics, force, motion, energy, momentum, magnetism, electricity, light, sound and gravity. Chemistry topics will include the nature of elements, compounds, and mixtures; chemical and physical properties of matter; chemical reactions and nuclear processes. Although knowledge of basic algebra and mathematical skills are required, the course is focused on the conceptual understanding of physical principles rather than on mathematical manipulations. An integrated laboratory component will stress the importance of evidence, observations, experimentation, logic, and argument, and provide students with the knowledge and skills necessary for conducting demonstrations and laboratory investigations in the middle school setting. This course is designed for majors in the Middle School General Science, 5-9 program, and addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

SCE 3941 SECONDARY SCIENCE FIELD EXPERIENCE (6-8).....1 credit
Admission into the College of Education Secondary Science Program. Corequisite: SCE 3945. This course is designed for students who will be obtaining teacher certification in grades 6-12. Students will report to schools for forty (40) to sixty (60) school-based hours as supervised observers and instructional participants in the middle school classroom. This course addresses specific Sunshine State Science Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

SCE 3945 INTERACTIVE PROJECTS THAT PROMOTE LEARNING IN SCIENCE .....3 credits
Pre or Corequisite: EDF 3214. Corequisite: SCE 3941. Prerequisite: Admission to Secondary Science Education BS program or the Science Education IMPACT program. This course is designed to build on the course Science Matters and integrate science coursework with practical experience for students preparing to teach middle school science. Field experiences from Secondary Science Field Experience (6-8) will be incorporated into classroom discussions, investigations and reports, and various strategies for probing understanding. This course addresses specific Sunshine State Science Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

SCE 4330 SECONDARY SCHOOL SCIENCE AND ASSESSMENT WITH TECHNOLOGY .....3 credits
Prerequisite: EDF 3214 and SCE 3945. Corequisite: SCE 4940. This course is designed to enlarge and expand instructional theories, ideas, and strategies developed and discussed in Middle School Science. Activities are intended to illustrate and apply models for instruction and assessment in secondary school biology and middle school life science courses involving laboratory, field activities, and technology. The course provides practical experience in planning, implementing, assessing, and evaluating science instruction. 47 contact hours.

SCE 4940 INSTRUCTIONAL METHODS IN SECONDARY SCIENCE AND ASSESSMENT WITH TECHNOLOGY PRACTICUM.....1 credit
Prerequisite: EDF 3214 and admission to the Science Education BS program. Corequisite: SCE 4330. This course is designed to give practicum experience to students in public or private school classrooms as approved by the dean. Students will spend a minimum of forty (40) to sixty (60) school-based hours of observation/teaching/assessment in science classrooms. These clinical experiences will be incorporated into Instructional Methods in Secondary Science and Assessment with Technology. 17 contact hours.

SCE 4942 INTERNSHIP: SECONDARY SCIENCE EDUCATION, 6-12 .....12 credits
Prerequisites: Successful completion of all Secondary Science Education program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve *Florida Educator Accomplished Practices* (*FEAP*s) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

SCE 4943 INTERNSHIP: MIDDLE GRADES GENERAL SCIENCE EDUCATION 5-9 .....12 credits
Prerequisites: Successful completion of all Middle Grades General Science, 5-9 Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

TSL 3080 ESOL ISSUES: PRINCIPLES AND PRACTICES I K-12 .....3 credits
Prerequisite: Admission to College of Education BS Program or IMPACT Program. This course is an introduction to the issues, principles, and practices of teaching English to speakers of other languages. It provides the foundation of knowledge necessary to meet the instructional needs of linguistically and culturally diverse students. Students will have 15 hours of field experience. (College of Education and IMPACT Math Education and IMPACT Science Education students will complete the field experience hours in this course. IMPACT Elementary Education and IMPACT Exceptional Education students will complete the field experience hours in their practicum.) 47 contact hours.

TSL 4081 ESOL ISSUES: PRINCIPLES AND PRACTICES II K-12 .....3 credits
Prerequisites: TSL 3080 and admission to the Elementary Education program (ELED-BS) or IMPACT program. This course is designed to serve as the culminating experience in the teaching of English to speakers of other languages (ESOL) for the education major. Its main goal is to make the connection between theory and practice. Special attention will be given to the areas of second language acquisition theory and methods of teaching learners with limited English proficiency (LEP). 47 contact hours plus 15 hours of field experiences.

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HEC-Health Education Center, Pinellas Park
SE-Seminole Campus
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- B.S., University of Florida

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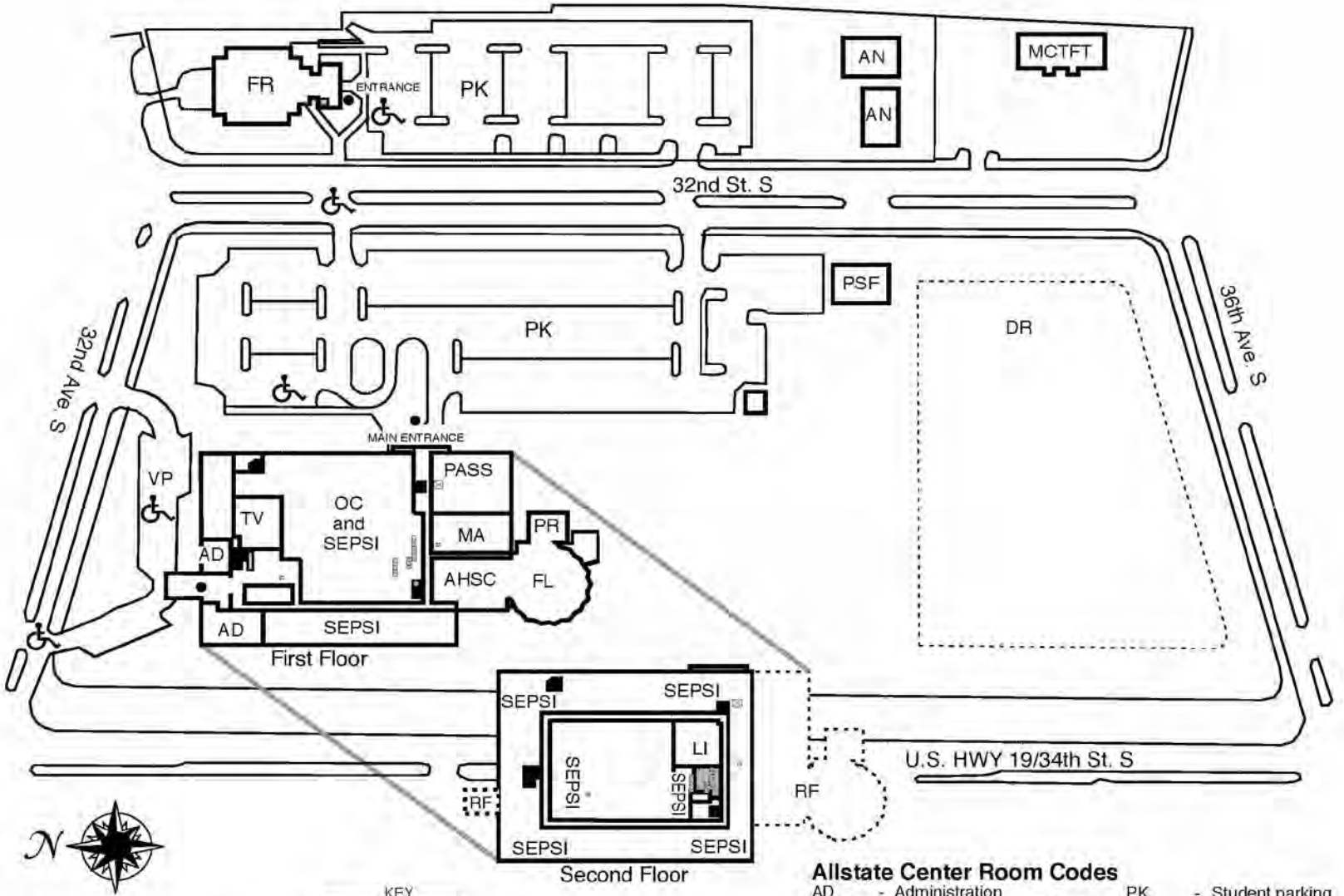
- B.S., University of Florida

Allstate Center



Allstate Center
3200 34th St. S
St. Petersburg

KEY
- STAIRS
- ELEVATOR
- RESTROOMS
- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS

