



FLORIDA GATEWAY COLLEGE

WILSON S. RIVER
LIBRARY & MEDIA CENTER

2016-2017
CATALOG

2016-2017 Academic Calendar

Web registration/add/drop and Web payment are open until midnight on the last date indicated, unless another time is shown. (College Offices close at 4:30 p.m. fall and spring and 5:00 p.m. summer.)
Unless a different time is shown or the college closes early, all other deadlines, except class dates, are effective at 4:30 p.m. on the last date indicated.

	Fall 2016	Spring 2017	Summer 2017
Financial Aid Deadline: Deadline for all required documents to be received by financial aid to ensure funding of tuition and fees at the beginning of the term. Required documents include, but are not limited to, official transcripts, tax returns, and other documents required for verification, as shown on any missing information letters. Students must be registered for classes before aid can be awarded.	July 27	November 7	April 4
Admission Application Priority Deadline: Last day to submit an application for admission (new students and re-admits/former dual enrollment students) for classes which start the first week of the term. Official high school transcripts must be on file, if applicable for program selection, for the student to be admitted/re-admitted to FGC. Students applying after the priority dates listed are encouraged to meet and discuss with their advisor, options for express terms which begin later in the semester. TRANSFER STUDENTS: All official transcripts must be received and evaluated by FGC in order to register and/or be considered for financial aid. Allow at least 3 weeks for this to be completed.	August 11	December 16	April 28
<ul style="list-style-type: none"> International Applicants – Admission Application Deadline International Transfer Applicants – Admission Application Deadline 	May 31 June 20	September 30 October 31	February 28 March 24
Graduation applications due (*Names may not appear in the graduation program for applications received after Feb. 28.)	September 28	February 28	June 6*
Open Registration (includes Dual Enrollment students), including registering for Audit	May 16 – Aug. 19	Nov. 14 – Jan. 6	Mar. 27 – May 5
Fees Due: Cancellations for nonpayment will begin daily. All class registrations not secured with full payment or financial aid will result in students having their entire class schedule cancelled in its entirety. All students registering for classes after this date must secure classes with full payment or financial aid on the day of registration.	August 17	January 4	May 3
Netnet Payment Plan Availability	July 1 – Aug. 19	Nov. 14 – Jan. 6	Mar. 27 – May 5
Faculty return	August 15	January 3	May 8
Professional development days	August 15 - 19	January 3 - 6	N/A
State employee fee waiver registration	August 18 – 26	January 5 – 13	May 4 - 10
Classes begin	August 22	January 9	May 8
Add/Drop (includes Dual Enrollment students), including registering for Audit. All fees are due daily. All students registering for classes must secure classes with full payment. Any class schedule not secured with full payment will be cancelled in its entirety.	August 22 - 26	January 9 - 13	May 8 - 10
Last day to submit grade changes for "I" grades received in previous term(s). Unresolved "I" grades will change to "F".	September 12	January 30	May 30
Last day for withdrawal (The withdrawal deadline may differ for classes that do not span the full term. See your advisor.)	October 24	March 20	June 27
Last day of classes before exams	December 2	April 24	July 31
Final exams as scheduled	December 5 - 9	April 25 - May 1	August 1
Term ends	December 9	May 1	August 1
Grades due (12 noon fall and spring; 4:30 p.m. summer)	December 12	May 2	August 1
Last faculty duty day	December 14	May 5	August 1
Last day to submit change of grade for incomplete (I) grades received in this term (**TBD: 3 weeks from start of fall 2017)	January 30	May 30	Sept. TBD**
Commencement Ceremony	N/A	May 5	N/A
Summer work schedule begins	N/A	May 8	May 8
Summer work schedule ends	N/A	N/A	August 3
Term Holidays - No Classes	Sept. 5: Labor Day Nov. 11: Veterans Day Nov. 23-25: Thanksgiving Dec. 20-31: Winter Break	Jan. 2: Winter Break Jan. 16: Martin Luther King, Jr. Day Feb 20: President's Day Mar. 10-17: Spring Break	May 29: Memorial Day July 4: Independence Day
Note: Express terms will be offered each term. Courses are offered in a condensed format with the same content and requirements. Check the FGC web page for express term dates and deadlines, as they become available.			

Florida Gateway College

Serving Baker, Columbia, Dixie, Gilchrist, and Union counties since 1947

visit our Web site at

www.fgc.edu

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through affordable, quality higher education programs and lifelong learning opportunities.

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling Terry Auger, coordinator of disability services, at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, FL 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, located in Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

Published by the
FGC Public Information Office
2016-2017 Publication

This catalog is for information only and does not constitute a contract. The College reserves the right to change, modify, or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information in this catalog.

Phone Numbers By Counties

Dixie Center (352) 498-0190 ext 4493 (from Dixie County)
(386) 754-4493 (from Lake City)

Gilchrist Center (352) 463-0073 ext 4254 (from Gilchrist County)
(386) 754-4254 (from Lake City)

Olustee Public Service Corrections (386) 754-4347
Training Center (Baker) Criminal Justice (386) 754-4303
Firefighting (386) 754-4303
Law Enforcement (386) 754-4383
Emergency Medical Services (386) 754-4297

149 SE College Place
Lake City, FL 32025-2007
www.fgc.edu
(386) 752-1822

Table of Contents

FGC 2015-2016 Academic Dates	2	Standards of Academic Progress	20
President's Message	7	Federal Assistance	20
District Board of Trustees	8	State Assistance	21
The College	9	Institutional Scholarship	22
History of the College	9	Off-Campus Assistance	22
Philosophy	9	Financial Aid Procedures	22
Mission Statement	9	Veteran's Services	23
Long Term Goals	9	General Information	23
SACSCOC Accreditation and Affiliation	10	Change of Educational Program/Change of Educational Status	23
Academic Freedom	10	Business Services	25
Academic Programs	10	General Information	25
Off-Campus Centers	10	General Fees and Charges	25
College Rules and Regulations	11	Fees for Retaking Courses	25
Diversity Statement	11	College Refund Policy	26
Graduation and Transfer	11	Refund/Repayment Policy	26
Partnership with Saint Leo University	11	Fines and Penalties	27
Statement of Equal Access/Equal Opportunity	12	Bad Check Policy	27
Federal Drug Free Workplace Act of 1988	12	State Employee Tuition Waiver Program	27
Campus Crime and Security Statistics	12	Transportation and Parking	28
Harassment and Sexual Misconduct	12	Campus Crime and Security Statistics	28
Sexual Assault, Domestic Violence, Dating Violence, and Stalking	12	Policy on Smoking	28
Performing Arts Center & Visual Arts Gallery	14	College Bookstore	28
Foundation for Florida Gateway College	14	Collections	28
Educational Talent Search	14	Academic/Instructional Services	29
Continuing Education Programs	14	General Information	29
Student Services	15	Contact Numbers for Programs	29
General Information	15	Course Offerings	29
Disability Services Statement	15	Academic Assistance	29
Equal Access/Equal Opportunity Statement	15	Access to Faculty	29
Academic Advising	15	Peer Tutors	29
Career Exploration	15	Audiovisual Center	29
Multicultural Academic Success	15	Academic Policies	29
BayCare Life Management	15	Change of Name, Address, Major	30
Disability Services	15	Grading Policies	30
Student Success Center	15	Graduation Requirements	31
TRIO Student Support Services	16	Catalog of Entry	31
Cost of Attending FGC	16	Honors	31
General Rights of Students	16	Graduation Ceremony	31
Orientation	17	General Student Complaints	32
Online Self-Service for Students	17	Academic Appeals	32
Student Activities	17	Ombudsperson	32
Student Government Association	18	Credit Policies	32
Student Representation in College Governance	18	Nontraditional and Accelerated Credit	33
Identification Cards	18	Massive Open Online Courses (MOOCS)	35
Clubs	18	Distance Learning	35
Intramural Activities	18	Educational Funding Programs	36
Notification of Social Security Number Collection and usage	18	Wages	36
Registrar's Office	18	Career Pathways	36
Human Resources Department	18	Library	36
Student Conduct	19	Academic Standards of Progress	36
Financial Aid	20	Academic Warning, Probation, and Suspension	36
General Information	20	Readmittance after Suspension	37
Verification Policy	20	Academic Dismissal	37
		Grade Forgiveness	37
		Developmental Education Courses	37

Continuous Enrollment in Developmental Education Classes	37
Excess Hours Advisory Statement	37
Academic Amnesty	37
Drop/Withdrawal	38
Academic Changes	38
Admissions	39
General College Admissions	39
Admission Procedures	39
Residency Classification	42
Georgia Four-County Differential Residency Classification Request	43
Residency Appeals Committee	44
Testing, Advising, & Registration	45
Test Center	45
Assessment, Testing, and Certification Services	45
Dual Enrollment Entry Testing	45
First Time in College Placement Testing	45
Advising	45
Developmental Education Classes	45
Registration	46
Auditing Courses	46
Transient Students	46
Bachelor of Science Degree	49
Early Childhood Education	50
Nursing	51
Bachelor of Applied Science Degree	54
Water Resources Management	55
Associate in Arts Degree	
General Education Requirements	57
General Learning Outcomes	57
General Information	58
Graduation Requirements	58
AA Degree Requirements	60
Articulation with Florida Universities	64
Associate in Science Degrees	66
General Education Requirements	66
General Learning Outcomes	66
General Information	67
FGC Student Guarantee Program	67
Graduation Requirements	68
Programs Offered	68
College Credit Certificates	91
General Information	91
Programs Offered	91
Occupational Credit Certificates	102
General Information	102
Programs Offered	102
Applied Technology Diplomas	113
General Information	113
Programs Offered	113
Florida's Statewide Course Numbering System	115
Course Descriptions	117
Administrative Personnel & Faculty	187
Index	191

Alumni of the Year

2016 Distinguished Alumni of the Year

Faye Bowling-Warren

Faye Bowling-Warren has been named the 2016 Florida Gateway College Alumni of the Year.

Bowling-Warren graduated from what was then known as Lake City Community College in 1971 and then returned to class and received a Bachelor's of Science degree in Criminal Justice from Florida State in 1978. What makes her pursuit of a Bachelor's impressive is the fact that she attended class for that program on the LCCC campus all at night, while holding a full time job with the City of Lake City.

In the late 70's, FSU sent professors to the Lake City campus to conduct class at night. Those classes were attended mostly by adults with families. Bowling-Warren was working fulltime for the City of Lake City as Assistant City Manager, where she ultimately retired after 42 years of service.

She has fond memories of her time at the college. "A lot of the people in those classes became good friends. We all had families and we would help each other. It was always a friendly atmosphere. We had to do research using only books. There was no internet then", said Bowling-Warren.

After graduating from FSU, Bowling-Warren continued her education and earned a certificate in public administration from FSU's College of Social Science as well as a certificate in personnel management from the Florida Personnel Association. Receiving the Alumni of the Year designation came as a surprise to Bowling-Warren. But this isn't the first time a member of her family has been designated with the honor. The college is a family tradition. Her daughter, Cindy O'Connell, was named Alumni of the Year in 2002. Cindy graduated from LCCC in 1976 and Bowling-Warren's son, Marty, was a member of the Timberwolves basketball team in the 60's.

Retirement hasn't been all kick back and relax for Bowling-Warren. She is still very active in civic groups. She has served with the Blue-Grey, the group that organizes the annual Battle of Olustee Festival in Lake City, since its inception 38 years ago. She was named Commanding General of the Blue-Grey Army in 1983 and has since been appointed Executive Director of the organization where she has served for several years.

If you want an active retirement life, try keeping up with this impressive list. Bowling-Warren has been a member of the Board at Lake City Medical Center, a member of the Board for Columbia County Senior Services where she was Chair for the building committee and capital campaign chair for the Lifestyle Enrichment Center, a longtime member of Altrusa of Lake City and a member of the Beautification Committee for the City of Lake City.

She has also been lauded for her civic work having been named Lake City Rotary Citizen of the Year in 1986, and, while still working in city government, was President of the Florida Airport Manager Association.

Bowling-Warren has advice for anyone who has been out of school for a long time and might be considering attending college today. "You're the winner, it's a satisfying feeling receiving that degree. I would encourage anyone to seek a higher education, and think what an opportunity we have in this community with Florida Gateway College here. It's a great school", said Bowling-Warren.

Stephen Tucker

The 2016 Florida Gateway College Distinguished Alumnus of the year is Mr. Stephen Tucker.

Since graduating from Lake City Community College, now Florida Gateway College, in 1999, Stephen Tucker has seen his career soar, and his travels around the nation prove that. After graduation, Tucker began work at Boca del Mar Country Club in Boca Raton where he was equipment manager and was responsible for preventative maintenance for the 18 hole private golf club.

But bigger responsibilities came calling in 2001 when he was named equipment manager in Naples for the Olde Florida Golf Club and was supervisor of a staff of 24 employees. Like many other graduates of the local college's turf equipment management program more opportunities opened. In 2002 Tucker secured a position at a Golf Digest Top 100 course in Georgia where he became equipment manager for Hawks Ridge Golf Club, a 27 hole private facility with a staff of 25 and was responsible for all facets of equipment management.

When your reputation as a pro gets around more jobs open up. That's what happened for Tucker when he was appointed equipment manager for The Four Seasons Resort Dallas at Las Colinas in Irving, Texas in 2012. The 36 hole private club needed an experienced manager. Tucker was given the responsibility of all facets of equipment for the course which also included purchasing, budgeting, safety training and hiring.

Since 2014 Tucker has been the equipment manager in Orlando for The Four Seasons Resort at Tranquilo Golf Club. Here again Tucker is responsible for equipment management, purchasing, budgets, safety training and hiring employees. As part of his job, Tucker also travels to other Four Seasons golf properties as a consultant.