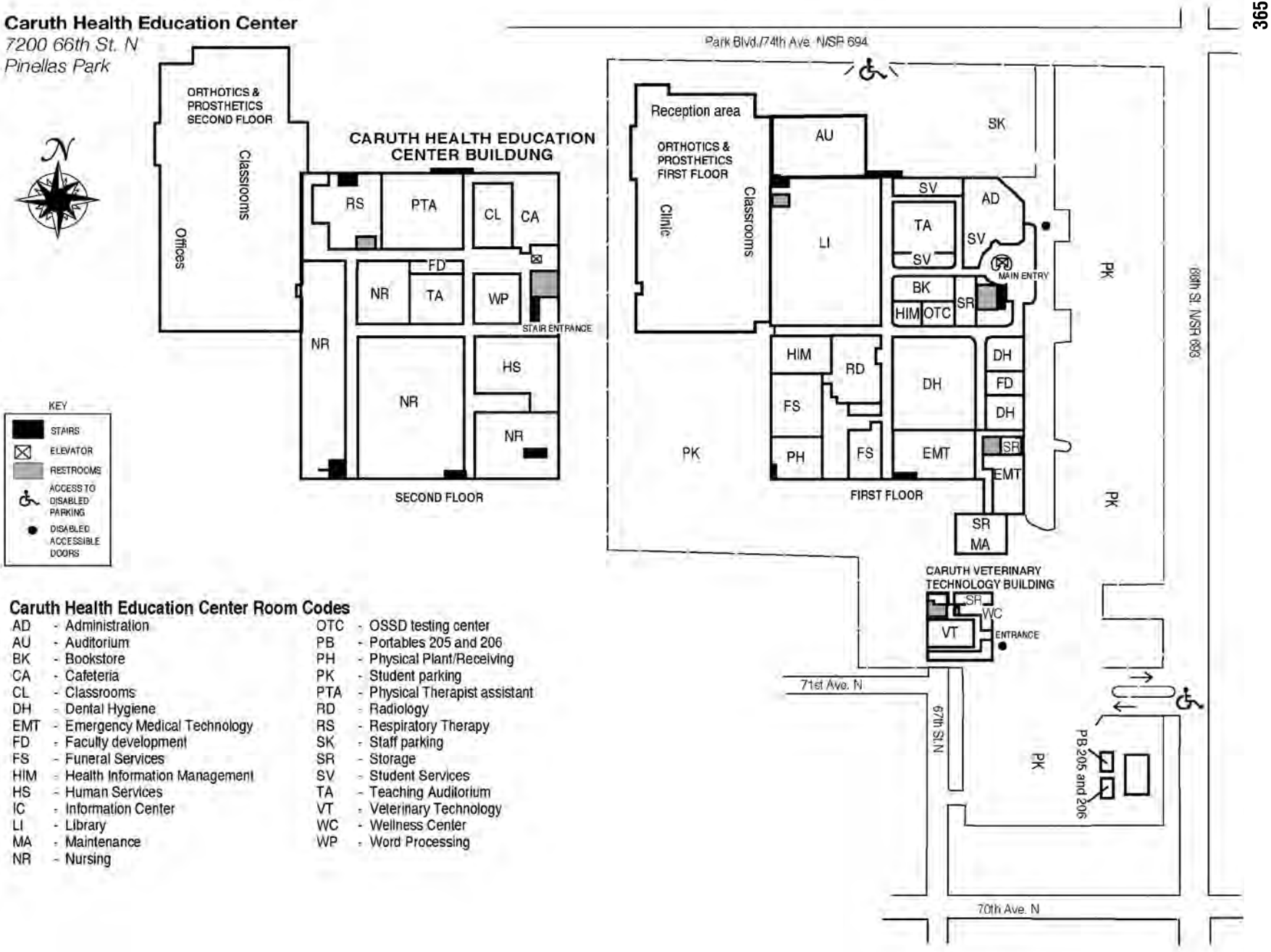
Allstate Center Room Codes

AD	-	Administration	PK	-	Student parking
AHSC	-	Andy Hines Student Center	PR	-	Pinellas Room
AN	-	Annex	PASS	-	Police Applicant Screening Service
DR	-	Driving Range	PSF	-	Production support facility
FL	-	Florida Room	RF	-	Roof
FR	-	Firing Range	SEPSI	-	Southeastern Public Safety Institute
LI	-	Library	TV	-	Television studio
MA	-	Maintenance	VP	-	Visitor parking
MCTFT	-	Counterdrug training			
OC	-	Open Campus			

Caruth Health Education Center

Caruth Health Education Center

7200 66th St. N
Pinellas Park



Caruth Health Education Center Room Codes

AD	- Administration	OTC	- OSSD testing center
AU	- Auditorium	PB	- Portables 205 and 206
BK	- Bookstore	PH	- Physical Plant/Receiving
CA	- Cafeteria	PK	- Student parking
CL	- Classrooms	PTA	- Physical Therapist assistant
DH	- Dental Hygiene	RD	- Radiology
EMT	- Emergency Medical Technology	RS	- Respiratory Therapy
FD	- Faculty development	SK	- Staff parking
FS	- Funeral Services	SR	- Storage
HIM	- Health Information Management	SV	- Student Services
HS	- Human Services	TA	- Teaching Auditorium
IC	- Information Center	VT	- Veterinary Technology
LI	- Library	WC	- Wellness Center
MA	- Maintenance	WP	- Word Processing
NR	- Nursing		