During his career Tucker established a detailed budget breakdown into projected spending on individual equipment, developed a new safety program for employees along with an equipment training program and certification. But Tucker also finds time for the community. He has helped coordinate charity events and has volunteered for 2 years at PGA events. In his spare time when Tucker isn't managing a staff at a golf course, he also likes to play the game.

Tucker is an accomplished golfer having played in qualifying events for the US Open, US Amateur and the Nike Tour.



President's Message

Florida Gateway College is proud of its 69 year history of educating students. We serve the communities of Columbia, Gilchrist, Dixie, Baker and Union Counties, but also have students attend FGC from many different counties of Florida, the United States and international countries. The diverse members of the student body take a wide variety of academic programs that range from career certificates, the associate in science degree for career orientated programs or our associate in arts degree, a degree designed for transfer to many four year universities in the State of Florida and beyond. We are proud to also offer two Bachelor of Science Degree programs in Nursing and Early Childhood Education and a Bachelor of Applied Science degree in Water Resources Management.

Our mission, as it has been for the past 69 years, is to provide you, the student, with superior instruction, while also providing a nurturing environment where our faculty and staff help you achieve success along the way. Our motto is "Start Here and Go Anywhere!"

This catalog is an important resource for all new and returning students to utilize. It has important academic student services information that can be accessed and I would encourage you to keep this catalog conveniently located so you can refer to it. If you ever need additional information, please feel free to contact one of the administrative offices listed.

Welcome and best wishes for a successful 2016-17 academic year!

Lawrence Barrett, Ed.D.
President

District Board of Trustees

Academic Year 2016-2017

Ms. Renae Allen
Union County

Mr. Robert C. Brannan III
Baker County

Mr. Lindsey Lander
Gilchrist County

Ms. Kathryn L. McInnis
Dixie County

Ms. Suzanne M. Norris
Columbia County

Dr. Athena Randolph
Columbia County

Dr. Miguel Tepedino
Columbia County

The College

History of the College

Florida Gateway College has established a strong tradition of providing high quality, postsecondary educational opportunities to the citizens of North Central Florida. What began as a school of Forestry in 1947, has now grown to become a comprehensive, public community college serving more than 5,000 students annually.

The College traces its growth from the Forest Ranger School, which utilized structures that remained from a World War II era naval air station. In 1961, when the state of Florida created Lake City Junior College on the campus of the old forestry school, the College became one of 28 two-year institutions envisioned in the state's master plan. In those early days, Lake City Junior College had fewer than 400 students.

The inclusion in 1970 of "community" in the College's title emphasizes the broad spectrum of transfer and occupational programs offered in addition to continuing education and community service courses. Lake City Community College officially became Florida Gateway College on July 1, 2010.

Today the campus of FGC is an attractive site, nestled in what was originally 100 acres of pines. The College, with the assistance of The Foundation for Florida Gateway College, now has more than 190 acres, including the main campus consisting of more than 140 acres and the public safety campus consisting of 50 acres.

Florida Gateway College offers outstanding programs in the liberal arts and sciences. A significant number of students who begin their college career in these programs earn associate degrees and then successfully transfer to senior institutions where they maintain superior records when compared to their university counterparts.

Florida Gateway College also offers outstanding opportunities in diverse occupational programs such as business administration, computer programming, water/wastewater, welding, and cosmetology. The College provides comprehensive training in Nursing & Health Science fields such as registered nursing, practical nursing, emergency medical services, physical therapist assistant, patient care technician, and others. Each year the College maintains the search for excellence by offering new programs which meet the needs of its district.

In 2012, Florida Gateway College launched its inaugural four-year program, a Bachelor of Science in Nursing. Two additional four-year degrees - a Bachelor of Science in Early Childhood Education and a Bachelor of Applied Science in Water Resources Management - have since launched.

Florida Gateway College's district encompasses five North Central Florida counties: Baker, Columbia, Dixie, Gilchrist, and Union. This 2,683 square mile district is an area twice the size of Rhode Island.

The region around the college is commonly referred to as

Florida's Crown and the Gateway to Florida. The college district is situated midway between the Atlantic Ocean and the Gulf of Mexico. The geographic area around Florida Gateway College would generally be considered rural. The moderate climate, hospitality of the community, and beauty of the adjacent recreational areas draw visitors and newcomers from around the world.

Florida Gateway College's main campus is located approximately six miles east on Highway 90 from downtown Lake City, Florida, with sites in Baker (Olustee), Dixie and Gilchrist counties.

The Florida Gateway College district continues to experience growth. The college is committed to providing excellent postsecondary educational opportunities to the citizens of North Central Florida while maintaining an "open-door" admission policy. The District Board of Trustees, faculty, and staff of Florida Gateway College are dedicated to helping FGC students reach their personal and career goals.

Philosophy

Florida Gateway College is committed to providing the highest quality education and training to the citizens of its unique, rural service area. We believe that each group, every community, and every nation derives all of its value and all of its power directly from the individuals who constitute those bodies. In a democratic society, individuals, each and every one, need to be appreciated for their unique, irreplaceable, and intrinsic value. Further, this value needs to be enhanced and amplified with fitting educational experience to fully consummate societal potential.

To implement this philosophy, we nourish in each individual the view that learning is a continuous, lifelong process. We support each individual in developing to the fullest potential by providing opportunities to acquire the knowledge, skills, habits, understanding, and values necessary for securing economic stability and contentment, carrying out social and civic responsibilities with interest and enthusiasm, and obtaining a full measure of personal success and fulfillment.

The College, the students, and the communities it serves, are partners. We engage in an educational and cultural enrichment adventure designed to achieve the lofty but elusive goals of excellence, truth, scholarly achievement, and human understanding.

Mission Statement

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through quality higher education programs and lifelong learning opportunities.

Long Term Goals

To achieve the Mission and perform the functions set forth in the Institutional Mission Statement, the College will pursue goals to:

- Implement and incorporate service learning into the College
- Succession Planning: Invest in and develop College

employees for continued growth at FGC

- Develop leadership talent for long term success
- Coaching and mentoring
- Cross training of employees, especially critical areas

□ Security

- Conduct safety drills
- Ability to contact students and staff by mass email, text alerts, etc.

□ Foundation for Florida Gateway College

- Develop a marketing plan
- Increase support to the College
- Further engage alumni with the College

□ Technology improvements

- Expanded tech support for students
- Automate appropriate employee and student forms
- Prepare to go paperless: HR, Admissions, Registration, Business Office, etc.
- Develop ability to contact specific designated groups

□ Consideration of additional baccalaureate programs

- Fire Science
- Public Safety Administration
- Industrial Logistics

□ Continue streamlining Student Services

□ Increase public and private partnerships and collaboration with other colleges/universities

□ Increase quality & availability of online courses and distance learning at FGC campus

- Cutting edge instruction such as virtual courses and simulation courses and labs
- Flexible starting times

□ Strengthen workforce development entrepreneurship

- Develop strong business relationships with all industries and provide training for current employees as well as newly created jobs
- Work closely with local chambers, workforce boards, and economic development efforts to meet needs of prospective new employers
- Expand continuing education courses
- Expand industry certification classes
- Investigate a west campus near I-75 for classrooms and training

□ Continue to expand programs

- Develop an honors program
- Add more STEM courses
- Add occupational programs based on regional need and demand

□ Continue to build and expand relationships with our five county school districts

- Continue to pursue grants to support FGC's mission and goals.

Accreditation and Affiliation

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Accreditation means that the College has presented satisfactory evidence of maintaining the standards of the accrediting agency with respect to qualification of faculty, scope and requirements of academic curriculum, and administrative operation of the College.

Florida Gateway College is a public college supported by the state of Florida. The College also awards educational certificates through association with the Florida Department of Education.

Academic Freedom

Academic freedom is encouraged and faculty, staff, and students are expected to uphold the following principles:

- The right of each student to pursue and acquire knowledge in an atmosphere of free inquiry;
- The right of each faculty member to pursue, acquire, and disseminate knowledge in the faculty member's academic area (or related academic areas) in an atmosphere of free inquiry;
- The right of members of the academic community to pursue learning free from disruption, with due process for all concerned.

Academic freedom carries with it responsibilities and duties correlative with rights, such as accuracy, appropriate restraint, and respect for the opinion of others. Academic freedom must be exercised within the framework of responsibility and the ethical commitment to which the College subscribes.

Academic Programs

The College offers a variety of programs leading to the Bachelor of Science, Bachelor of Applied Science, Associate in Arts, Associate in Science, or Associate in Applied Science degrees as well as certificates in several occupational/technical areas. Some certificates may be earned in as little time as one year, whereas associate degrees normally require a minimum of two years to complete.

The College also offers an array of credit and noncredit courses on the main campus and at area centers throughout the district. The Continuing Education program also offers courses throughout the year for career advancement and continuing education credits. These courses are usually advertised throughout the community in which they are being offered and through college publications.

FGC's Off-Campus Centers

Florida Gateway College maintains centers in Dixie and Gilchrist

counties and a site in Baker County at Olustee. The Dixie Center is located at 64 N.E. 121st Street, Cross City. The Gilchrist Center is located at 2821 E. Bell Avenue, Bell, Florida.

Current hours of operation for the off-site centers in Dixie and Gilchrist counties:

Dixie County: Office Hours of Operation

Monday - Thursday 8:00 a.m. - 12:00 p.m.; 12:30 p.m. - 4:30 p.m.

Friday, Saturday, Sunday - CLOSED

Computer Lab Hours of Operation

Monday - Thursday 8:00 a.m. - 12:00 p.m.; 12:30 p.m. - 8:30 p.m.

Friday, Saturday, Sunday - CLOSED

Gilchrist County: Office Hours of Operation

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday, Saturday, Sunday - CLOSED

Computer Lab Hours of Operation

Monday - Thursday 8:00 a.m. - 8:30 p.m.

Friday, Saturday, Sunday - CLOSED

The Olustee Public Service Training Center is located at 25030 US Highway 90, Olustee, Florida. Office hours for the center are 8 a.m.-4:30 p.m., Monday-Friday, during the fall and spring semesters, with evening classes offered at all three sites. During summer months the office hours are 7:30 a.m.-5 p.m., Monday-Thursday.

Phone numbers are as follows:

Dixie Center (352) 498-0190 ext. 4493 from Dixie

(386) 754-4493 from Lake City

Gilchrist Center (352) 463-0073 ext. 4254 from Gilchrist

(386) 754-4254 from Lake City

Olustee Public Service Training Center

(386) 754-4347, Corrections

(386) 754-4303, Criminal Justice

(386) 754-4303, Firefighting

(386) 754-4383, Law Enforcement

(386) 754-4297, Emergency Medical Services

College Rules and Regulations

All students are expected to be knowledgeable about the rules, regulations, and information provided through this catalog, the Student Handbook, and any other printed college references.

The catalog and the Student Handbook are written to provide students with a general overview of their rights and responsibilities, academic policies and procedures, and common institutional guidelines, which directly affect them.

This catalog is not intended to be considered an irrevocable contract with students enrolled at the College. Rather, it is designed to be a statement of the College's position on issues such as academics, student services, and business affairs, at the time of printing.

It is the College's right to make program or course changes, amendments to guidelines regarding students, or adjustments to costs and fees, as determined by the College to be in the best interest of the College.

Every effort has been made to ensure the accuracy of information contained in this catalog, but the College does disclaim any liability for any unintended errors.

Diversity Statement

We at Florida Gateway College, are a multicultural community of diverse racial, ethnic and class backgrounds, national origins, religious and political beliefs, physical abilities, ages, genders, and sexual orientation. Our educational activities and everyday interactions are enriched by our acceptance of one another, and, as members of the community, we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

In order to maintain this atmosphere, bigotry will not go unchallenged within this community. We shall strive to educate each other on the existence and effects of racism, sexism, ageism, homophobia, religious intolerance, and other forms of individual prejudices especially when such prejudice results in physical or psychological abuse, harassment, intimidation, or violence against persons or property. We will not tolerate such behavior nor will we accept jest, ignorance, or substance abuse as an excuse, reason, or rationale for it.

All who work, study, and teach at Florida Gateway College should be committed to these principles which are an integral part of FGC's focus, goals, and mission.

Graduation and Transfer

It is the student's responsibility to coordinate his or her program at Florida Gateway College with that of the senior university to which he or she plans to transfer.

The transfer requirements of each of the public universities in Florida may vary. The student should plan his or her college program with transfer to a specific institution in mind. Students may receive assistance with applicable transfer provisions by seeing an advisor in Advising Services.

The student should also be aware that admission to an upper division public university does not automatically assure access into a specific college of that university. Admission requirements for a specific college, such as language requirements, may be different from admission requirements into the general university.

Partnership with SLU

For more than a decade, Saint Leo University and Florida Gateway College have enjoyed a successful partnership offering students the ability to obtain both associate and bachelor degrees on the campus of Florida Gateway College.

Students attend Florida Gateway College and earn an associate degree and then make a seamless transition to Saint Leo University into its baccalaureate programs.

Saint Leo University Lake City Center offers bachelor degrees in Elementary Education, Criminal Justice (Criminalistics and Homeland Security), Human Services, Human Resources Management, Middle Grades Education, Psychology, Business Administration (Management and Marketing), Healthcare Management and Computer Information Systems, Accounting.

Statement of Equal Access/Equal Opportunity

Florida Gateway College affirms its Equal Access/Equal Opportunity Policy in accordance with all applicable state and federal laws, regulations, and rules.

The College reaffirms its commitment to provide equal access and equal opportunity for all programs, services, and activities offered by the College, without discrimination.

Discrimination on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status against a student, employee, or applicant is prohibited.

The Equity Officer for the College is Sharon Best, executive director of human resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025. If you have any questions or desire any information, call (386) 754-4313.

Federal Drug Free Workplace Act of 1988

The College is committed to providing a drug-free environment for all students and employees. Therefore, students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, sale, or use of controlled substances in the workplace.