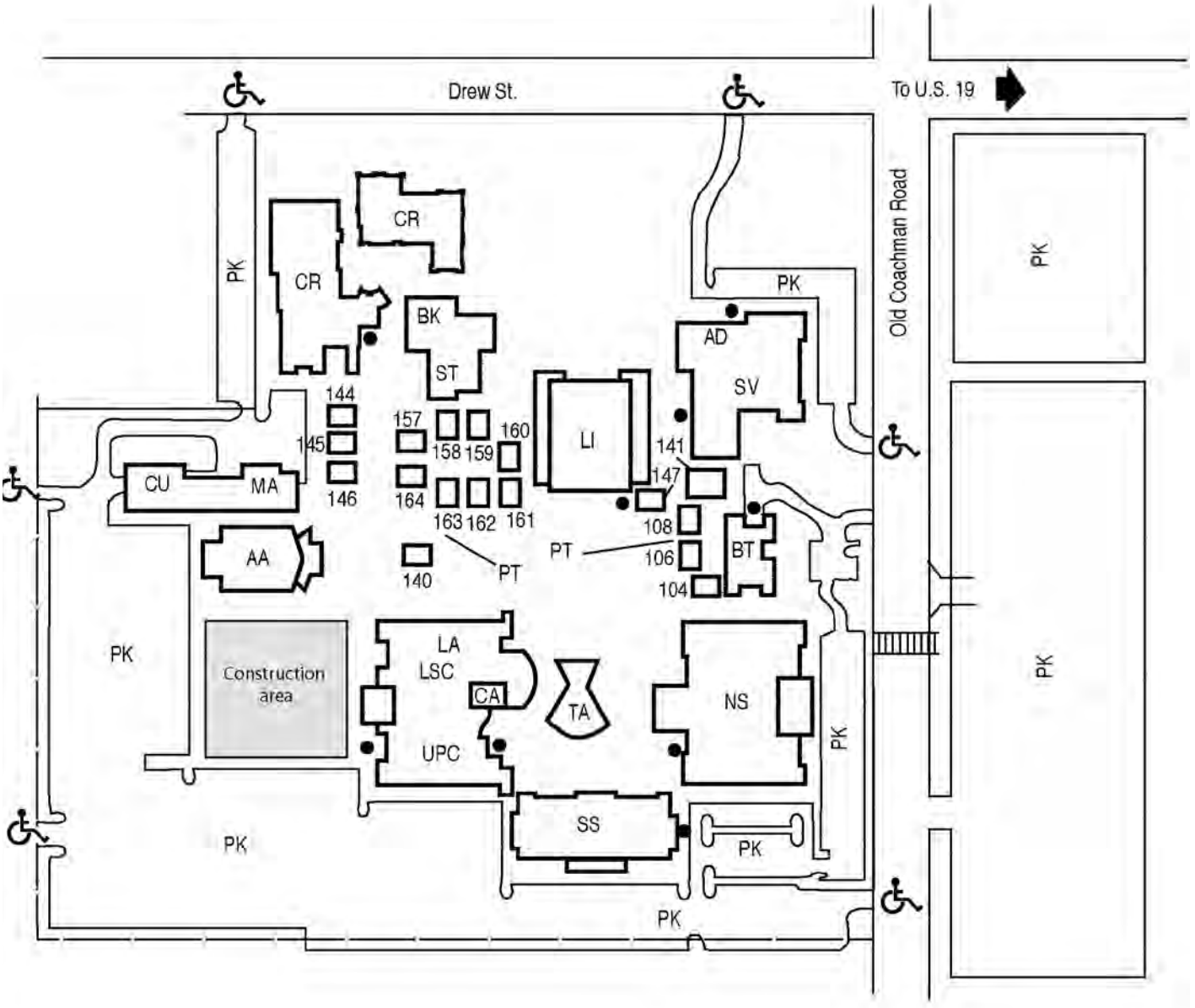
Clearwater Campus

Clearwater Campus
2465 Drew St.
Clearwater

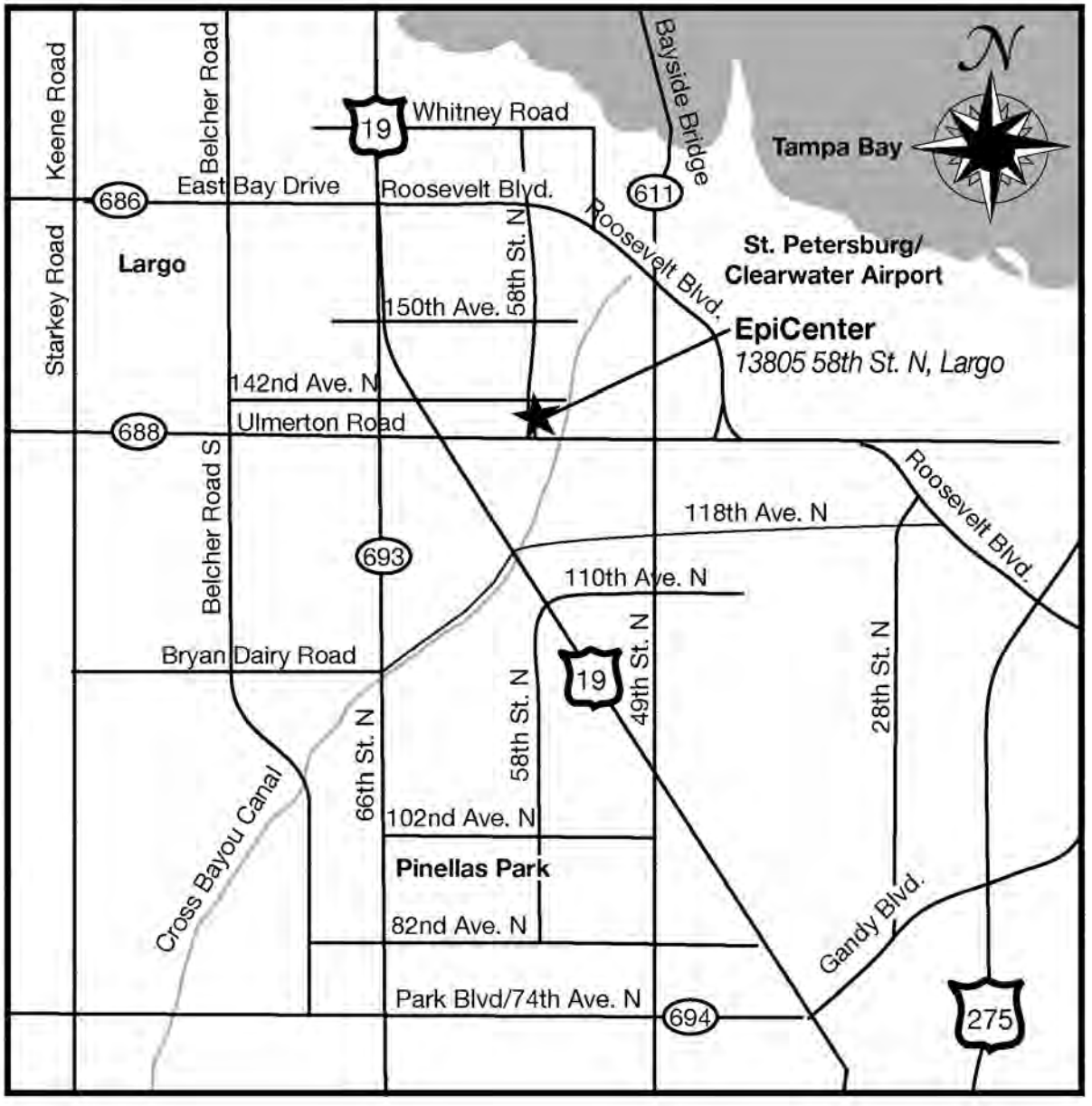
KEY
- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS

CLEARWATER BUILDING CODES

AA - Arts Auditorium
AD - Administration building
BK - Bookstore
BT - Business Technologies
CA - Cafe/Food services
CR - Crossroads building
CU - Central Utilities
LA - Language Arts
LI - Michael M. Bennett Library
LSC - Learning Support Center
MA - Maintenance
NS - Natural Science
PK - Student parking
PT - Portables 104, 106, 108, 140, 141, 144, 145, 146, 147, 157, 158, 159, 160, 161, 162, 163 and 164
SS - Social Sciences
ST - Student Activities
SV - Student Services
TA - Teaching Auditorium
UPC - University Partnership Center



EpiCenter directions



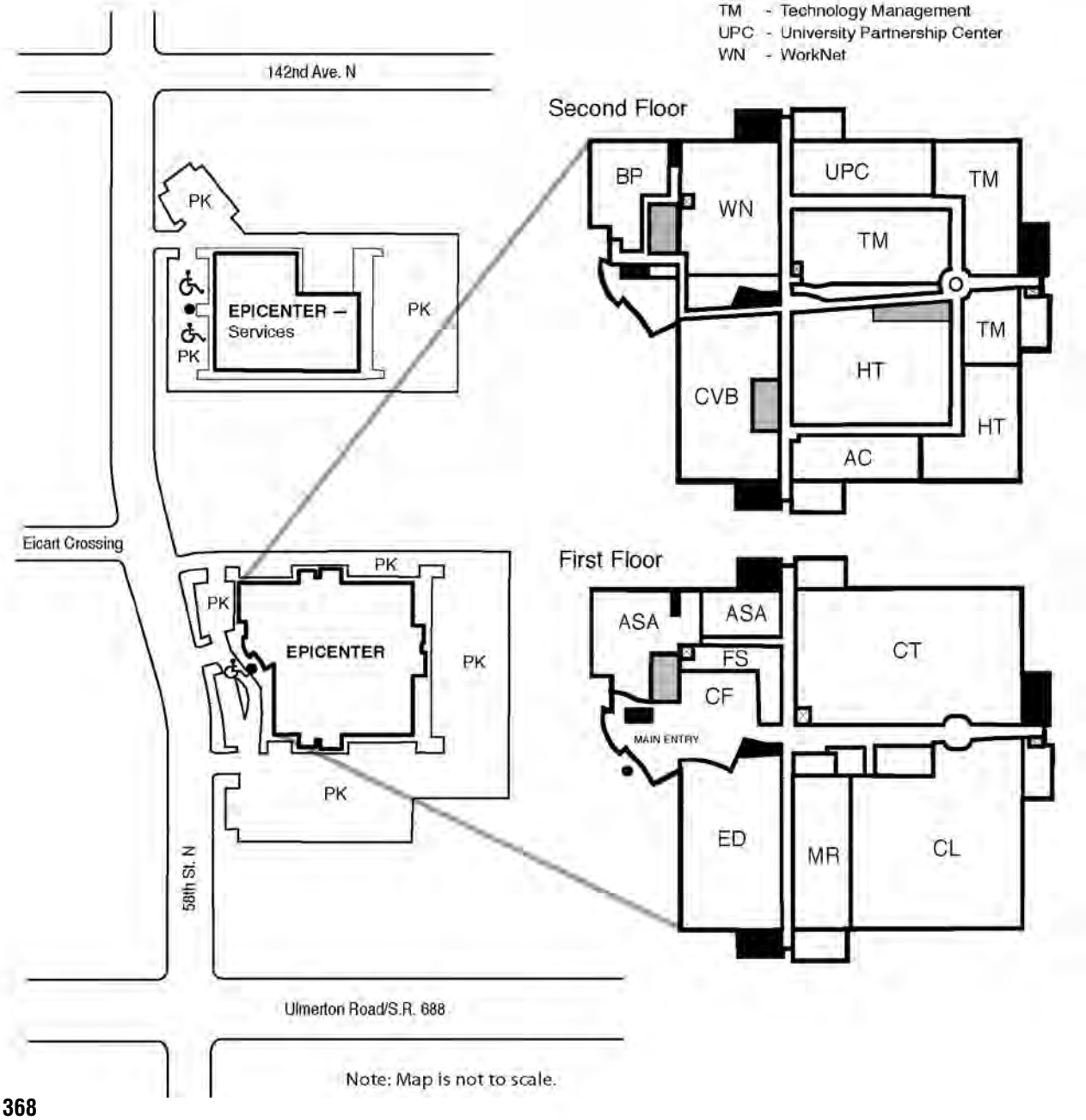
EpiCenter

EpiCenter
13805 58th St. N, Largo

EpiCenter — Services
14025 58th St. N, Largo

EpiCenter

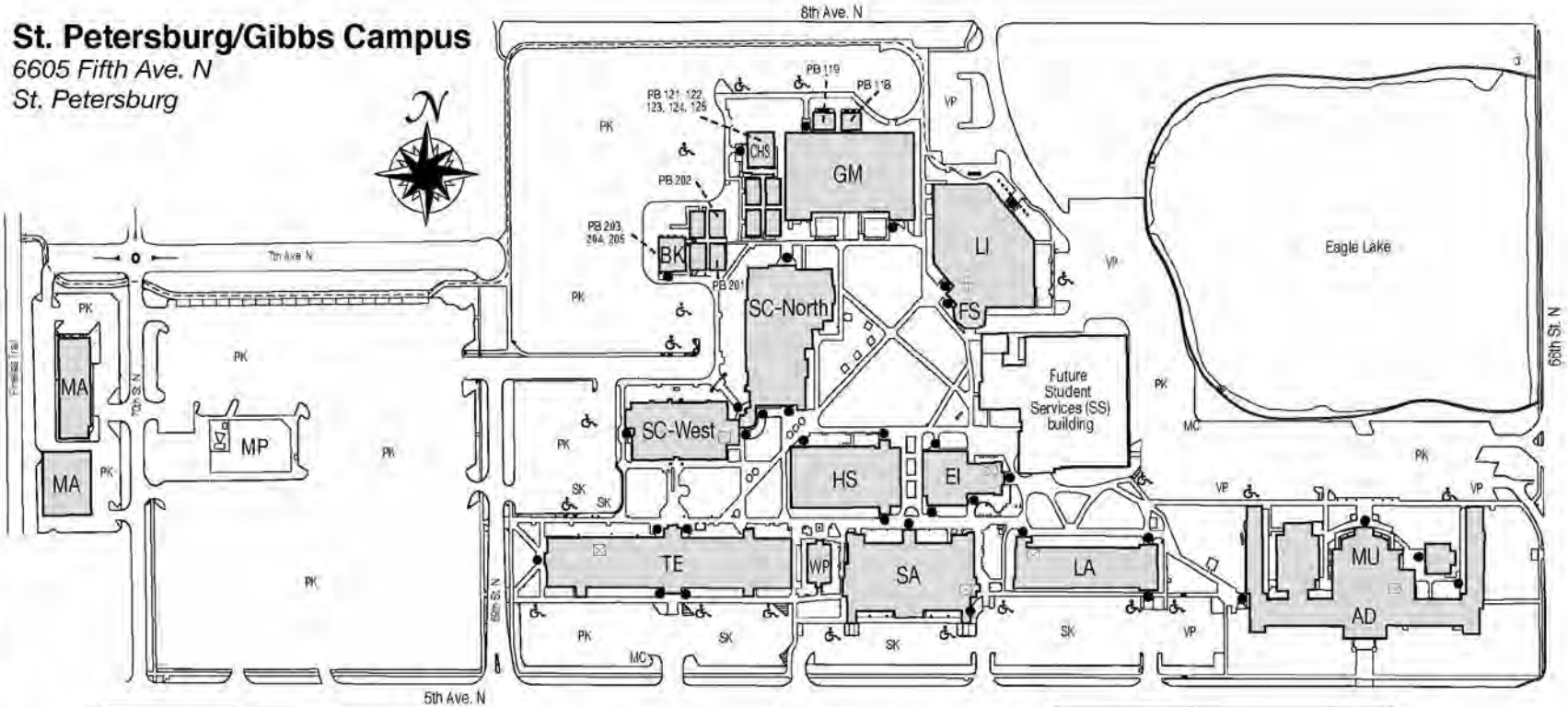
AC - Pinellas County Arts Council
ASA - Academic & Student Affairs
BP - Baccalaureate Programs and University Partnerships
CF - Cafeteria
CL - Collaborative Labs
CT - Corporate Training
CVB - Pinellas County Convention Center & Visitors Bureau
ED - Pinellas County Economic Development
FS - Food service
HT - High Tech Certificate Program
MR - Meeting rooms
TM - Technology Management
UPC - University Partnership Center
WN - WorkNet

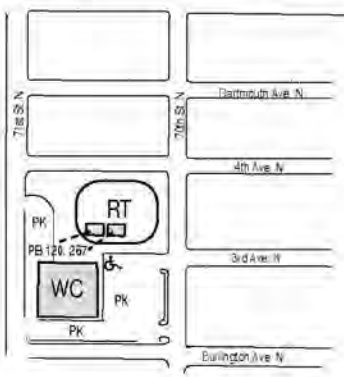


Note: Map is not to scale.

St. Petersburg/Gibbs Campus

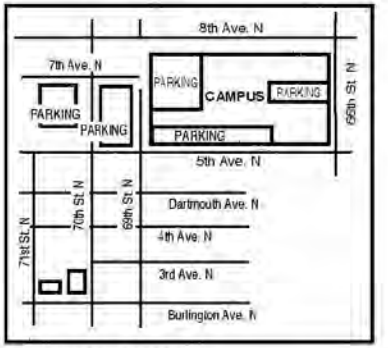
6605 Fifth Ave. N
St. Petersburg





ST. PETERSBURG/GIBBS BUILDING CODES

AD - James E. Hendry Administration Building
BK - Bookstore (PB 203, 204 and 205)
CHS - Collegiate High School (PB 121, 122, 123 and 125)
EI - Ethics Institute
FS - Food service
GM - Gymnasium
HS - Humanities
LA - Language Arts
LI - West St. Petersburg Community Library a Michael M. Bennett Library
MA - Maintenance
MC - Motorcycle parking
MP - Mini park (picnic area)/challenge course
MU - Music Center
PB - Portables -118 (CROP), 119, 120, 201, 202, 267
PK - Student parking
RT - Running track
SA - Philip Benjamin Social Arts Building
SC - Natural Science
SK - Staff parking
SS - Student Services
TE - W. Richard Johnston Technical Building
WE - Wellness Center
WP - Word Processing
VP - Visitor parking



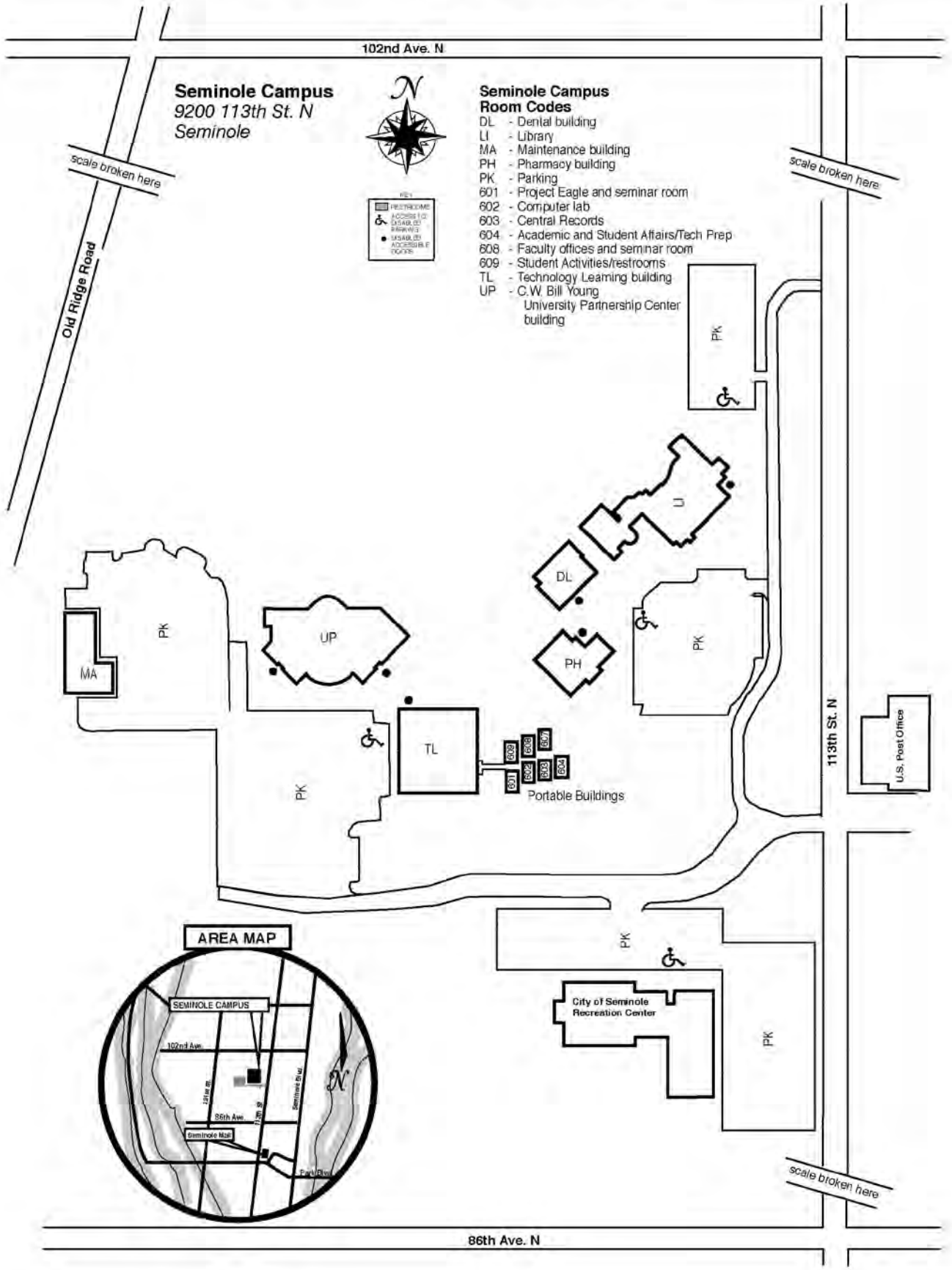
PARKING COLOR CODES

Handicapped - Blue
Staff/Faculty - Yellow
Student - White
Visitor - Green

KEY

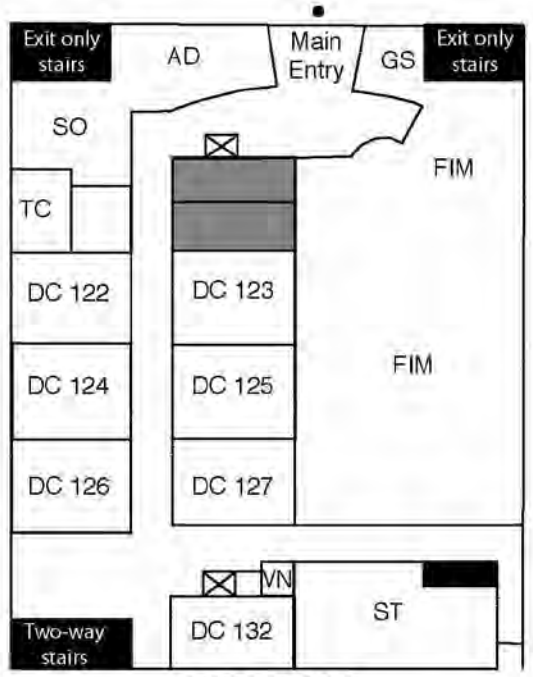
- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS
- ELEVATOR
- BICYCLE PATH FROM THE PINELLAS TRAIL