Employees who violate the provisions of this act are subject to disciplinary action, up to and including termination. Students who violate this act are subject to disciplinary action, up to and including suspension from the College.

The College, through its policies and programs, is dedicated to providing an atmosphere that promotes wellness:

1. Through reinforcement of the positive, drug-free elements in life.
2. By respect for laws and rules pertaining to illegal drugs.
3. With an understanding of the effects of drugs, including alcohol, on personal health and safety.

Campus Crime and Security Statistics

Florida Gateway College annually prepares Campus Crime and Security statistics, disclosing institutional security policies and crime statistics for the preceding three years. The information is included in the Student Handbook which can be obtained from the Office of the Vice President for Student Services. A copy of the handbook will be provided to prospective students and employees upon request.

Harassment and Sexual Misconduct

Students, employees of the College, independent contractors performing services for the College, and employees of vendors to the College are guaranteed the right to perform their duties, render services, vend services and products and/or pursue their educational goals, free from all forms of unlawful harassment or misconduct. The College will not tolerate such behavior, and will take steps and measures to address such behavior.

Students who wish to discuss or file a complaint concerning an

incident of harassment should meet with the Executive Director of Human Resources or the Vice President for Student Services.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Florida Gateway College (FGC) is committed to providing a safe learning and working environment. FGC complies with federal law, specifically the Jeanne Clery Act (Clery Act) and Violence Against Women Act (VAWA) including the Campus Sexual Violence Elimination Act (SaVE Act). FGC will not tolerate sexual assault, domestic violence, dating violence, or stalking in any form.

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident:

FGC encourages any member of the college community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If an FGC student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they may contact FGC Security (386) 754-4426. FGC Security will assist all members of the FGC community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. They can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Vice President of Student Services (386) 754-4298, Bldg. 14. Employees who have experienced a sexual assault, domestic

violence, dating violence, or stalking may also report an incident to the Executive Director of Human Resources (386) 754-4314, Bldg. 1. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Florida Gateway College.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Rights and options of the survivor include the right(s) of a survivor to:

Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;

Seek a criminal complaint for threats, assault and battery, or other related offenses;

Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);

Request the police remain at the scene until your safety is otherwise ensured;

Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
Obtain a copy of the police incident report at no cost from the police department.

Procedures Survivors Should Follow:

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph.
Evidence of stalking, including any communications such

as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, FGC is committed to providing them as safe a learning or working environment as possible. Upon request, FGC will make any reasonably available change to a survivor's academic and working situation.

Survivor Confidentiality:

FGC recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. FGC thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to College policy.

While federal law requires FGC to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

FGC Educational Programs:

FGC is committed to increasing the awareness of and prevention of violence. FGC makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, FGC offers practical guidance for risk reduction, violence prevention, and bystander intervention. Workshops are offered throughout the year by the Student Activities office (386) 754- 4316, Bldg. 7. Also, employee training is offered through the Human Resources office (386) 754-4314, Bldg. 1.

Campus Sexual Assault Victim Bill of Rights:

Victims of a sexual assault have the right
To reasonable changes to academic schedule;
To referrals to counseling, and assistance in notifying law enforcement;
The same opportunity as accused to have witnesses present at disciplinary hearing;
To be notified of the outcome of hearing, sanctions, and terms of sanctions in place;
To speak (or not speak) to anyone regarding the outcome;
To have their name and identifying information kept confidential (FERPA).

See College Policy and Procedure 6-23 for the College's detailed policy regarding harassment, including the definition of harassment. For the College's detailed policy relating to sexual misconduct, see Policy and Procedure 6-45.

Performing Arts Center and Visual Arts Gallery

Built in 1980, the Levy Performing Arts Center (PAC) functions as the cultural center for the College and for the five-county district the College serves. Each year the 500-seat facility draws approximately 35,000 visitors who attend the many events held in its auditorium and gallery area.

Florida Gateway College introduced the new FGC Entertainment series in 2011-2012, breaking all records for attendance for college-produced shows. Easton Corbin and Diamond Rio headlined the 10-show series. More information about upcoming seasons of the series can be found at www.fgcertainment.com.

Throughout the year, the PAC provides facilities for seminars, training sessions, guest speakers, and other special events.

The Visual Arts Gallery exhibits the artwork of many local and regional artists, as well as national traveling art exhibits. Every fall and spring students display their works during the FGC Student Art Show.

The Foundation for Florida Gateway College

The Foundation for Florida Gateway College was founded in 1969 by a dedicated group of community volunteers who sought to raise private funds to support the College. The Foundation is an IRS 501(c)3 charitable organization and investments in students by private gifts to the Foundation are tax deductible. The mission of the Foundation is to support Florida Gateway College by providing scholarship and program enhancement funding. The Foundation is governed by a volunteer board of directors. Since its inception more than \$14,000,000 has been expended to support FGC and students.

Various scholarships are funded by the Foundation and administered through the financial aid office. For information on applying for scholarships contact the financial aid office. Gifts to the Foundation are tax deductible and may be designated for a particular program, use, or area of interest consistent with FGC's mission. For more information on making a tax deductible gift to support FGC education, call (386) 754-4201 or e-mail FGC.Foundation@fgc.edu.

Educational Talent Search

Educational Talent Search is a federally funded, personalized program for students grades nine-12 that provides students with career information and assists them in getting into college or occupational training programs that will lead to careers of their choices.

Educational Talent Search will give special consideration to students from low income families and students who are the first members of their families to achieve a college degree. Criteria for acceptance into the program requires that students must

demonstrate academic potential and be motivated to succeed. The Educational Talent Search office is located in the FGC High School Coordination Center, Building 015, Suite 127, Room 130.

Continuing Education Programs

Florida Gateway College supports regional economic development through a wide range of Continuing Education programs through the Teacher Preparation Programs, the Public Service Training Center (Olustee), the Criminal Justice Training Center, and the Nursing and Health Sciences Programs. Continuing Education programs reach large and diverse segments of the area population including childcare workers, teachers, health care workers, law enforcement and corrections officers, and employees of local business, industry, and government, as well as the general public.

The College continually seeks professional or regulatory certification for continuing education and pre-licensure courses. State agencies certifying specified continuing education courses include: Board of Nursing; Construction Industry Licensing Board; Bureau of Emergency Medical Services; and the Departments of Environmental Protection, Children and Families, Education, Law Enforcement, and Corrections. At the national level, the Occupational Safety and Health Administration and the American Heart Association have approved certain continuing education courses offered by the college.

In addition to regularly scheduled continuing education courses for the general public, Florida Gateway College provides customized, "on-demand" training programs to local employers as well as assistance in applying for Workforce Florida training grants.

Online workforce training is available in addition to traditional "live" instruction. The college created and provides the first state-approved online water and wastewater operator licensure courses.

The Teacher Preparation Programs provide state mandated childcare worker courses in preparation for Department of Children and Families Competency Exams. Continuing Education hours for daycare operators and professional development for K-12 teachers including reading and ESOL endorsement courses are provided as well as test preparation classes for Florida Teacher Certification Exams.

The Criminal Justice Training Center provides continuing education courses approved by the Criminal Justice Standards and Training Commission for law enforcement and corrections officers.

The Nursing and Health Sciences Programs and the Public Service Training Center provide American Heart Association courses to medical personnel, first responders, child care workers, and the general public. Specialty courses for professional health care workers are also provided on demand.

Certificate, degree and workforce training programs in cooperation with local employers is also provided. NCCER training and certification, as well as "Green" training in construction and related fields, are offered on an as-needed basis.

Student Services

General Information

The Student Services area is administered by the Vice President for Student Services. This area provides the following support services to students: career services, academic advising, services for students with disabilities, student success initiatives, including Learning Lab and TRIO, intramural sports, orientation, graduation, judicial affairs, behavioral intervention team, testing, and student activities. The overall goal of Student Services is to support the academic mission while attending to the total development of the student.

Disability Services Statement

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling Terry Auger, coordinator of disability services, at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, FL 32025.

Equal Access/Equal Opportunity Statement

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, located in Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

Academic Advising

Academic advising is crucial to a student's success at Florida Gateway College. Advisors help orient new, readmitted, and transfer students to the college and help guide continuing students to the completion of their degrees. Education plans, degree audits and career selection are important services that are available to students.

Students with questions regarding academic advising should contact Advising Services at (386) 754-4222.

Career Exploration

Student Services Career Center is housed in the Student Union Building. This center provides a variety of career services including interest inventories, resume development, and interviewing assistance.

College and university catalogs, career resource books, and career videotapes are available in the Center. Students have access to these resources from 8 a.m. to 4:30 p.m. Monday through Friday and until 6:30 p.m. every Wednesday. In addition, the Florida Gateway College Library has a career exploration center where students can check out books on various occupations.

Multicultural Academic Success

The Multicultural Academic Success Program supports Florida Gateway College's ongoing commitment to create and foster an intellectually and culturally diverse campus community. Scholarships are available to eligible students, as well as:

- ☐ Academic Advising
- ☐ Mentoring
- ☐ Study Groups
- ☐ Career Planning
- ☐ Early Academic Alert

Contact the Multicultural Programs Advisor at (386) 754-4434.

BayCare Life Management - Student Assistance Program

BayCare Life Management provides a comprehensive student assistance program for Florida Gateway College students. The program provides twenty-four hour telephone access for personal counseling issues. Counseling topics may include stress, anxiety, adjustment to college, depression, substance abuse, unhealthy relationships, time management, etc.

There is no cost to the student for assessment, referral, and up to three counseling sessions per student per year. Students may call BayCare toll free at 1-800-878-5470 to access these free services. These calls and subsequent counseling sessions are **confidential**.

Disability Services

The Disability Services Office is committed to ensuring that all of its programs and services are accessible to students with disabilities. Reasonable and appropriate accommodations for qualified students with documented disabilities are determined by the Disability Services Office and are based upon the need and impact of the specific disability.

Students are encouraged to come to the Disability Services Office and explore the possibilities and options without feeling a need to commit to utilizing any resources. The student determines how to proceed based on the information presented and personal preferences. All information is confidential and will be used only to coordinate accommodations with appropriate college personnel.

Florida State Board of Education Rule 6A-10.041 authorizes reasonable course substitutions for any person who has a hearing impairment, visual impairment or a specific learning disorder. Substitutions will only be utilized in cases where the person's failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program. Persons with concerns regarding access to programs, services, or activities are asked to contact the Disability Services Office at (386) 754-4393.

Student Success Center

Located in building 059 on main campus, The Student Success Center is a stand-alone, multi-purpose, learning/success center housing the College Wide Learning Lab, College Success Office

(Tutors), and TRIO Student Support Services. The Center is available to all FGC students, St. Leo University students, and the general public from 8 a.m. to 8 p.m. Monday through Thursday during all semesters and on Fridays from 8 a.m. to 3 p.m. spring and fall semesters. The College Wide Learning Lab provides over 50 computers that are internet accessible and preloaded with software programs commonly required for students. Students may work on assignments using the latest version of Microsoft Office, Canvas, Internet Explorer, FireFox or Chrome, just check their emails or surf the web. Assistance is available for all these systems. Test proctoring is also available as needed. For information you may call 386-754-4307 or 386-754-4437.

The Student Success Center provides peer and instructor tutors for all levels of math, Writing, and Reading. Chemistry, Physics, Spanish, and Statistic tutors are also available depending on the current Tutor backgrounds. Tutors receive Level II CRLA (College Reading and Learning Association) training and certification. The center also offers Peer Mentors for college success. Peer mentors are available to provide course assistance for students taking SLS 1501. Tutor and mentor schedules are posted around campus at the beginning of each semester. Contact the Student Success Center for a copy.

Boot Camp for college readiness, GradesFirst early alert and retention program, and TRIO offices are also a part of The Student Success Center. If you wish to contact the Success Center or TRIO Program you may call 386-754-4479 or 386-754-4413.

An online tutoring program is also available through Canvas for all FGC students. Net Tutor is available 24/7/365. Tutors are available for a wide variety of subjects. Essay and other writing assignments may also be submitted for tutor review.

TRIO Student Support Services

Florida Gateway College recently became a TRIO SSS College. The Federal TRIO Student Support Services Program (TRIO SSS) is a Federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO SSS provides: personal college success coaches; academic tutoring; advice and assistance in postsecondary course selection, assist students with information on student financial aid programs, benefits and resources for locating scholarships; assistance in completing financial aid applications. TRIO SSS also provides counseling sessions designed to improve financial and economic literacy; assistance in applying for admission to, and obtaining financial assistance for enrollment in four-year programs. For more information you may call the TRIO SSS Program office 386-754-4458 or 386-754-4445.

COST OF ATTENDING FGC

2016-2017 Estimated Student Budget

	<i>In-State</i>	<i>Out-of-State</i>
<i>Home Budget</i>		
Tuition/Fees	\$3,100	\$11,747
Books/Supplies	\$1,271	\$1,271

NOTE: Fees are subject to change by the Florida Legislature and Florida Gateway College District Board of Trustees without notice. Fees are affected by residency status.

General Rights of Students

1. **Nondiscrimination** - There shall be no discrimination in any respect by the College against a student (or applicant for admission as a student) based on race, color, age, religion, national origin, gender, marital status, disability, or sexual orientation.
2. **Freedom of Speech and Assembly** - Students shall have the right to freedom of speech and assembly without prior restraints of censorship, subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner. For more specific guidance, see the Student Code of Conduct in the Student Handbook, or contact the student activities office at (386) 754-4317.
3. **Freedom of Press** - In their publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship.
4. **Protection Against Unreasonable Searches and Seizures** - Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College safety officers or administrative officers may conduct searches and seizures only as authorized by law.
5. **Student Representation in College Governance** - Students should be represented on campus committees that have the following duties:
 1. To propose policies that affect student activities and conduct.
 2. To make decisions on student activity budget matters.
6. **Disruption-free Learning Environment** - Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have the right to a classroom free from disruptions which interfere with learning. The instructor sets the standard of acceptable behavior in the classroom. In the interest of preserving the rights of others, a student may be dismissed from a class for

unacceptable behavior.