Seminole Campus

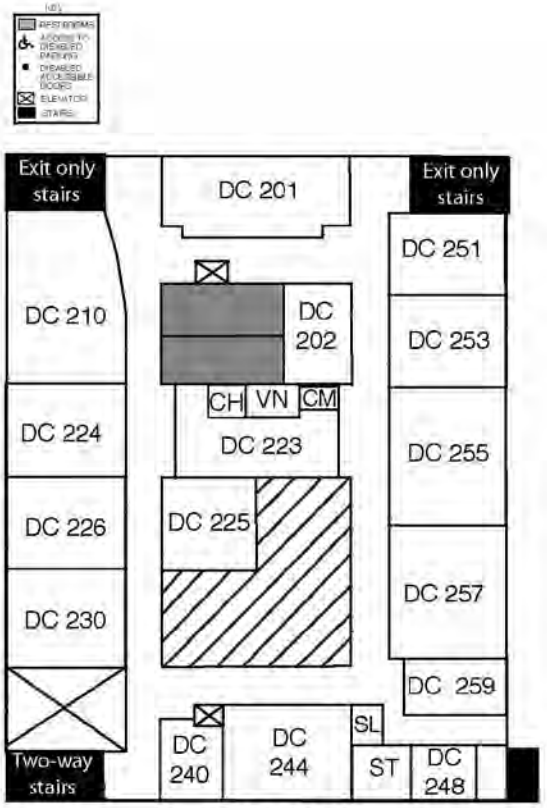


SPC Downtown

SPC Downtown
244 Second Ave. N
St. Petersburg



FIRST FLOOR



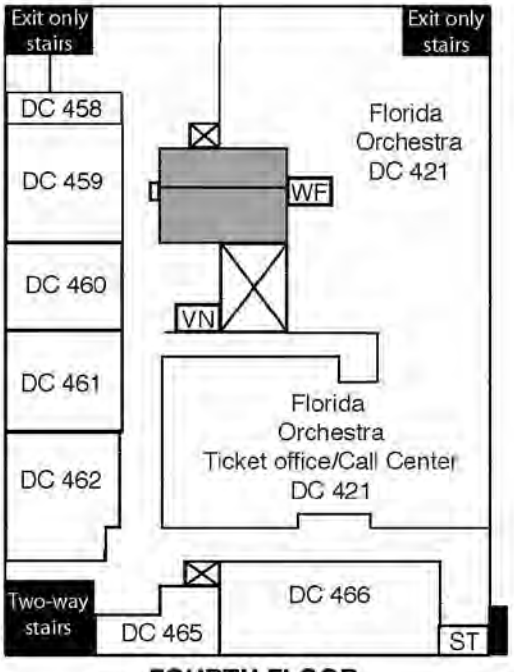
SECOND FLOOR

SPC Downtown
Room Codes

AD – Administration: Admissions, Registration, Business office and Advising
CH - Change machine
CM - Copy machine
DC 122-127 and
DC 132 - Classrooms
DC 201 - Offices
DC 202 - Conference room
DC 210 - Community room
DC 223 - Student lounge
DC 224 - Classroom
DC 225 - Offices
DC 226, 230, 232 and
DC 253 - Classrooms
DC 240 - Science prep
DC 244 - Staff office
DC 248 - Staff offices
DC 251 - Learning Support Center
DC 255 - Information Commons
DC 257 - Interactive classroom
DC 259 - Staff offices
DC 421 - Florida Orchestra
DC 458-462 - Classrooms
DC 465 - TRS
CD 466 - Faculty Offices

GS - FIM gift shop
PK - Student parking
SK - Staff parking
SL - Student lockers
SO - Staff offices
ST - Storage
TC - Testing Center
VN - Vending
WF - Water fountain

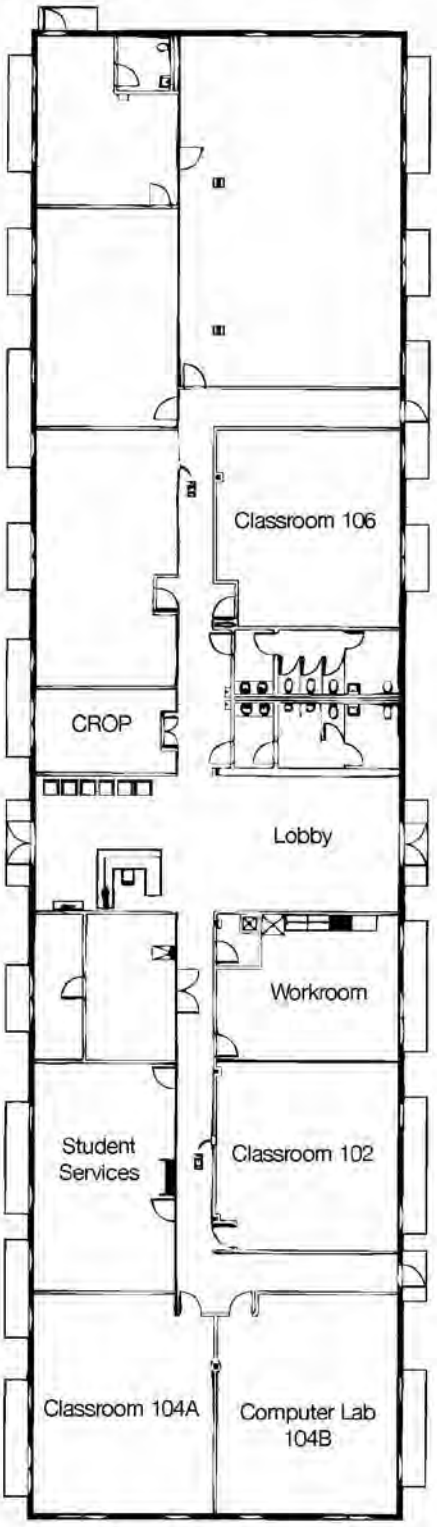
SPC Downtown parking map

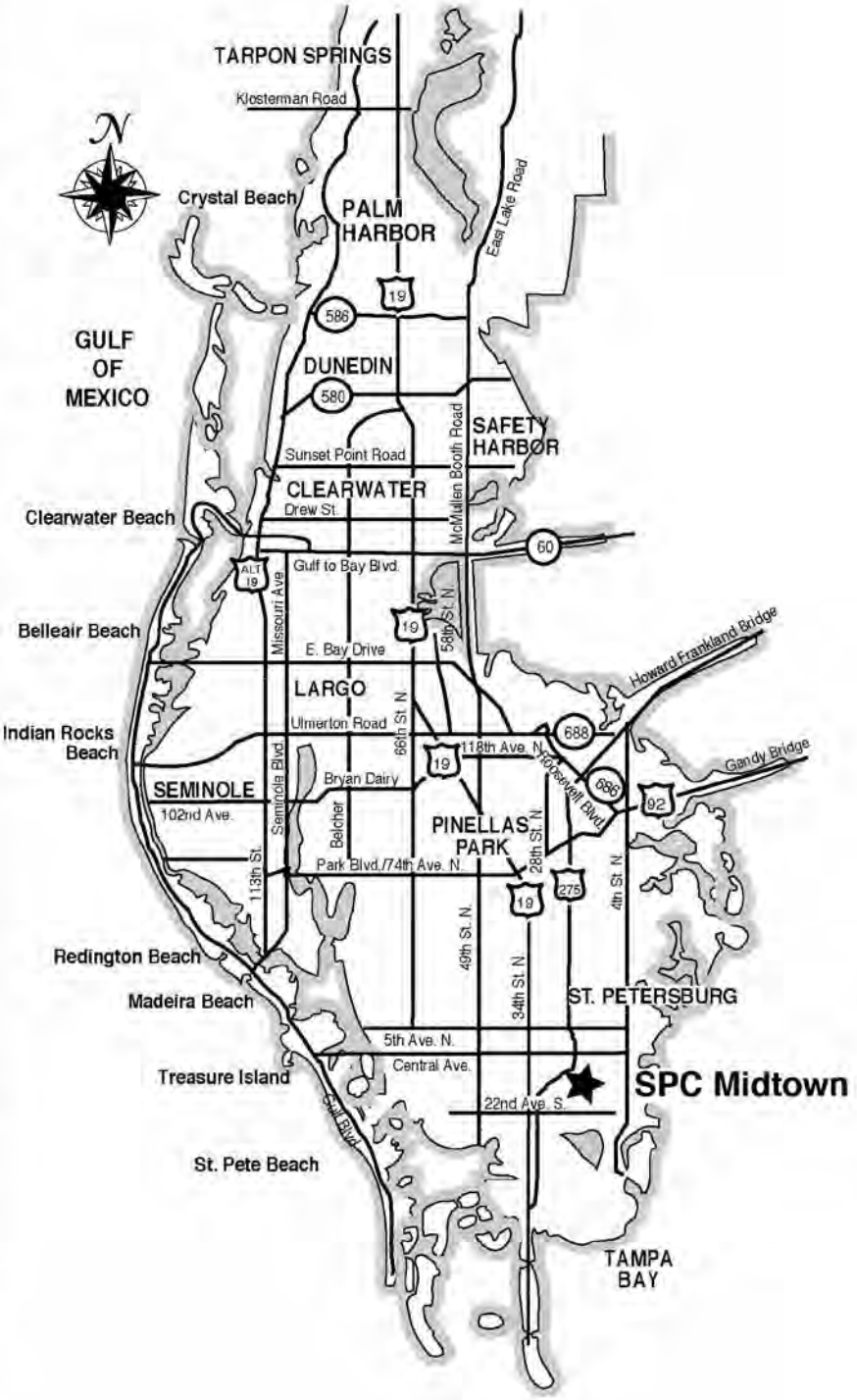


FOURTH FLOOR

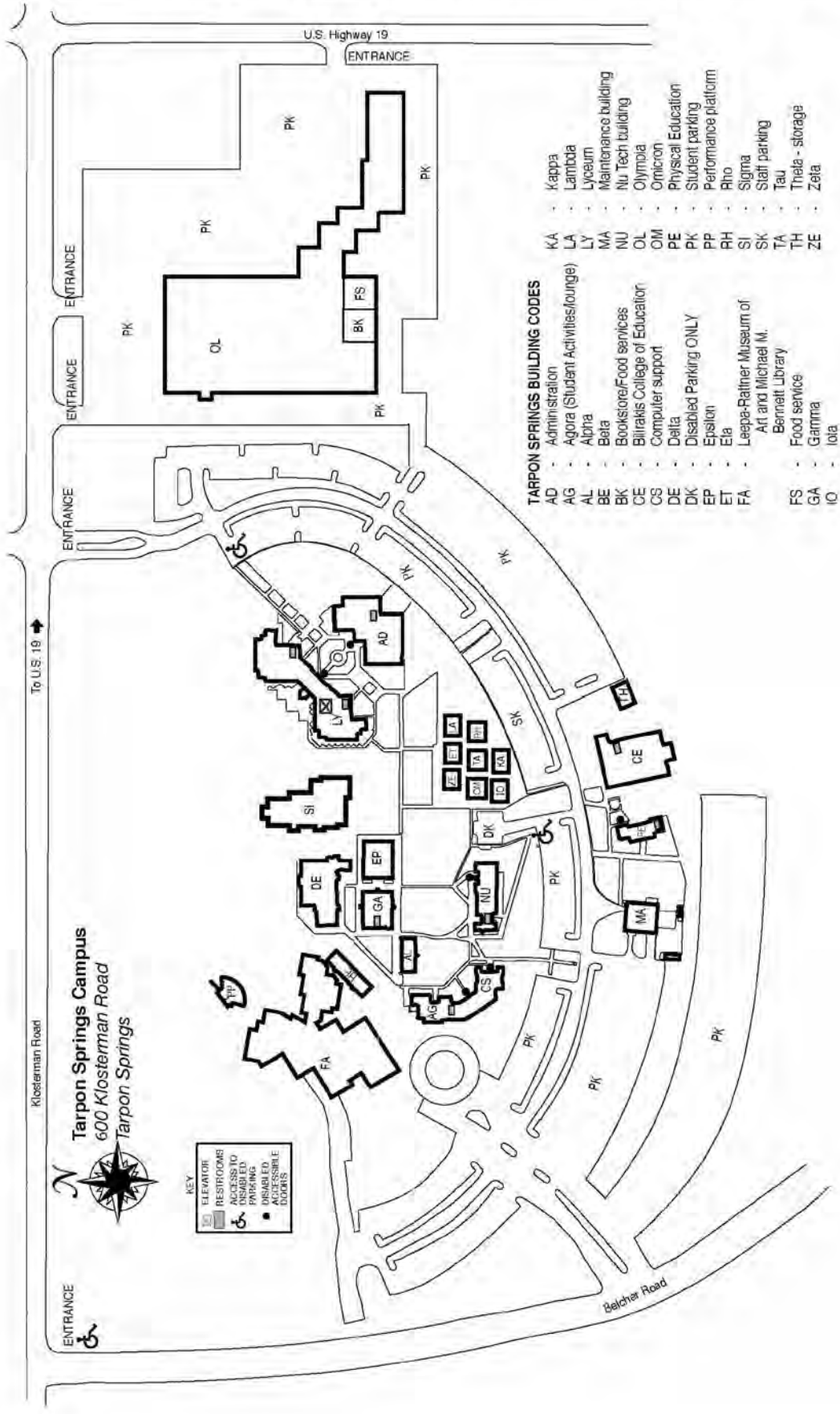
SPC Midtown

SPC Midtown
1048 22nd St. S
St. Petersburg





Tarpon Springs Campus



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St. Petersburg College

Application

❑ **Admission** ❑ **Readmission**
to college credit courses and programs.

A NON-REFUNDABLE APPLICATION FEE OF $35 MUST ACCOMPANY THIS FORM.
Mail application and fee to: Central Records, PO Box 13489, St. Petersburg, FL 33733

Please print LEGAL name in full: USE INK

First name	Middle name	Last name	Suffix

Preferred first name _____

Have you ever had a different last name? ❑ Yes ❑ No

If yes, what name(s)? _____

Social Security number

U.S. citizen?

❑ Yes ❑ No If NOT a U.S. citizen, what is your country of citizenship?

_____

According to the United States Immigration Service,

❑ I have a resident alien number _____
❑ I have political asylum
❑ I am a refugee

Date issued _____
Please attach copies of appropriate documentation.

Visa type _____

Information on ethnic origin, sex and age of students is VOLUNTARY and will not be used for discriminatory purposes.

Please check (✔) the appropriate box (optional):

❑ American Indian or Alaskan Native
❑ Black, non-Hispanic origin
❑ Asian or Pacific Islander
❑ Hispanic
❑ White, non-Hispanic origin

Gender *(optional)*
❑ Male ❑ Female

Birth date
Month _____ Day _____ Year _____

Home phone number

( ) -

Work/business phone number | **Extension**

( ) -

Cell ■ / Pager ■ number

( ) -

Home e-mail

_____
Please print legibly.

Work/business e-mail

_____
Please print legibly.

PERMANENT ADDRESS: Street and number

City	County	State	ZIP code

MAILING ADDRESS (If different from permanent): Street and number

City	County	State	ZIP code

Status/basis for admission

- ❑ High school graduate (standard diploma or college ready)
- ❑ Early Admissions
- ❑ GED
- ❑ Credit Bank
- ❑ Dual Credit

Petition for admission:

- ❑ Non-high school graduate
- ❑ Special diploma
- ❑ Certificate of Attendance

Home campus

- ❑ Clearwater
- ❑ St. Petersburg/Gibbs
- ❑ Seminole
- ❑ Tarpon Springs

Please mark the above location most convenient for you.

Please check ONLY ONE academic plan you wish to pursue. If you are undecided, please contact an advisor/counselor.

Non-Degree

- ❑ Credit Bank (CREDT-NO)
- ❑ Dual Credit (DUAL-NO)
- ❑ Enrichment (ENRCH-NO)
- ❑ Job Improvement (JOB-NO)
- ❑ Transient Students (TRANS-NO)
- ❑ Pre-Early College (PRECOLL-NO)

Post-Baccalaureate Students:

- ❑ PRE-IMPACT (Educator Preparation Institute Alternative Certificate Program) (IMPACT-PR)

Associate in Arts degree — GENAA plan Choose a Sub Plan

- ❑ Architecture (ARCH)
- ❑ Biology (Biology)
- ❑ Biology Education (BIO ED)
- ❑ Business & Management (BUS)
- ❑ Business Education (BUS ED)
- ❑ Chemistry (CHEM)
- ❑ Computer Science (COPSC)
- ❑ Criminal Justice (CRMJU)
- ❑ Elementary Education (ELEM)
- ❑ Engineering (ENGNR)
- ❑ Exceptional Education (EXCEP ED)
- ❑ Fashion Marketing Management (FASH)
- ❑ Film (FILM)
- ❑ Forestry/Agriculture (FORAG)
- ❑ General — Undecided (GENAA)
- ❑ Gerontology (GERON)
- ❑ Human Services (HUSEV)
- ❑ Humanities (ENGHM)
- ❑ International Business (INTBS)
- ❑ Mass Communication (MCOMM)
- ❑ Mathematics (MATH)
- ❑ Mathematics Education (MATH ED)
- ❑ Music (MUSIC)
- ❑ Nursing (NURSE)
- ❑ Pharmacy (PHARM)
- ❑ Pre-Med (PRE-MED)
- ❑ Pre-Law/Criminology (PRLAW)
- ❑ Psychology/Counseling (PSYCH)
- ❑ Recreation/Physical Education (RECPE)
- ❑ Social Work (SOCWK)
- ❑ Speech/Audio Pathology (SPCH)