7. **Records**

1. General - The Registrar's Office will maintain and safeguard student academic records. All official student and former student records are private and confidential. Separate records may be maintained by the following offices: vice president for student services, academic, advising, financial aid, veterans' affairs, and disabled student services.
2. Notification of Rights under FERPA - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review education records and the right to request the amendment of education records that are believed to be inaccurate or misleading. Once a student is enrolled as a postsecondary student, parents have no inherent rights to inspect a student's education records. However, records may be released to parents if:

1. the student gives written consent,
 2. a subpoena is issued and/or
 3. the parent(s) submits evidence to the Registrar's Office that the student is claimed as a dependent on their most current Federal Income Tax form.
- Detailed information about FERPA, including who may have access to information contained in your records, is available in the Registrar Services and Student Records - FERPA section of this catalog, at the Registrar's Office in Building 015, or on the College Web site at www.fgc.edu/current-students/registrar/ferpa/. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

8. **Students With Disabilities** - Florida Gateway College will comply with all Federal and State laws related to the civil rights of the disabled, including the American with Disabilities Act, the ADA Amendments, the Rehabilitation Act and the Rehabilitation Act Amendments. For qualified persons with appropriate documentation of their disabilities, this may include the reasonable substitution of requirements for admission to the College, admission to a program of study or graduation from Florida Gateway College. For additional information, stop by the Disability Services Office in Building 17, Room 21, call us at (386) 754-

4393, or email us at disability.services@fgc.edu.

9. **Student Privacy Information** - The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the Registrar Services and Student Records - FERPA section of this catalog, at the Registrar's Office in Building 015 or on the College Web site: www.fgc.edu/current-students/registrar/ferpa/.

Orientation

Florida Gateway College believes that one of the keys to student success is a positive orientation experience. The orientation program is designed to facilitate the smooth transition of students to college and is strongly encouraged for all first-time-in-college students. Once admitted, students should meet with an advisor and schedule their New Student Orientation and Registration session. Please contact Advising Services at (386) 754-4222 for more information.

Online Self-Service for Students

Students with a Personal Identification Number (PIN) may access online self-service for students from the MyFGC link on the College's Web page. Among other things, students may:

1. Register for classes, including add/drop, during established registration periods
2. Pay for classes
3. View or print schedule of classes
4. View or print unofficial transcripts
5. View and print final grades
6. View account summary
7. Perform degree evaluations to see classes or other requirements for a major
8. Update address
9. View assigned student e-mail address
10. Check financial aid status
11. View and accept/decline financial aid awards

Student Activities

Located in Building 007, The Charles W. Hall Student Center offers students a variety of leisure time activities. From ping pong, to pool, to air hockey, there are many ways to pass the time recreationally. Additionally, we offer giant sized chess, giant Jenga, and several TVs available for playing video games. There is Wi-Fi available for students who bring laptops. This office works with students in three vital areas of college life: activities and programs, student government, and the processing of identification cards.

The Student Activities Office provides a diversified program of both social and cultural activities to enhance a student's college education. The College attempts to provide both on- and off-campus activities to augment the learning experience. Some of these activities have included trips around Florida and the southeastern United States. On-campus activities include fall and spring festivals, cultural events, workshops, game shows, art contests, and trips. For the outdoors- minded, canoes may be rented from the Student Activities Office.

Located inside the Charles W. Hall Student Center is the College Fitness Center. All current students may use the fitness center at

no charge while classes are in session. Students should present their college ID for admittance.

Student Government Association

Student Government at Florida Gateway College operates through elected representatives and club representatives. The Student Government Association serves as a liaison between the student body and the College administration. Students are urged to become involved in the executive or legislative branches of Student Government as time and opportunity permits.

The Student Government Association meets on a regular basis. Students interested in becoming part of this organization should contact the Coordinator of Student Activities at (386) 754-4317 for additional information.

Student Representation in College Governance

Students are represented on campus committees that have the duty to propose policies that affect curriculum, programs, student activities and conduct. Student representatives are recommended for these committees by the Student Government Association and appointed by the Vice President for Student Services.

Identification Cards

A student identification (ID) card may be obtained from the Student Activities Office. Any registered student is eligible for a card. The student's picture, name, and student ID number appear on the card, which serves as campus identification and entitles the student to library privileges, admission to all student activities-funded events, and voting privileges in student elections.

An ID card is valid for two years from the date of issue. The initial card is free. A charge of \$5 will be made to replace a lost card.

When a student goes to the Student Activities Office to obtain photo ID cards, he/she needs to bring a copy of his/her class schedule. The student must also present a photo ID.

Clubs

Students interested in joining a student organization or club can find a list of current groups on the Student Activities Club webpage, or by contacting the Student Activities Office. Any student interested in creating a new club can pick up the required paperwork in the Student Activities Office.

Intramural Activities

Intramural activities provide opportunities for all students to participate in various competitive activities such as flag football, dodge ball, basketball, billiards, soccer, cards, etc. Students interested in forming or joining an intramural activity should contact the coordinator for Student Activities.

Notification of Social Security Number Collection and Usage

Admissions Office

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE: In compliance with and pursuant

to Florida Statute 119.071 (5), 1008.386, 1002.22(2), and SBE Rule 6A - 1.0955 (3)(e), Florida Gateway College (FGC) issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the college's duties and responsibilities. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security number of all post-secondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the Social Security number of every student. A student may refuse to disclose his/her Social Security number to the college, but refusing to comply with the federal requirement may result in fines established by the IRS. Providing your SSN signifies that you consent to the use of your number in the manner described. To protect your identity, FGC will secure your Social Security number from unauthorized access. FGC will never release your Social Security number to unauthorized parties, and each student at FGC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at FGC including registration, access of your online record, etc. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties.

Registrar's Office

All SSNs are protected by federal regulations of the Family Educational Rights and Privacy Act (FERPA) and are never released to unauthorized parties. Your SSN is used for legitimate business purposes, as set forth below.

- ☐ Completing and processing enrollment certification for students applying for Veterans benefits (Veterans Administration)
- ☐ Verifying identification on transcripts for evaluation and award of transfer credit

Human Resources Department

Your SSN is used for legitimate business purposes in compliance with:

- ☐ Completing and processing the Federal I-9 (Department of Homeland Security)
- ☐ Completing and processing Federal W4, W2, 1099 (Internal Revenue Service)
- ☐ Completing and processing Federal Social Security taxes (FICA)
- ☐ Processing and distributing Federal W2 (Internal Revenue Service)
- ☐ Completing and processing quarterly Unemployment Reports (FL Dept. of Revenue)
- ☐ Completing and processing Florida Retirement Contributions reports (FL Dept. of Revenue)
- ☐ Completing and processing Workers Compensation claims (FCCRM and Department of Labor)
- ☐ Completing and processing 403(b) and 457(b) Contribution reports and FICA Alternative enrollment
- ☐ Completing and processing group health, life, and dental coverage enrollment and census reports

- Completing and processing various supplemental insurance deduction reports

- Verify identification for Employment verification

Providing your Social Security number is a condition of employment at FGC.

Student Conduct

College students are expected to conduct themselves appropriately both on and off campus. Students are subject to federal, state, and local ordinances as well as regulations prescribed by Florida Gateway College. A breach or violation of any of these laws or regulations will result in disciplinary action. Every student, by the act of registering at Florida Gateway College, is obligated to obey the rules and regulations established by the College. Specific regulations are outlined in the Student Handbook, which is available through the Vice President for Student Services, or on the College Web site.

The College reserves the right to discipline any student whose conduct is considered unbecoming or detrimental to the College or the community.

The Vice President for Student Services is responsible for the administration of student discipline as described in the Student Code of Conduct. The President is the final authority on appeals at the institutional level.

Financial Aid

Financial Aid

The Financial Aid Office provides financial assistance and counseling for students who need help in meeting college expenses. The College participates in four broad categories of financial aid to help support student needs: federal, state, institutional, and local. Students are encouraged to seek assistance from all categories. Federal and state financial aid is awarded according to each individual's relative financial need as defined by the U.S. Department of Education formula "cost of education minus expected family contribution."

Financial Aid Application Process

The financial aid process can take a number of weeks to complete and students are encouraged to apply early. Applications should be completed and submitted as soon as possible **after October 1** in order to be considered for all types of aid for which they may be eligible.

To be considered for all types of aid the applicant should complete the following steps:

Step 1: Complete the Free Application for Federal Student Aid (FAFSA). For FAFSA on the web, go to www.fafsa.gov. **You can apply beginning October 1st to submit your FAFSA. But you need to apply early!** At Florida Gateway College, we have priority deadlines to complete your financial aid file. Check the critical dates calendar for more information.

Step 2: Review your Student Aid Report (SAR). After you apply, if you listed an e-mail address, you will receive an e-mail stating that you can download your SAR. If you did not list an e-mail address, a paper SAR will be sent to you from the processor. Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC is an index used to determine your eligibility for federal student aid. Review your SAR information and make any corrections or changes, if necessary. The school(s) you list on your FAFSA will get your SAR data electronically.

Step 3: Contact the school(s) you might attend. Make sure the Financial Aid office has all the information needed to determine your eligibility. If you're eligible and your admission is complete, the Financial Aid Office will award you an aid package based on your financial aid need. **It will be important for you to check the MY FGC area of the college's home page. There you can find out (using your PIN) what your status is and what type of aid you have been awarded.**

Financial Aid is disbursed to students as quickly as possible **after classes begin**. All students should inquire at the Financial Aid Office about the terms and conditions of financial assistance. As a result of the Higher Education Act of 1998, the refund/repayment requirements have changed for students receiving Title IV funds. In general, a portion of federal Title IV grants or loan funds, but not work study funds, must be returned to the Title IV programs upon a Title IV recipient's total withdrawal from school.

Verification Policy

The U.S. Department of Education (USDOE) randomly selects 35 percent of the school's applicants for federal student aid for verification. In addition to the 35 percent selected by the USDOE, Florida Gateway College will select any SAR/ISIR with conflicting information. The institution is required by law to verify data of those selected.

Standards of Academic Progress (SAP)

The basic SAP policy at FGC for any financial aid recipients is to complete 67 percent of all attempted classes and maintain an overall GPA of 2.0 or higher. SAP is checked after each term. For more detailed information on financial aid (warning, suspension, Max150, and the appeals process), please see the College's website at www.fgc.edu.

Federal Assistance

The College offers three types of financial assistance: grants and scholarships, work study, and loans. The College also offers deferments of tuition for eligible financial aid students. So that students may fully understand the nature of each award, they are detailed below. Additional information is available from the Financial Aid Office.

Federal Pell Grant

This federal money is available for undergraduate students working toward a first bachelor's degree. Pell provides eligible students with a foundation of financial assistance. Eligibility is based on financial need and is determined by a federal formula consistently applied to all applicants. The amount of the grant ranges from \$598 to \$5,815, not to exceed one-half of the educational cost. A tentative estimate for the Pell Grant is included in each student's award package. It is based on a student being enrolled full time (12 credits or more). If the enrollment changes to less than full time, the Pell Grant award is prorated accordingly. A student's Expected Family Contribution (EFC) determines the amount of the Pell Grant Award. It is a grant and nonrepayable.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG also provides federal money for undergraduate students working toward their first bachelor's degree. FSEOG is awarded to students who demonstrate extreme financial aid need and may not be available to all students, as funds are limited. It is a grant and nonrepayable.

Teacher Education Assistance for College and Higher Education (TEACH) Grant

For undergraduate students who are or will be taking course work necessary to become an elementary or secondary teacher. The recipient must sign Agreement to Serve saying he or she will teach full-time in designated teacher shortage area for four complete years (within eight years of completing academic program) at elementary or secondary school serving children from low-income families. The amount of the grant is up to

\$4,000 a year; total amount may not exceed \$16,000.

Iraq and Afghanistan Service Grant

For students who are not Pell-eligible; whose parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. The maximum amount is the same as the Pell maximum. It does not have to be repaid.

Federal Work Study

This is a program that offers part-time work experiences to eligible students. This program helps students earn a portion of their educational expenses. Jobs are on campus and arranged around a student's class schedule. Students are paid semimonthly and earn the current federal minimum wage. Students average 15 to 20 hours of work per week depending on unmet financial aid need.

Direct Loans

On March 30, 2010, President Obama signed the Health Care and Education Reconciliation Act of 2010 (HCERA), which, among other things, makes significant changes to the federal student loan programs authorized by Title IV of the Higher Education Act of 1965. One of the provisions of the HCERA is the termination, as of July 1, 2010, of the authority for lenders to make new loans under the Federal Family Education Loan (FFEL) Program. Therefore, beginning July 1, 2010, all new Stafford, PLUS, and Consolidation loans can only be made under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Students must be enrolled in at least a minimum of 6 credit hours or 180 clock hours and maintain a cum GPA of 2.0 to be eligible for a loan. All loans must be repaid.

All student loan borrowers are required to complete entrance counseling and a signed Master Promissory Note in order to receive a Direct subsidized and/or unsubsidized Stafford Loan as mandated by federal regulations.

Direct Subsidized Stafford Loan

This program provides loans to undergraduate, graduate, and professional students with financial need. A first-year undergraduate can borrow up to \$3,500 per academic year; a second-year undergraduate can borrow up to \$4,500 per academic year, if eligible. For current interest rate information, go to www.studentloans.gov.

Direct Unsubsidized Stafford Loan

This program provides loans to undergraduate, graduate, and professional students; there is no requirement to demonstrate financial need. The total amount a student may borrow under any period of study is generally the same amount as for the subsidized loan. For current interest rate information, go to www.studentloans.gov.