Associate in Applied Science degree — AAS

- ❑ Industrial Management Technology (INMG)
- ❑ Management (MGMT)
- ❑ Marketing (MKT)

Associate in Science degree — AS

- ❑ Accounting Technology (ACCTG)
- ❑ Arch. Desgn. and Constn. Tech (ARCH)
- ❑ Aviation Maintenance Mgmt.(AVAMM)
- ❑ Business Administration (BUS)
- ❑ Computer Networking (COMPNET)
- ❑ Computer Programming and Analysis (COMPRG)
- ❑ Crime Scene Technology (CST)
- ❑ Criminal Justice Technology — Public Safety Services (CJPSS)
- ❑ Digital Media Production (DMPRD)
- ❑ Digital Media Video Production (DVPRD)
- ❑ Drafting and Design Technology (DRAFT)
- ❑ Early Childhood Education (CHDEV)
- ❑ Engineering Technology (ENG)
- ❑ Emergency Admin. and Mgmt. (EAM)
- ❑ Financial Services — Banking (FINSV)
- ❑ Fire Science Technology (FIRE)
- ❑ Healthcare Informatics (HCINF)
- ❑ Hospitality & Tourism Management (HMGT)
- ❑ Human Services — Social Services (HSDIS)
- ❑ Human Svcs. — Alcohol/Substance Abuse (HSM)
- ❑ Information Tech (IT) Security (ITSEC)
- ❑ Microsoft Certified Office Specialist (MOS)
- ❑ Office Systems Technology (OSMGT)
- ❑ Paralegal Studies (LEGAL)
- ❑ Parks and Leisure Services (PALS)
- ❑ Pre-Dental Hygiene (DENHY-PR)
- ❑ Pre-Emergency Medical Services (EMS-PR)
- ❑ Pre-Funeral Services (FUNSE-PR)
- ❑ Pre-Health Care Informatics (HCINF-PR)
- ❑ Pre-Health Information Management (HIM-PR)
- ❑ Pre-Medical Laboratory Technology (MLT-PR)
- ❑ Pre-Nursing (NURSE-PR)
- ❑ Pre-Physical Therapist Assistant (PTA-PR)
- ❑ Pre-Radiography (RAD-PR)
- ❑ Pre-Respiratory Care (RESC-PR)
- ❑ Pre-Veterinary Technology (VETTC-PR)
- ❑ Sign Language Interpretation (INTRP)
- ❑ Technology Management (TECMGT)
- ❑ Video Game Foundations (VGF)
- ❑ Web Designer (WEBDS)

Certificates — Financial Assistance Eligible — CERTF

- ❑ Building Construction Technology (BCNST)
- ❑ Business Management (BUSADM)
- ❑ Computer Programming (COMPRG)
- ❑ Computer-Related Crime Investigation (CRCI)
- ❑ Computer Support (APLUS)
- ❑ Crime Scene Technology (CST)
- ❑ Drafting Technology (DRAFT)
- ❑ Emergency Admin. and Mgmt. (EAM)
- ❑ Fire Officer I (FOI)
- ❑ Food and Beverage Management (FBM)
- ❑ Homeland Security (HLS)
- ❑ Medical Coder (MEDCD)
- ❑ Microsoft Certified Systems Engineer (MSCSE)
- ❑ Paralegal Studies (LEGAL)
- ❑ Paramedic (PMED)
- ❑ Rooms Division Management (RDM)
- ❑ Web Development Specialist (WEBDVS)

Certificates — NOT Financial Assistance Eligible — CERTN

- ❑ Accounting Applications (ACTAP)
- ❑ Cisco Certified Network Associate (CCNA)
- ❑ Computer-Aided Design and Drafting (CADD)
- ❑ Digital Media Production (DMPRD)
- ❑ Digital Media Video Production (DVPRD)
- ❑ Engineering Technology Support (ENGTECH)
- ❑ Fire Inspector I (FISI)
- ❑ Fire Inspector II (FISII)
- ❑ Fire Investigator I (FIVI)
- ❑ Fire Investigator II (FIVII)
- ❑ Fire Officer II (FSOII)
- ❑ Healthcare Informatics (HCINF)
- ❑ Information Technology (IT) Security (ITSEC)
- ❑ Lean Six Sigma Green Belt (LEAN)
- ❑ Microsoft Certified Office Specialist (MOS)
- ❑ MS Certified Systems Administrator (MSCSA)
- ❑ Public Safety Administration Gangs Enforcement Management (GEM)
- ❑ Six Sigma Black Belt (SIXSG)
- ❑ Veterinary Hospital Management (VEHM)
- ❑ Veterinary Management (VMG)
- ❑ Video Game Foundations (VGF)
- ❑ Web Designer (WEBDS)

Applied Technology Diplomas — Financial Assistance Eligible — ATDF

- ❑ Associate Addiction Professional (AAP)
- ❑ Maternal & Child Health (MCH)
- ❑ Youth Development Professional (YDP)

Applied Technology Diplomas — Not Financial Assistance Eligible — ATDN

- ❑ Emergency Medical Technician (EMT)

One of the following only can be selected if application is being made for an upper-division degree. The Baccalaureate Application Supplement form also must be submitted.

Bachelor of Science degree — BS

- ❑ Business Technology Education
- ❑ Educational Studies
- ❑ Elementary Education (K-6)
- ❑ Exceptional Student Education (6-12)
- ❑ Mathematics Education (6-12)
- ❑ Middle Grades General Science Education (5-9)
- ❑ Middle Grades Mathematics Education (5-9)
- ❑ Nursing
- ❑ Science Education — Biology Emphasis (6-12)
- ❑ Technology Education

Bachelor of Applied Science degree — BAS

- ❑ Banking
- ❑ Dental Hygiene
- ❑ Interdisciplinary Health and Human Studies
- ❑ International Business
- ❑ Management and Organizational Leadership
- ❑ Orthotics and Prosthetics
- ❑ Paralegal Studies
- ❑ Public Safety Administration
- ❑ Technology Management
- ❑ Veterinary Technology

Advanced Technical Certificates — NOT Financial Assistance Eligible — ATC

- ❑ Critical Care — ATC (CC)
- ❑ Emergency Care — ATC (EMC)
- ❑ Sepsis Awareness and Education — ATC (SAE)

Were you enrolled at this college before 1969?

❑ Yes ❑ No

High school / GED information

Name of high school _____

City and state _____

Graduation month _____ Year _____

State where GED was awarded _____

Month GED was completed _____ Year _____

Expected term of attendance

Term	Month	Year
Fall ❑	August	_____
Spring ❑	January	_____
Summer ❑	May or June	_____

Attended another college?

Did you leave in good standing?
❑ Yes ❑ No

If no, indicate whether you were:
❑ on probation
❑ suspended
❑ dismissed

Are you eligible to return?
❑ Yes ❑ No

COLLEGE/UNIVERSITY RECORD

You MUST list in chronological order EVERY college and university attended prior to entering this institution,starting with the most recent. Include schools even if you did not complete a term. If additional space is needed, please use a separate sheet.

Names of all colleges previously attended	City and state	Graduated	Degree received
_____	_____	❑ Yes ❑ No	_____
_____	_____	❑ Yes ❑ No	_____
_____	_____	❑ Yes ❑ No	_____
_____	_____	❑ Yes ❑ No	_____
_____	_____	❑ Yes ❑ No	_____

IN AN EMERGENCY, NOTIFY

Name and address _____

Relationship to student _____

Home phone number	Business phone number	Cell ■ / Pager ■ number
( ) -	( ) -	( ) -

I acknowledge by my signature that I understand the College is collecting my social security number for the purpose of complying with federal and state statutes related to employment, financial and academic assistance and inter-institutional articulation or transfer, and that the College may disseminate that information in some communications with outside organizations, while taking precaution to safeguard use of the number. I also understand that should I choose not to have my social security number transmitted to the Internal Revenue Service (IRS) in response to Hope/Lifetime Learning Tax Credit reporting, I face the possibility of a fine of $50.

I hereby apply for admission to St. Petersburg College and agree that, if accepted, I will abide by all rules, procedures, and policies of the college, now and hereafter adopted, as set forth in the Board of Trustees Rules and Procedures Manual and as published in the College Catalog and Student Handbook. I certify that as a condition of admission, I 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. I understand that it is my responsibility to request that my high school and/or college transcripts be forwarded to the college. However, I authorize St. Petersburg College to obtain my high school and/or college transcript(s) and other necessary admission records, including test scores, from other institutions that I have attended, electronically and/or hard copy. I certify that the answers given herein are true and correct. I further understand that a false statement in this application or any admission document will subject me to penalties pursuant to §837.06, Florida Statutes; and is grounds for denial of admission or, upon further discovery, grounds for dismissal and invalidation of college credit or degree based on such credit.

By signing this application, I am granting permission to St. Petersburg College, its agents and staff to use video and photographs of myself for SPC promotional/advertising materials without charge. No promises have been made and no consideration is involved for their use. If I do not want SPC to use video and photographs of myself, I will inform the associate provost on my home campus.

Signature (in ink) _____ Date _____

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.

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) 341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at **eaeo_director@spcollege.edu**.

INFORMATION FOR RESIDENCE CLASSIFICATION

A Florida resident for tuition purposes is a person who has, or a dependent of a parent or legal guardian who has, established and maintained legal residence in Florida for at least 12 months. Residence in Florida must be as a bona fide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and the State Board of Education. All other persons are ineligible for classification as a Florida resident for tuition purposes.

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen or a permanent resident alien, or a legal alien granted indefinite stay by the U.S. Immigration and Naturalization Service. Living in or attending school in Florida will not in itself establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. A copy of the most recent tax return or other documentation may be requested to establish dependence/independence. **DEFINITIONS:** **Dependent** - A person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service. **Independent** - A person who provides more than 50% of his/her own support.

Check ✔ the appropriate boxes:

1. I am an independent person and have maintained legal residence in Florida for at least 12 months. ❑ **Yes** ❑ **No**
2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months. ❑ **Yes** ❑ **No**
3. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months. ❑ **Yes** ❑ **No**
4. A Florida public college/university declared me a resident for tuition purposes. ❑ **Yes** ❑ **No** If yes, name of institution:_____
5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. ❑ **Yes** ❑ **No** (If yes, copy of marriage certificate is required.)
6. I was previously enrolled at a Florida public college/university and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence. ❑ **Yes** ❑ **No**
7. According to the U.S. Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. ❑ **Yes** ❑ **No** (If yes, INS documentation required.)
8. I am a member of the armed services of the U.S. and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida; or I am the member's spouse or child. ❑ **Yes** ❑ **No** (If yes, copy of military orders DD2058 or military document showing home of record required.)
9. I am a member of an eligible Florida Army National Guard Unit. ❑ **Yes** ❑ **No**
10. I am a full-time instructional or administrative employee of a Florida public school, community college or institution of higher education; or I am the employee's spouse or dependent child. ❑ **Yes** ❑ **No** (If yes, copy of employment verification required.)
11. I am part of the Latin American/Caribbean scholarship program. ❑ **Yes** ❑ **No** (If yes, copy of scholarship papers is required.)
12. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (§240.551, Florida Statutes) ❑ **Yes** ❑ **No** (If yes, copy of card required.)
13. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the FSU Panama Canal Branch; or I am the student's spouse or dependent child. ❑ **Yes** ❑ **No**
14. I am a full-time employee of a Florida state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purposes of job-related law enforcement or corrections training. ❑ **Yes** ❑ **No**
15. I am a full-time student participating in a linkage institute. (§288.8175, Florida Statutes) ❑ **Yes** ❑ **No**

Attach copies of documentation indicated above. Additional documentation (e.g., voter's registration, driver's license, tax returns, deeds, etc.) may be required by the college. All documentation is subject to verification. Someone other than the student (e.g., parent) should complete this affidavit if the student is dependent or seeks to be classified as a Florida resident by virtue of a relationship. Otherwise, the student should complete this affidavit. PLEASE PRINT.

1. Name of student _____ 2. Student's Social Security # _____
   NOTE: The person who is claiming Florida residency (i.e., the student if he/she is independent, or the parent, guardian or spouse if the student is dependent) must complete the following.
3. Name of person claiming Florida residency:_____ 4. Relationship to student: _____
5. Claimant date of birth: _____
6. Permanent legal address:
   Street address _____
   City _____ State _____ ZIP code _____
7. Telephone number: _____
8. Date legal Florida residence and domicile was established: _____
9. Voter registration state:_____ County: _____ Number: _____ Issue date:_____
10. Driver's license state: _____ Number:_____ Issue date:_____
11. Vehicle registration state: _____ VIN or title number: _____ Issue date:_____
12. Other _____

Signature (in ink) of person listed on Item #3 above _____ Date_____

I do hereby swear or affirm that the above-named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this document will subject me to penalties for making a false statement pursuant to §837.06, Florida Statutes, and shall entitle the college to not admit the student, or upon later discovery, to deny further registration and invalidate college credit and/or a degree based on such credit.

Signature (in ink) of person listed on Item #3 above _____ Date_____

NON-FLORIDA RESIDENTS ONLY

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is being submitted, and that if I should qualify for some future term, it will be necessary for me to file the required documentation before the beginning of the term to be considered for Florida residency classification.

Signature (in ink)_____ Date_____

St. Petersburg College

BACCALAUREATE APPLICATION SUPPLEMENT

Student #: _____

Name: _____ Social Security #: _____ / ____ /_____
LAST FIRST MI MAIDEN (if applicable)

Mailing address: _____ Home phone: ( ) _____

_____
CITY STATE ZIP

Primary e-mail address: _____ Date of birth (optional): _____

Admissions Information

- Please visit **www.spcollege.edu/bachelors** to review the **SPECIFIC ADMISSIONS REQUIREMENTS** for each program listed on other side.
- Required transcripts:
  - High School or GED
    - Official transcripts showing graduation from high school or the completion of a GED are required.
    - However, students who have submitted college transcripts that document an associate of arts, bachelor's, or higher degree from a regionally accredited institution are not required to submit a high school transcript, unless it documents completion of two consecutive years of one foreign language.
  - College or University
    - Official transcripts from all institutions attended are required.

Contact (727) 341-4772 with any questions or for additional information.

Expected start date

- ☐ Fall 20_____
- ☐ Summer 20_____
- ☐ Spring 20_____

Citizenship verification

- ☐ I am a US citizen
- ☐ I am a resident alien
- ☐ I am neither a citizen nor resident alien

Note: All international students must contact the International Center at (727) 341-4370 to complete their application process.

R.N./Dental Hygiene License

License number: _____

State: _____

Renewal date: _____

List ALL prior colleges or universities you have attended:

	NAME	CITY	STATE	DATES ATTENDED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Official transcripts from all institutions listed above are required to complete the application process.

RETURN THIS COMPLETED FORM AND ALL OTHER REQUIRED MATERIALS TO:

St. Petersburg College
Central Records, ATTN: Baccalaureate Program
P.O. Box 13489
St. Petersburg, FL 33733-3489

SR 482 (7/08)

SELECT A PROGRAM

College of Education	DEGREE	NON DEGREE	EPI/ IMPACT CERTIFICATE
B.S. — Business Technology Education	☐		
B.S. — Educational Studies*	☐		
B.S. — Elementary Education	☐		☐
B.S. — Exceptional Student Education	☐		☐
B.S. — Middle Grades General Science Education	☐		☐
B.S. — Middle Grades Math Education	☐		☐
B.S. — Secondary Biology Education	☐		☐
B.S. — Secondary Math Education	☐		☐
B.S. — Technology Education	☐		
Certificate — Canadian Program			☐
Non Degree — Certificate Renewal and Reinstatement		☐	
Non Degree — Industrial Technical Education		☐	
Non Degree — Professional Preparation to Full Certification		☐	

** This is a non teaching program and will not lead to a teaching certificate.*

College of Nursing	DEGREE	NON DEGREE
B.S. — Nursing	☐	☐
Certificate — Critical Care	☐	
Certificate — Emergency Care	☐	
Certificate — Sepsis Awareness & Education	☐	

College of Orthotics & Prosthetics	DEGREE	NON DEGREE
B.A.S. — Orthotics & Prosthetics	☐	☐

College of Public Safety Administration	DEGREE	NON DEGREE
B.A.S. — Public Safety Administration	☐	☐
Certificate — Gangs Enforcement Management	☐	

College of Technology & Management	DEGREE	NON DEGREE
B.A.S. — Banking	☐	☐
B.A.S. — International Business	☐	☐
B.A.S. — Management & Organizational Leadership	☐	☐
B.A.S. — Technology Management	☐	☐

School of Dental Hygiene	DEGREE	NON DEGREE
B.A.S. — Dental Hygiene	☐	☐
B.A.S. — Health Services Administration	☐	☐

School of Paralegal Studies	DEGREE	NON DEGREE
B.A.S. — Paralegal Studies	☐	☐
Certificate — Paralegal Studies	☐	

School of Veterinary Technology	DEGREE	NON DEGREE
B.A.S. — Veterinary Technology	☐	☐
Certificate — Veterinary Technology-Hospital Management	☐	

I certify that the answers given herein are true and correct. I further understand that a false statement in this application or any admission document will subject me to penalties pursuant to §837.06, Florida Statutes; and is grounds for denial of admission or, upon further discovery, grounds for dismissal and invalidation of college credit or degree based on such credit.

SOCIAL SECURITY NUMBER ACKNOWLEDGEMENT

I acknowledge by my signature I understand the College is collecting my social security number for the purpose of complying with federal and state statutes related to employment, financial and academic assistance, and inter-institutional articulation or transfer, and that the College may disseminate that information in some communications with outside organizations, while taking precautions to safeguard use of the number. I also understand that should I choose not to have my social security number transmitted to the Internal Revenue Service (IRS) in response to Hope/Lifetime Learning Tax Credit reporting, I face the possibility of a fine of $50.

Applicant's signature (in ink) _____ Date_____

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 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at **eaeo_director@spcollege.edu**.