Direct PLUS Loan

This program makes long-term loans to parents of dependent students and/or independent students to pay for the portion of their child's education that is not covered by other financial aid,

such as the Federal Stafford Loan. Eligible borrowers may obtain loans up to the cost of education minus other financial aid. Direct PLUS loans are limited to individuals with no adverse credit history. For current interest rate information, go to the Direct Loan website at www.studentaid.ed.gov/sa.

State Assistance

Florida Student Assistance Grant (FSAG)

This Florida **resident** grant may be used to help with any college costs. An eligible student **must** be enrolled half time (6 or more credits) in a degree program and should have a completed error-free FAFSA at the college you plan to attend on or before May 15. The award is based on financial aid need.

First Generation Matching Grant

This grant is allocated by the State of Florida to students who are considered the first generation in their family to attend college. Students must be a Florida resident, one or both of their parents did not attend college, must show financial need, and enrolled at least half-time.

Florida Statutes State Financial Aid; Students with Disabilities

Notwithstanding the provisions of s. 1009.41(1)(b)1.b. regarding the number of credits earned per semester or other financial aid eligibility requirements related to the number of required credits earned per semester/term, a student with a documented disability, as defined by the Americans with Disabilities Act, shall be eligible to be considered for state financial aid while attending an eligible postsecondary institution on a part-time basis. The State Board of Education shall establish the necessary criteria for documentation of the student's disability and the postsecondary institution shall make the determination as to whether or not the disability is such that part-time status is a necessary accommodation. For the purposes of this section, financial aid funds may be prorated based on the number of credit hours taken.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship Program consists of Florida Academic Top Scholars, Florida Academic Scholarship, Florida Medallion Scholarship and Florida Gold Seal Vocational Scholarship. These scholarships are funded by the State of Florida. The legislature determines the funding levels each academic year. Currently, the funding is a set dollar amount per credit hour depending on the type of scholarship awarded and the type of degree program the student has chosen. If you drop and/or withdraw from a class or classes, you are obligated to pay back the **entire** cost (tuition) of that class or classes. A hold will be placed on your records until the debt is paid in full. For more information, log on to www.floridastudentfinancialaid.org.

Jose Marti Scholarship Challenge Grant Fund

This scholarship provides assistance to Hispanic-American high school seniors who meet scholastic requirements and demonstrate financial need. The student must complete the Florida Financial Aid Application by April 1 and have completed a Free Application for Federal Student Aid, including supporting documentation, by May 15.

Rosewood Family Scholarship Fund

This scholarship provides assistance to a maximum of 25 minority students to attend a state university, public community college, or public postsecondary occupational-technical school. Students who are direct descendants of African-American Rosewood families affected by the incidents of January 1923 receive priority for awards. The student should submit a fully completed (error-free) Florida Financial Aid Application online by April 1. If you are a Florida resident, complete and submit the Free Application for Federal Student Aid (FAFSA) online in time to be processed error-free by the U.S. Department of Education on or before May 15.

Other State Aid

There are other programs which are funded in varying degrees each year. Contact the Financial Aid Office for additional information and other state scholarship/loans programs. Any new scholarships are listed on the Financial Aid webpage of the college. For more information, a student may wish to contact the Bureau of Student Financial Assistance in Tallahassee at 1-800-827-2004.

Institutional Scholarships

District Board of Trustees Scholarship (Top Twenty Percent)

This scholarship is given to the top 20 percent of the five-county district high school graduating class each year. The scholarship pays \$500 per semester (fall and spring) and can be renewed the second year if the student meets applicable criteria. The student must be enrolled at least halftime each semester the scholarship is received. **This scholarship does not cover books.**

Students recognized as the valedictorian or salutatorian shall receive an amount equal to all tuition and fees, plus up to \$400 per semester for required books and supplies for classes, when enrolled for a minimum of six credit hours per semester. (Fall/Spring only). This award shall be available for a maximum of 60 college credit hours.

Other Institutional Scholarships

The College also offers choir, band, brain bowl, speech/debate team, and student government president scholarships. These scholarships range from full to partial assistance for **tuition only**.

Each institutional scholarship has its own particular requirements. Students are urged to contact the Financial Aid Office or go online at MyFGC for additional information.

Foundation Scholarships

The Foundation for Florida Gateway College, Inc. is a not-for-profit organization providing financial support to help Florida Gateway College perform its mission of providing quality education. Revenues are received primarily from private contributions, investment income, and state matching funds. The Foundation supports the College by providing student scholarships, purchasing equipment, and providing other, much needed resources.

Various scholarships are funded by the Foundation and administered through the Financial Aid Office. Most scholarships require the student to complete the Free Application for Federal Student Aid (FAFSA). For information on applying for scholarships contact the financial aid office. For information on making a tax deductible gift to support FGC education, call (386) 754-4201 or e-mail FGC.Foundation@fgc.edu.

Off-Campus Assistance

Private

Many off-campus organizations and agencies offer educational financial assistance to students. All students are urged to contact any organization that offers assistance so that they may obtain the “best” package of financial aid possible. The College Financial Aid Office posts off-campus scholarship information as it is received.

Public

The College also participates with several state agencies to provide needed educational support for district students. Students may find that they qualify for assistance offered through any number of other public funding sources. Students are encouraged to contact any agency which might provide financial assistance for their education. Students should be aware that most outside assistance received must be counted as a resource in the eligibility of some types of financial aid.

Financial Aid Procedures

The procedure for each type of financial assistance may vary with the scholarship, grant, work, or loan. Students are urged to make early and regular contact with the Financial Aid Office to ensure a smooth application process. The application for federal and state financial assistance may be started as early as October 1 of each year.

Veteran's Services

Veteran's Services

Florida Gateway College is an approved site for the education and training of veterans and veterans' dependents. The College maintains a full-time employee whose duties include serving as the Veteran's Certifying Official. This office is located within the Registrar's Office.

Application Procedures

A student interested in applying for veterans' benefits should complete an application for general college admission and a veteran's (VA) application. If a veteran has not previously applied for VA benefits he/she should provide the following to the Veteran's Certifying Official:

1. a copy of each DD-214, "member four copy," and
2. copies of marriage certificate, divorce decrees, children's birth certificates, and/or any other papers depicting VA dependent status.

Due to the lengthy processing time of VA paperwork, veterans are advised to apply for benefits well in advance of registration.

Certification

After verification of official enrollment, the College Veteran's Certifying Official certifies enrollment to the Veteran's Administration. **The College does not determine eligibility or amount of benefits.**

Programs of Education

The Veteran's Administration will only pay benefits if a veteran, or other eligible person, is seeking a degree or certificate. Only courses applicable to fulfilling degree requirements are used for certification. A course taken for audit cannot be approved for benefits.

A veteran student who must take an OJT (on-the-job training) course and wishes to receive veteran's educational benefits cannot go beyond a 500 mile radius from Florida Gateway College. Some out-of-state locations can be approved. However, the students must consult with the Veteran's Certifying Official on campus prior to selecting a training site. Failure to do so could result in an overpayment of educational benefits.

Veteran students are eligible for independent study courses and open circuit TV courses, with the exception of remedial/deficiency (developmental education) courses.

Change of Educational Program/Change of Educational Status

Payment of Benefits

A delay in payments can result from a veteran student not reporting changes in enrollment or changes of program. Since the first VA checks are delayed, it is advisable for the veteran to be prepared to meet all expenses for approximately two months.

A veteran student may change programs and continue to receive benefits only with approval from the Veteran's Administration

and approval of their college academic advisors. If a student changes their educational program without contacting the Veteran's Certifying Official, he/she will experience a delay in payment of benefits and a hold is placed on their records until necessary paperwork is filed with the Veteran's Certifying Official. The Veteran's Certifying Official is located in the Registrar's Office, Building 015.

Change in Status

VA benefits will be reduced if a veteran, by auditing or withdrawing from a class, changes enrollment status. VA benefits are reduced at the time of change and the veteran or dependent is responsible for any overpayment of benefits, which results from that change.

Standards of Progress

Satisfactory academic progress must be maintained by the veteran in order to be certified for VA benefits. For more information, refer to sections of the catalog related to Academic Standards of Progress, Academic Warning, Probation and Suspension, Readmittance After Suspension, and Academic Dismissal. Students on academic probation will be reported to the VA for unsatisfactory progress. Being placed on academic suspension or academic dismissal will result in the termination of the veteran's benefits.

Standards of Progress Appeals

A veteran may appeal academic suspension or academic dismissal resulting in termination of veteran's benefits, by following the Academic Appeals process in the catalog. If the appeal results in authorization for the student to enroll for classes and a change of academic standing to academic probation, it is the student's responsibility to provide a copy of the authorization to the Veteran's Certifying Official. The Veteran's Certifying Official will notify the Department of Veteran Affairs.

Fee Deferment

Florida law provides for deferment of fee payment for veterans. Students receiving Veterans' benefits whose receipt of benefits is delayed for reasons beyond their control may apply for a deferment of tuition and fees each semester. Late application for student financial assistance shall not be a sufficient reason to be granted a deferment of fees. The deferment of fees shall begin the first scheduled day of class and must be paid within 60 days for spring and fall semesters and 20 days for summer terms or within 10 days of the end of the semester/term; whichever is less. Repayment of the deferment is due within the specified time limit even if VA benefits have not been received. Veterans or eligible dependents should contact the Veteran's Certifying Official on campus for more details. Veterans who do not repay their deferment will have a hold placed on their record and will not be allowed to register or receive transcripts until the balance is paid and the hold is lifted.

Attendance

Punctual and regular attendance is encouraged in all courses, and it is the student's responsibility to be aware of each instructor's

policy concerning absences. Each instructor is requested to notify the Veteran's Certifying Official on campus when a veteran or eligible dependent begins to be excessively absent. Excessive absence is defined as unexcused absences exceeding 15 percent of the total classroom contact hours. Any student reported as absent, or not regularly attending, will be reported to the VA as having terminated as of the last date of class attendance.

Tutorial Assistance

Assistance for veterans and eligible dependents is available. Students should contact the campus Veteran's Certifying Official by calling (386) 754-4398 for specific details.

Information

Additional information about veteran's services is available through the Veteran's Certifying Official on campus, who may be reached by calling (386) 754-4398 or students may call the VA directly at 1-888-442-4551.

Business Services

General Information

The Business Services division is administered by the Vice President for Business Services. This division provides the following services: business office, payroll, purchasing, technology, parking and traffic, college bookstore, cafeteria and vending, facilities and maintenance, and campus security. These services join together with Instruction and Student Services to provide a comprehensive academic environment for the student while on campus.

A primary responsibility of the Business Office concerns student fees and charges. The information listed below is intended to provide a general overview of tuition, fees, and charges.

General Fees and Charges

The College has established fee payment deadlines for each term. The critical dates calendar includes the date that the tuition and out-of-state fees are due each term. If the College has not received your fees by the designated deadlines, you will be dropped from your classes. Fees for students who register for classes after the designated due date are due each day. Students dropped for nonpayment must re-register on a space available basis. If you are mailing fees, be sure to allow sufficient mail time. The College will not be responsible for students dropped from courses due to mail delays. No registration will be completed until all fees are paid in full. Fees can be found online. Fees are subject to change without notice and are affected by residency status and legislative action. Fee increases, which are approved after a student has paid his or her fees, will be retroactively billed to the student. The fee schedule for the current academic year is available at <https://www.fgc.edu/current-students/cashiers-office/>.

There may be additional charges associated with a distance learning course. Please see the schedule for fees associated with each course. There are no additional charges associated with verification of student identity.

A student is only considered to be an officially registered student of the College after having paid for all classes which he or she scheduled. Students who fail to make prior arrangements, or who do not complete fee payments as scheduled, shall forfeit all course selections. State laws and regulations prohibit the extension of credit.

Students who pay fees by student loans, scholarships, or through state or federal agency authorization must follow all procedures in the same manner as though they are paying cash. In addition, these students must complete arrangements and receive approval of loans, scholarships, or agency payments by the Financial Aid office or Business office, prior to the deadline for payment listed in the critical dates calendar.

Checks and/or money orders made payable to the College should be for the exact amount of fees due. The College accepts Visa/MasterCard. Payment may be made in person at the Cashier's

Office, or online through the College's Web registration system. The College reserves the right to drop a class, or classes, from a student's registration if fees are not paid in full by the payment due date.

A student who obtains a scholarship outside of the College should have that donor submit a letter to the College Foundation Office. The letter should explain the nature and scope of the scholarship, including the amount authorized, terms, recipient, and billing addresses of the donor. Letters from scholarship donors must be received before the start of registration.

A student who receives financial assistance through an off-campus agency is considered to be "sponsored" by a third party. A student in this category must obtain written authorization from their sponsor and submit it to the billing coordinator located in Building 15, next to the Cashier's Office, before the start of registration.

If authorizations are not on file with the billing coordinator, then students will be dropped from their classes. The college cannot act on verbal agreements to pay. If donors or sponsors do not render payment according to their agreements, then students will be required to pay within 30 days of being billed by the College. Donors or sponsors who do not pay according to their agreements may have their privilege of issuing authorizations to the College suspended. If the sponsoring agency or organization does not render payment to the College, the sponsored students will be liable for the charges incurred on their behalf.

Students who have authorizations or financial aid in place or those receiving veterans' benefits, but whose receipt of payment or aid is delayed for reasons beyond their control, may apply for a deferment of tuition and fees each semester. Students eligible for veterans' benefits and seeking a deferment must complete a Request for Deferment form with the FGC Veterans' Certifying Official.

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date. Students who have not been identified by their instructor as never attending will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published date will remain officially registered, liable for all fees, including collection charges, and assigned an earned grade at the end of the semester.

Students who withdraw from classes and received financial aid may have to repay all or part of their financial aid award. Students who received financial aid should check with the Financial Aid Office prior to withdrawing from any classes.

Fees for Retaking Courses

Florida State law mandates additional tuition/fees for the third attempt at any college level or college developmental education

(dev ed) course. The increased fees will be the equivalent of the full cost of tuition and fees. To avoid the additional charges, you must drop a class prior to the end of add/drop. Withdrawing from a course after that time counts as an attempt.

Students should be aware that state law allows only three attempts in any college level or college dev ed class. A student who does not complete the same developmental education course within three attempts will be prohibited from registering for any college class, whether it is for college level or developmental education courses. For these purposes, a withdrawal or a change to an audit counts as an attempt. After three unsuccessful attempts in any developmental education class (or after an unsuccessful fourth attempt, if approved by the Vice President for Student Services), a student will not be able to continue in any college class until appropriate remediation is sought from other sources. If you find yourself in this situation, speak with your advisor for appropriate alternatives.

A student may have only three attempts per college credit course, including the original grade, repeat grades, and withdrawals at any point. Students who do not complete the same college credit course within three attempts may not take that class for a fourth time.

Students who do not complete a course within three attempts may petition for a fourth attempt. The student must submit a written petition to the Vice President for Student Services requesting permission to take the course for a fourth time. Students must pay full cost of instruction charges for all fourth attempts.

College Refund Policy

The College, in conjunction with applicable state and federal laws, will refund monies paid by students in the following manner:

1. Full fees will be refunded for any **credit course** which is dropped by the last day of the published add/drop period. The add/drop period will be clearly published in the College catalog and on the academic calendar on the College web site.
2. Up to 100 percent of the fees will be refunded if a student drops from a course due to circumstances determined by the College to be exceptional and beyond the control of the student, including but not limited to:
 1. illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),
 2. death of the student or death in the immediate family (parent, spouse, child or sibling),
 3. involuntary call to active military duty,
 4. a situation where the College is in error,
 5. a change of course or section(s) initiated by the College because of a cancellation, time and/or location, or
 6. other circumstances that may be approved by the College President or his/her designee(s).
3. Minimester Credit Classes: Full fees will be refunded for any class offered for less than a full semester in length if it is dropped during the add/drop period for the minimester part of term. For minimester classes that are

not in a designated minimester part of term, full fees will be refunded if it is dropped during the first three business days starting the first day of the minimester class.

4. Upon the recommendation of the appropriate academic Vice President, a credit for the amount of credit matriculation/tuition fees may be applied to the student's account to be applied toward payment of such fees within the next calendar year. If not used within the next calendar year, this credit to the student will be forfeited. This credit will be in lieu of refunds.
5. Noncredit Matriculation Tuition: Full fees will be refunded if the noncredit course is dropped at least three working days before the start of the class. If a course must be canceled by the College, then full fees will be refunded.
6. Special courses, seminars, institutes, and workshops: The fee for special courses and events will be fully refundable up to three working days before the event. After that time, no refund is possible.
7. Students suspended for disciplinary reasons are not eligible for any refunds.
8. The President or a designated representative may vary from these procedures if compelling reasons exist, such as accident or extended illness.

This college refund policy dictates that fees will be refunded in full for coursework dropped during the add/drop period or cancelled by the College. However, the federal refund/repayment policy supersedes the College refund policy for students receiving financial aid and who completely withdraw from the College.

Non-refundable fees:

1. Full fees are non-refundable after add/drop.
2. Late Fee: The fee for late registration is non-refundable, except if all classes for which the student is registered are canceled by the College or the student drops all classes prior to the end of the add/drop period.
3. Lab Fees: Lab fees are non-refundable after add/drop.
4. The college will not issue a refund check in the amount of \$5.00 or less.

Refund/Repayment Policy

As a result of the amended Higher Education Act of 1998, a student who attended this institution and received Title IV grant or loan assistance and who completely withdraws from the institution during a payment period or period of enrollment in which the student began attendance, may be required to repay a percentage of the unearned financial aid. All students receiving Title IV assistance and who completely withdraw from the institution are subject to this federal law. The institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. For purposes of this section, "Title IV grant or loan assistance" includes only assistance from the Federal Perkins Loan, Direct Loan, FFEL, Federal Pell Grant, National SMART Grant, TEACH Grant, and FSEOG programs, not including the non-federal share of FSEOG awards if an institution meets its FSEOG matching share.

Advising Services, located in Building 014, is the designated office to contact about withdrawing from the College. They can be contacted at (386) 754-4222. This office will assist the student

in completing the official withdrawal form and the exit interview. If a student is unable to come to campus, he or she may contact Advising Services by phone.

The federal "Return of Title IV Funds" formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applied to any Title IV recipient who withdraws on or before the 60 percent point in time in the semester. The percentage to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

For the student who attended the institution and received Title IV grant or loan assistance (other than Federal Work Study) or whose parents received a Federal PLUS Loan on behalf of the student, and who withdrew or failed to attend the payment period or period of enrollment before the 50 percent point, may owe an overpayment. This is determined by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew. If any funds are to be returned to the Title IV programs, the institution will return those funds as soon as possible but no later than 30 days after the institution determines the withdrawal date. Allocations of refunds and overpayments shall be made in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans
4. Subsidized Direct Stafford Loans
5. Perkins Loans
6. Federal PLUS Loans
7. Direct PLUS Loans
8. Federal Pell Grant
9. Federal SEOG
10. Other Title IV assistance

Refunds allocated to the Federal Stafford, Direct and PLUS Loans must be returned to the appropriate borrower's lender in the case of Federal Stafford or to the appropriate servicer in the case of the Federal Direct Loan. The student will repay in full or make a satisfactory payment agreement to the Debt Collection Union of the U.S. Department of Education.

Fines and Penalties

Several departments at the College have the ability to levy fines or penalties should a student not comply with applicable college policy. Failure to pay such fines or penalties will cause the student's records to be held and processes, such as registration, diploma, and transcript requests, blocked until such time as the student pays his or her obligation to the College.

Departments which may levy fines or penalties, or require repayment/replacement of equipment are:

1. Library
2. Traffic
3. Student Activities
4. Business Office
5. Others as authorized by District Board of Trustees policy

Students who do not return college property or pay college obligations may:

1. be prohibited from future registrations,
2. have transcripts held,
3. have diploma held, and
4. have other action, such as legal recourse, taken against them.

Bad Check Policy

The College is always striving to find ways to be more efficient and effective with our business policies in order to meet the obligation we have to our community to be fiscally efficient and accountable. Therefore, we will gladly accept checks as payment for tuition, fee, books, or for any other transaction. When you provide us with a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You also authorize us to collect a fee pursuant to Florida Law through an electronic fund transfer from your account if your payment is dishonored.

Checks issued to the College for tuition and fees which are subsequently dishonored by the bank will result in students being dropped from classes by the Registrar. The student will have five working days from the day of notification of the dishonored check to pay all College fees, and may then be reinstated with the approval of the student's class instructors and appropriate Vice President.

The dishonored check will result in a fee to the student of \$30.00 or 5% of the dishonored check, whichever is greater, being placed on the student's account.

Dishonored checks will immediately cause a hold to be placed on the student's account preventing the student from registering or receiving transcripts until all outstanding fees are paid. A dishonored check may also result in the College no longer accepting checks on the student's account.

State Employee Tuition Waiver Program

Florida Gateway College may waive tuition and some fees for state employees to enroll for up to six credits per semester/term on a space available basis. State employees using the Tuition Waiver Program are required to complete the State Employee Tuition Waiver Form and it must be signed by the employee and employee's supervisor.

Students utilizing the State Employee Waiver Program may register online or bring a completed registration form to the Registrar's office during the State Employee Tuition Waiver registration period which can be found on the academic calendar. If any class that the State Employee Waiver is to be used for has been registered for prior to this date, the waiver will not be applied.

The student must then bring in, fax or email the completed State Employee Tuition Waiver Form to the Cashier's Office for the waiver to be applied. Students are responsible for any lab fees or additional fees. If the fees are not paid at the time of registration, the student will be dropped for non-payment. Course availability

is on a space available basis only. This tuition waiver may not be used for a course offered as part of a limited access program.

Transportation and Parking

The campus is readily accessible by automobile from Interstate 75 and Highway 90. The main campus is located approximately six miles from downtown Lake City. Private automobiles are the primary transportation source for most students. Anyone operating any vehicle on any of the campuses of Florida Gateway College must do so in a safe, courteous, and legal manner.

Parking facilities are scattered throughout the campus and available to students. There are several designated parking areas that are restricted for faculty and staff. Tickets will be issued for vehicles parking in unauthorized locations or operating a vehicle in an unsafe manner.

Campus Crime and Security Statistics

Florida Gateway College is committed to assisting all members in providing for their own safety and security. Florida Gateway College prepares a security report annually. This report is required by federal law and contains policy statements and crime statistics for the college. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, or on off-campus buildings or property owned or controlled by the college and on public property within or immediately adjacent to the campus. This report is available online at <https://www.fgc.edu/administration/public-safety/>. You may also request a paper copy from the Department of Public Safety at Building 7 or by calling 386-754-4490.

Policy on Smoking

It is the policy of the District Board of Trustees that the use of any tobacco products are prohibited inside any buildings on campus, on covered porches or covered areas attached to covered porches, in hallways/corridors, or within 25 feet of any exterior door. Tobacco product use includes smoking and smokeless tobacco, as well as, synthetic products and vaporizers. The college has designated tobacco use areas on campus which include:

1. The gazebo east of building 103
2. The gazebo north of building 14
3. Anywhere in an open-air area at least 25 feet from any sidewalk, building, or area where people assemble prior to entering a building.

Cigarette butts should be disposed of properly by using conveniently placed ashtrays. Failure to do so will be considered littering. Violation of this policy may result in warnings, fines, and/or other disciplinary action.

College Bookstore

The Florida Gateway College Bookstore is owned and operated by the College as a service to students, faculty, administration, and staff. Revenues from the bookstore provide scholarships for FGC students and other purposes consistent with College programs. The Bookstore works directly with faculty to

determine and offer the required and recommended textbooks and materials needed for classes offered by Florida Gateway College including Internet and Distance Learning classes. The Bookstore offers new textbooks, used textbooks, rental textbooks, reference books, study aids, computer software, dictionaries, school supplies, art supplies, backpacks, calculators, imprinted clothing, and a variety of snack foods. Bookstore services also include special orders for books and computer software that are not normally carried in the store. The Bookstore organizes and conducts a textbook buyback for students to sell their used textbooks, which were originally purchased from the Bookstore, at the end of the fall, spring, and summer semesters/terms. The Bookstore does not purchase damaged, unneeded, highlighted books or licensed software textbooks at book buyback. All reusable components packaged with the textbooks such as disks, audio tapes and study guides must accompany the textbooks sold at book buyback.

The Bookstore accepts cash, checks, Visa, MasterCard, and bookslips authorized by Financial Aid and the third-party billing office. Check and credit card purchases must be for the exact amount of purchase and require student identification. Students are encouraged to bring their class schedule and student identification when purchasing textbooks to ensure the correct textbooks and/or material is being purchased. Refunds on textbooks will be allowed during the first seven days of the fall and spring semesters and the first four days of each summer term. Students must provide the original sales receipt and new books must be returned in new condition and show no signs of use. The Bookstore reserves the right to not accept or to issue a partial refund for packaged textbooks that have been opened, textbooks with missing or used supplements (CDs, audio cassettes, access codes,) or textbooks that have been marked or damaged after purchase.

The Bookstore is located in the Student Union Building (014). We encourage students to shop their College Bookstore for textbooks, supplies, clothing, snacks, and excellent service. If you wish to contact the Bookstore, please call (386) 754-4320.

Collections

Florida Gateway College's collection policy is if a student's account becomes delinquent, they will be responsible for paying the College all past due amounts/service charges and any associated collection agency fees up to a maximum of 30% of the account balance, reasonable attorneys' fees, costs and expenses incurred by the College in its collection efforts.

Academic & Instructional Services

General Information

This section of the catalog is designed to familiarize the student with college regulations, academic terminology, the College grading system, special courses and programs, and other pertinent student information concerning academic life at Florida Gateway College. For information about the specific programs at Florida Gateway College, contact the departments shown below. For more global academic help, contact the vice president for additional assistance.

Vice President for Academic Programs: (386) 754-4269

Nursing and Health Sciences

(386) 754-4448, BSN, LPN, PCA, PCT, PTA, HIT

(386) 754-4404, ASDN (RN)

Teacher Preparation Programs

(386) 754-4266

Criminal Justice/Public Service Training Center (Olustee)

(386) 754-4303, Criminal Justice

(386) 754-4303, Firefighting

(386) 754-4347, Corrections

(386) 754-4297, Emergency Medical Services

(386) 754-4383, Law Enforcement

Industrial & Agricultural Programs

(386) 754-4225

Horticulture

Industrial Technology

Cosmetology

Logistics and Supply Chain Management

Engineering Technology

Liberal Arts & Sciences

(386) 754-4253

Business Programs

(386) 754-4253

Gaming and Computer Science Programs

(386) 754-4253

Water Resources Training Programs

(386) 754-4308

Course Offerings

The College exercises the prerogative of choosing the courses to be offered during any semester. This offering is announced in the official course schedule for the semester and is contingent on enrollment levels and staff availability. It is subject to change without prior notification.

Academic Assistance

Florida Gateway College provides several sources of academic assistance to students, including convenient access to faculty

and staff, peer tutors, Library, Audiovisual Center, NetTutor (an online tutoring center) and the Collegewide Learning Lab. A student is encouraged to avail himself or herself of all the educational resources available through the College.

Access to Faculty

The College prides itself on providing a caring, friendly atmosphere conducive to the learning process. A student experiencing academic difficulties is encouraged to contact his or her instructor to determine what additional assistance, if any, can be provided. College faculty maintains convenient office hours to provide interactive opportunities for students to discuss class work. Faculty hours are posted on faculty office doors.

Peer Tutors

The College is sometimes able to provide academic tutors for students experiencing academic difficulties. Any student needing information about peer tutors should contact the instructor of the course in question for details or contact the office of college success. Peer tutors are subject to availability, funding, and subject area expertise.

Audiovisual Center

The Audiovisual Center, located in the Wilson S. Rivers Library and Media Center, works closely with faculty and staff to provide printed and audiovisual material to the College community.

The Audiovisual Center also maintains a television microwave broadcast system that transmits credit courses to area cable television subscribers within the College's district. These credit courses, and other videotapes, are also broadcast campuswide over two closed circuit television channels.

Academic Policies

Academic Load

A normal load is 15 credits. The maximum course load for which a student may register without special permission is 19 credits. Maximum course loads are recommended only for students who have a high school average of **B** or a minimum college grade point average of 3.0. A credit overload must be approved by the appropriate vice president.

Academic Transcripts & Final Grades

A permanent cumulative record is kept on each student. This record shows for each semester/term all credits attempted and earned, all grades earned, and term and cumulative grade point averages. A student can retrieve final grades or unofficial transcripts by logging onto MyFGC on our home page. For more information regarding online access of final grades, contact the Registrar's Office in Building 015 or call (386) 754-4205 or (386) 754-4290.

Transcripts of a student's record are provided by the Registrar. For security reasons, transcripts will not be faxed. Transcripts will not be released for students or alumni whose financial

obligations to the College have not been satisfied. Release of transcripts requires the written request or permission of the student prior to issuance. Transcripts are mailed out approximately one week after the Registrar's Office receives the written request. The request has to be signed by the student and indicate where the transcript must be sent. A photo ID is required to pick up a transcript. The transcript request form is available through the College Web page.

Declaring a Major

Students who are taking classes, but not seeking a degree at FGC, may be classified as non-degree seeking while taking courses at FGC. All other students who have completed 12 credit hours must declare a major, program, or certificate. Students need to see an academic advisor and complete a Change of Degree form.

Classification of Students

Students may be classified in any number of ways. The following categories are common to most students enrolling at Florida Gateway College:

FRESHMAN: has completed fewer than 30 credits.

SOPHOMORE: has completed 30 or more credits.

JUNIOR: a baccalaureate student who has completed 60, but less than 90, credits.

SENIOR: a baccalaureate student who has completed 90 or more credits.

FULL TIME: is enrolled for 12 or more credits.

PART TIME: is enrolled for fewer than 12 credits.

TRANSIENT: temporarily enrolled at Florida Gateway College based on prior approval from another college or university without the intention of receiving an FGC degree. The student intends to transfer such coursework back to his/her home institution.

AUDIT: is admitted to the College by standard admissions procedure but desires to take credit courses without receiving a grade for those classes. Audit students are charged regular credit fees.

PERSONAL ENRICHMENT: is not a candidate for a degree or certificate but takes credit classes. A student is only allowed to take a maximum of 12 credit hours as personal enrichment unless the student has already earned an associate degree or has signed approval from an appropriate academic vice president. These students must meet regular admission requirements.

NONDEGREE: enrolls in courses for which no credit is given or is not working toward a degree.

OCCUPATIONAL: enrolls in an occupational credit course with the intention to receive a certificate.

Gordon Rule

The State Board of Education has adopted Rule 6A-10.030 popularly known as the "Gordon Rule." This rule places stringent requirements upon those students seeking the Associate in Arts degree. To meet this rule Florida Gateway College requires that all students seeking associate degrees must take six semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three hours of the six hours required by this section. Entry into these courses has the prerequisite of appropriate entry level test scores

or completion of Intermediate Algebra (MAT 1033), or other course prerequisites which are detailed in the course description section of this catalog. In order to graduate with the Associate in Arts degree, students also will be required to demonstrate writing ability in a wide variety of English, humanities, and social science courses containing substantial writing requirements. All English courses will have a significant writing requirement. All of these courses are designated in the course description section of this catalog with a "GR." These courses also have the prerequisite of appropriate entry level test scores or completion of Principles of Writing and Principles of Reading.

A student seeking a transferable Associate in Science degree should see their advisor regarding the Gordon Rule Requirements.

Grades of C or better MUST be earned in GORDON RULE designated courses for all students enrolled in these courses.

Attendance

Regular attendance is expected, and is a course requirement in all Florida Gateway College courses. Attendance requirements will be established by the individual instructor in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. The instructor will notify the student in writing of excessive absences. After the last date to withdraw from a course, an **F** grade may be assigned by the instructor. The instructor will determine the validity of absences and whether the student will be allowed to make up class work and/or examinations. The instructor will enter the last date of student's attendance on the Final Grade Roster when recording an **F** for nonattendance.

Change of Name, Address, Major

A student should file any change of address, name, residency or citizenship with the Registrar's Office. Students may also update their address through MyFGC. Change of major should be initiated in the appropriate academic department. **It is very important to keep the College informed as to correct addresses, so that important information will be received by the student.**

Grading Policies

Final Examinations and Course Grading

Final examinations are held at the end of each semester/ term. The student should refer to the final examination schedule on the college web page. A grade of **F** may be assigned to any student who has an unexcused absence from a final examination.

GRADING SYSTEM

GRADE	POINTS PER CREDIT
A	4.0 quality points
B+	3.5 quality points
B	3.0 quality points
C+	2.5 quality points
C	2.0 quality points
D+	1.5 quality points
D	1.0 quality point
F	0
I (Incomplete)	Not computed
W (Withdrawal)	Not computed
S (Satisfactory)	Not computed
U (Unsatisfactory)	Not computed
AU (Audit)	Not computed
N	Not computed

Grades: Passing grades are **A, B+, B, C+, C**, for Gordon Rule courses (GR); otherwise, **A, B+, B, C+, C, D+, D, and S**. Failing grades are **F** and **U**. Grades of **I** earn no credit and are not counted in the grade point average until the courses are completed, or the **I** grade changes to an **F**. Grades of **W, S, U, AU, N**, and **I** are not computed in the student's cumulative or current grade point average (GPA).

Grades of C or better MUST be earned in GORDON RULE designated courses for all students enrolled in these courses.

N Grade

N grades earn no grade points or credits, remain on the student's permanent record, and prevent the student from receiving academic recognition on the President's List and the Vice President's List. The **N** grade means that the student has continued to attend class but has not attained a sufficient level of skill or knowledge to be granted credit and must reregister for the course during the following term and demonstrate proficiency before credit can be given.

Incomplete Grade

If a student is unable to complete a course and the withdrawal date has passed, the student may receive a grade of **I** under the condition that it is practical for the student to complete the requirements of the course in the first three weeks of the next term. The instructor's approval is required before this grade may be assigned. Reregistering in the course is not required in order to change an incomplete to a passing grade. **I** grades prevent the student from receiving recognition on the President's List and the Vice President's List.

A grade of **I** **must** be changed to a passing letter grade by completing the requirements of the course no later than the first three weeks of the next semester/term, or the **I** grade will be changed to an **F** on the student's permanent record. It is the student's responsibility to make arrangements with the instructor for completion of the course. When course requirements are completed, the instructor will submit a grade change to the Registrar's Office.

Grade Points

To compute an average that indicates the overall quality of a student's record, grade points are assigned as follows: 4 points for each semester hour of **A**, 3.5 points for each hour of **B+**, 3.0 points for each hour of **B**, 2.5 points for each hour of **C+**, 2.0 points for each hour of **C**, 1.5 points for each hour of **D+**, 1.0 point for each hour of **D**, and no points for each hour of **F**, **U**, **I**, **N**, and **AU**. A grade of **A** for a three semester hour course earns 12 grade points; a grade of **D** in a four hour course earns four grade points. Credit hours for **I**, **AU**, **S**, **N**, and credit by examination are not computed in the grade point average.

Semester Average

A student's semester average is obtained by dividing the total grade points earned in that term by the total credit hours attempted in that semester/term. A student's cumulative grade point average may be obtained by dividing the total grade points earned for all semesters/terms by the total number of credit hours attempted. A student's cumulative grade point average includes any applicable courses transferred from other colleges.

Graduation Requirements

Graduation or certificate completion requirements may change between published catalogs due to changes in state laws or college policy. Students are encouraged to schedule classes with the assistance of an academic advisor.

Any course substitution or waiver must be approved in writing and made a part of the student's academic record.

A degree seeking student must complete all graduation requirements as outlined in the Academic section of the catalog.

Credits for Graduation

All applicable credits, whether earned at Florida Gateway College or another regionally accredited college, will be used to compute graduation requirements.

Catalog of Entry

A student has five calendar years to fulfill the graduation requirements outlined in the College catalog in effect at the time of his or her first enrollment, if he or she is continually enrolled in classes. Continual enrollment is defined as enrollment for at least one semester each year. If a student has not fulfilled the requirements within the five-year period, he or she is subject to the requirements in effect at the beginning of the sixth year or at the time the student is readmitted to the College.

A student enrolled in programs in which curriculum is determined by state legislation, rule, licensing and/or accrediting agencies, or a student enrolled in programs in which significant "state-of-the-art" technological changes have occurred, may be required to satisfy the current catalog's graduation requirements.

Honors

The President's List is published after the fall and spring semesters. Students who earned 12 or more credits in that semester with a grade point average of 4.0 in those courses are eligible for recognition on the President's List.

The Vice President's List is published after the fall and spring semesters. Students who earned 12 or more credits in that semester with a cumulative semester grade point average of 3.5 and no grade below a **C** in those courses are eligible for recognition on the Vice President's List.

Grades of **I**, **N**, or **U** make a student ineligible for the President's List or the Vice President's List. These honors are not retroactive due to grade changes or other reasons.

If an A.A. or A.S. student graduates with one of the following cumulative grade point averages in college credit courses, an honors designation will appear on the academic record as follows:

3.75 to 4.0 - Summa cum laude
3.50 to 3.74 - Magna cum laude
3.33 to 3.49 - Cum laude

Graduation Ceremony

The College conducts dual graduation ceremonies one day per

year. The ceremonies are held at the end of the spring semester. To receive a diploma and/or participate in the graduation ceremony, which includes having the student's name printed in the graduation program, a student must meet all graduation requirements and file an application for graduation with the Registrar's Office in accordance with the published deadline. A student must meet with an advisor when applying for graduation. A student completing all degree or certificate requirements in the previous fall semester, or current spring semester, may participate in a ceremony. A student expecting to complete all requirements within the Summer A or B terms may participate, provided they need no more than 12 credits to complete those requirements. Recognition of honors in the graduation ceremony is based on the cumulative GPA in college credit courses at the end of the fall semester.

Graduation information will be sent to the e-mail address on file with the college. Diplomas will be mailed to the current address of record on file with FGC. The student is responsible for updating this information.

General Student Complaints

A student may register a general complaint against any college employee. Policy number 6Hx12:09-38 explains this policy and procedure in detail. Complaints may include faculty demeanor in the classroom, rude behavior or treatment from faculty, staff, or administration as perceived by the student, and/or other general complaints that are not associated with harassment, discrimination, misconduct, grades or other academic concerns, and perceived violations of college policy, state statute, or Federal laws. Please refer to those additional policies and procedures for further information.

Academic Appeals

A student who wishes to register an appeal regarding a class, test, assignment, course grade, or other academic issues should first confer with the appropriate faculty member in an endeavor to resolve the problem. If the problem cannot be resolved, then the student presents the completed academic appeal form to the following college personnel in the stated order: (1) relevant faculty member, (2) faculty member's supervisor, (3) the appropriate vice president, (4) and finally to the Campus Appeals Board, by notification to the appropriate vice president. Resolution of the appeal at any stage halts the progression of the appeal. The Campus Appeals Board is the highest level of academic appeal, and all decisions made at this level are final. A student may involve the ombudsperson at any point in an academic appeal. Many academic issues can be settled through discussion without need for an official appeal. Students are encouraged to discuss academic issues with faculty first, and to utilize the ombudsperson for assistance where needed. Please see FGC Policy 6Hx12:09-39 and the college website under **Current Students** for additional information and directions. This procedure shall not apply to decisions of agencies other than Florida Gateway College, such as clinical facilities or employers of students and other businesses allowing job-site training of students. The College has no authority over those decisions.

Ombudsperson

A student may appeal to the Office of the Ombudsperson a

decision that is related to the student's access to courses and credit granted toward the degree. The Ombudsperson can be reached at (386) 754-4267.

- ☐ The student may contact the Ombudsperson directly.
- ☐ The Ombudsperson may serve as a student advocate and/or mediator regarding academic matters.
- ☐ The Ombudsperson is accountable to the College President in his/her role as Ombudsperson.
- ☐ This information is provided to students in the College Catalog and the Student Handbook which are also available on the college website.

Credit Policies

Definition

Credit is a unit of measure assigned to courses or course equivalent learning. The types of postsecondary credit authorized are:

1. **College Credit.** College credit is the type of credit assigned by Florida College System institutions to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(5)-(8), F.A.C. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such activities as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.
 1. **Lower division college credit.** Lower division college credit is assigned to college credit courses offered to freshmen and sophomores (1000 and 2000 level courses).
 2. **Upper division college credit.** Upper division college credit is assigned to college credit courses offered to juniors and seniors (3000 and 4000 level courses).
2. **Clock Hour.** A clock hour is the unit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a Career and Technical Certificate or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(6), (9), F.A.C. It applies to postsecondary adult career courses as defined in Section 1004.02(26), F.S. One (1) clock hour is based on the learning expected from the equivalent of thirty (30) hours of instruction. For purposes of Title IV Student Aid Programs under the Higher Education Act, colleges should defer to Title 34 Section 688 of the Code of Federal Regulations.
3. **Developmental credit.** Developmental credit is the type of credit assigned by Florida College System institutions to courses that provide degree seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315, F.A.C. One (1) developmental credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of

classroom instruction. Developmental courses provide competency-based instruction to develop college entry competencies in the communication and computation skills described in Rule 6A-10.0319, F.A.C.

4. **Institutional credit.** Institutional credit is postsecondary credit that is competency-based. Institutional credit is not guaranteed to automatically transfer.
5. **Noncredit.** Noncredit is a term indicating that credit, as defined herein, is not awarded. It applies to the instructional classifications of noncredit continuing education, adult general education, citizenship, recreational, community education, and community instructional services. The unit of measure is hours of instruction.

Nontraditional and Accelerated Credit

There are many areas of nontraditional learning which may allow for the awarding of college credit. Below are a few of them. Also, the College offers opportunities for academic enrichment and accelerated education. Students should see the academic and admissions sections of this catalog for further information on other areas.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a series of examinations developed by the Educational Testing Service (ETS) that allows students to demonstrate competency in certain subjects and earn college credit for those courses without attending classes. Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

The CLEP exams are administered at any center authorized by the College Entrance Examination Board. **The student is required to provide their official test scores to the Admissions Office in Building 015.**

The following conditions apply to the acceptance of CLEP credit:

1. Credit for CLEP examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions. Examinations are designed to give credit for knowledge acquired by nontraditional means, such as special interest or self-directed study. Consult Advising Services for further information.
2. Up to 45 credits of coursework may be earned through the College Level Examination Program (CLEP).
3. CLEP credits awarded will be recorded on the student's transcript.
4. No credit will be given for courses not offered through the College on exams administered prior to July 1, 2001.
5. No more than six semester credits shall be transferred in each of the five areas of the general examination on exams administered prior to July 1, 2001.
6. Credit for examinations may be earned in those courses where students have not already earned academic credit.
7. The institution will comply with all applicable state regulations regarding CLEP.

Advanced Placement (AP)

The College allows students to receive credit for Advanced Placement (AP) courses taken in high school. Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

The student is required to provide their official test scores to the Admissions Office in Building 015.

The following conditions apply to the acceptance of AP credit:

1. A student must have passed the Advanced Placement (AP) exam in his or her particular subject area(s) with a score of 3, 4, or 5.
2. Credit for AP examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions.
3. Up to 45 credits of coursework may be earned through AP exam credit.
4. AP credits awarded will be recorded on the student's transcript.
5. Credit for examinations may be earned in those courses where students have not already earned academic credit.
6. The institution will comply with all applicable state regulations regarding AP credit.

International Baccalaureate (IB) Credit

The International Baccalaureate (IB) program is a challenging curriculum offered in high schools around the world, which provides an opportunity for high school students to earn college credit. Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

The student is required to provide their official test scores to the Admissions Office in Building 015.

The following conditions apply to the acceptance of IB credit:

1. A student must have passed the International Baccalaureate (IB) exam in his or her particular subject area(s) with a score of 4 or higher.
2. Credit for IB examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions.
3. Up to 45 credits of coursework may be earned through IB exam credit.
4. IB credits awarded will be recorded on the student's transcript.
5. Credit for examinations may be earned in those courses where students have not already earned academic credit.
6. The institution will comply with all applicable state regulations regarding IB credit.

Cambridge AICE (AICE) Credit

The Cambridge AICE (AICE) program is an international, advanced secondary curriculum and assessment program equivalent to the British system of "A-Levels". Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

The student is required to provide their official test scores to the Admissions Office in Building 015.

The following conditions apply to the acceptance of AICE credit:

1. A student must have passed the AICE exam in his or her particular subject area(s) with a score of A, B, C, D, or E. Grades are not based on the American A-F grading scale.
2. Credit for AICE examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions.
3. Up to 45 credits of coursework may be earned through AICE exam credit.
4. AICE credits awarded will be recorded on the student's transcript.
5. Credit for examinations may be earned in those courses where students have not already earned academic credit.
6. The institution will comply with all applicable state regulations regarding AICE credit.

Recognition of Experiential Learning

Florida Gateway College will award college credit for experiential learning, under the following procedure. Students with sufficient learning can have that knowledge recognized by documenting their learning activities and receiving college credit. Up to 25 percent of a student's program may be granted for nontraditional learning. A student must be enrolled in one of the College's degree or certificate programs and the credits the student seeks must be applicable to that program. Credit is awarded on a course by course basis. Credits can only be awarded in courses in the current course inventory at Florida Gateway College.

To seek college credit for experiential learning, the student must first complete an Application for Preliminary Evaluation of Experiential Learning and forward it to the director of the appropriate instructional division. The course listed in the Florida Gateway College catalog for which the student is seeking credit will be specified by the student in this application. A separate application is required for each course for which the student is seeking credit. If the application is accepted, the student will be notified of acceptance. Assessment may involve written or performance tests, preparation of a portfolio, evaluation of certificates/licenses, interviews with faculty members, and review of external agency recommendations (ACE, AIB, PONS, etc.). The appropriate academic vice president or division director and faculty member will determine the method of evaluation. There will be an assessment fee of \$100 per course. The fee must be paid when the application is submitted. The credit, if awarded, will appear on a student's transcript as transfer work, and will reflect only S (Satisfactory) and U (Unsatisfactory) grades, which will not be figured into a cumulative average.

If the student must assemble an experiential portfolio, the portfolio must contain evidence of scholarship or work experience that involved the mastery of the expected learning outcomes of the course for which credit is applied. In each case, the portfolio will be an individually assembled body of

evidence that supports the claims of course learning mastery. When completed, the portfolio will be reviewed by a committee in the specific discipline, and, if the portfolio is accepted, the appropriate credits will be granted, on a S (Satisfactory) or U (Unsatisfactory) basis.

The College reserves the sole right to determine experiential learning applicability to Florida Gateway College courses. For more information regarding recognition of experiential learning, contact the Registrar's Office in Building 015 at (386) 754-4204.

Military Credit

Veterans may be eligible to receive college credit for training and/or other courses completed during their military service. A student may request an evaluation of his or her educational experience while in the military through application to the Registrar's Office. The College generally follows the American Council of Education evaluation guide when evaluating armed services coursework, but reserves the right to be the sole determinant of courses applicable for college credit. Credit will be accepted when it applies to a student's program of study and when it is comparable in content, credit, and value to a course offered at Florida Gateway College.

Independent Study

A student wishing to take independent study courses may seek to enroll in either Special Independent Study or Directed Independent Study. The student must secure an Application for Independent Study form from the appropriate division office and submit it to the appropriate instructor and appropriate academic vice president or program director for approval.

Special Independent Study courses are offered when a student is unable to register for a needed regularly offered course due to one of the following reasons: medical, required course for graduation not being offered, a required course was canceled because of insufficient enrollment, or a student is in his/her last semester and has been unable to register for a course required for graduation. Directed Independent Study courses are especially designed to allow a student to pursue a particular topic or subject, under the guidance of a qualified instructor.

The student taking an independent study course works on his/her own to achieve mastery of the material in the course. Periodic conferences are scheduled with the instructor for tutorials and exams, and to ensure that satisfactory progress is being made. A student may begin an independent study program only after receipt of approval from the instructor and appropriate vice president. The instructor will specify the testing, attendance, term paper, and other requirements of the class. The regular grading system applies to all independent study students. Grades earned through independent study have the same effect as those earned through regular classroom instruction.

Students must register through the Registrar's Office for independent study classes as they do for all other classes, before the end of the add/drop period.

Transfer Credit

Evaluation, acceptance and application of transfer credit will

be based upon receipt of official transcripts from all institutions attended, testing agencies, or department of military services. It is the student's responsibility to provide all official transcripts. Students should provide unofficial transcripts for advising purposes.

Evaluation of transcripts from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service. Contact the Admissions Office for more information at (386) 754-4287.

FGC does not accept credit based upon another institution's award of transfer or articulated credit.

All transfer credit awarded by FGC will be noted on the student's transcript.

The decision as to the acceptance of transfer credits will be based on the regional accreditation status of the college. If a college is regionally accredited, FGC will normally accept the credit. There is no differentiation between courses taken on site or online. All developmental, freshman and sophomore level courses attempted at the prior institution will be evaluated for degree-seeking students. For students requesting admission into a baccalaureate program, 3000 and 4000 level courses also will be evaluated. Only courses relevant to the individual baccalaureate degree, AS, AAS, ATD or certificate program will apply toward those program requirements. Courses taken as part of an A.S., A.A.S., or certificate program and clearly related to specific occupational or professional training, including courses leading to professional licenses or certifications, ordinarily will not apply toward an A.A. degree or an unrelated baccalaureate degree, including acceptance as elective credit. Once applied to the student record, transfer courses will not be removed.

FGC ordinarily will not accept credit for transfer purposes from a non-regionally accredited institution ("transfer institution"), even if the institution has another type of accreditation. There is no differentiation between courses taken on site or online. Section 1007.24(6), Florida Statutes (F.S.), states that, "Non-public colleges and schools that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education. . . . may participate in the statewide course numbering system." Furthermore, Section 1007.24 (7), F.S., guarantees the transfer of credit between all participating institutions.

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 based upon Florida Gateway College's guidelines for transfer credit.

A student wishing to appeal the decision of transferability of a course should contact the Registrar's Office regarding additional requirements. A student will be required to provide additional documentation as to the content and quality of the course and

faculty credentials.

To graduate from Florida Gateway College, a transfer student must complete at least 25 percent of program credits at FGC before graduation.

A student's cumulative GPA is calculated from the courses transferred in and the earned hours at Florida Gateway College. Transfer credits awarded shall be determined based upon whether the course was quarter hours or semester hours. If the course was quarter hours, the credit awarded shall be converted to the equivalent semester hours. Due to the conversion from quarter hours to semester hours, a student may be lacking a portion of the hours required, either as general education or subject area requirements. In this case, the student will be required to take a course in the appropriate general education area or subject area to make up any credit hour deficiencies.

Massive Open Online Courses (MOOCS)

MOOCS represent one alternative method for learning important information, and especially for developing skills in reading, writing and mathematics. However, MOOCS cannot be directly transferred to FGC for credit granting purposes. Students seeking credit for a MOOC must communicate with the relevant credit granting institution, and if applicable and appropriate, request that the institution consider awarding that institution's credit for the completed MOOC. All such institutional credit awarded on that institution's transcript will be evaluated for award of transfer credit by FGC, pursuant to FGC's transfer credit practices. It is the student's responsibility to provide all official transcripts. The above process is also required in order for FGC to evaluate and consider award of credit for online coursework taken at other online providers. This also applies to coursework recognized by the American Council of Education (ACE), with the exception of military credit, as identified above.

Distance Learning

Online Courses

You can use the Internet to learn and complete courses, and eventually whole degree programs, while working from your own space. As you take courses, you will meet students, create friendships, and get to know your instructors, all from the comfort of your own work space and at times that work for you.

If you are disciplined, self-motivated, and have a working knowledge of computers and the Internet, our online courses may be a good fit for you. To take an online course, you will need an e-mail account, an Internet connection, and a computer. Online courses are offered through Canvas, a web-based learning management system that contains tools for distance education, such as course content and assignments, a discussion board for collaboration and communication, assignment boxes for submission of homework, and much more. All online courses are instructor-led and offer the same content and rigor of a traditional campus course, such as exams and assignments with due dates. Instructors use a variety of learning methods and assignments in online courses just as they do in a traditional campus course. You may access your online course at <https://fgc.instructure.com>. These courses are identified in the schedule with OI# as the section.

Hybrid Courses

Hybrid courses are courses that combine traditional meeting times on campus with online coursework available in Canvas. In order to take this type of course, students should be familiar with online learning, should have access to a computer with Internet capability, and should have the ability to attend on campus classes on the days prescribed by the instructor. Many of these courses meet only once per week, or perhaps only meet a select number of times during the semester. These courses are identified in the schedule with HI# as the section.

Synchronous Courses

These courses allow students and teachers to interact in real time over the internet. Some online and hybrid courses use a synchronous tool to enhance communication with students. These courses require specific meeting times on campus and/or over the internet. These courses are identified in the schedule with I4# and H4# as the section.

Educational Funding Programs

Florida Gateway College manages a number of state and federal services available to assist students in funding their education and/or training. All programs are coordinated with each other and with other financial aid to maximize service, yet prevent duplication in funding.

Wages

Assists persons who are no longer eligible for public assistance in finding work. Services may include work placement, skill training, occupational training, on-the-job training, childcare, travel, and other support services. Check eligibility with the WAGES office at your local Department of Children and Families offices.

Career Pathways

Assists the communities with high school to college transition of occupational classes, decreasing the possibility of repetition of coursework. Coordinates and supports preparation of middle and high school students in technical content areas. Funding supports delivery of program, not individual student funding. Articulation agreements between the school districts and the College are in place to provide students with:

1. college credit for some occupational education in high school,
2. credit by examination,
3. advanced placement in college programs, or
4. preferential admission to selective admission programs.

For more information, please contact the Education and Training Specialist.

Library

The Wilson S. Rivers Library and Media Center is the newest building on campus and houses the library and media divisions of Florida Gateway College. The library contains a collection of thousands of catalogued books, ebooks, DVDs, CDs, microfilm and original art.

The library has more than 70 computers for student access, as well as wi-fi. The H&H Cafe offers coffee and other beverages, snacks, and sandwiches for purchase. There are five study rooms

available for students to encourage individual and group study. Digital microform readers, black & white printing and photocopy machines are also available.

Registered students have online access 24/7 to millions of journal articles and many full-text databases. These are available through the FGC website, www.fgc.edu. A Student ID is required to use library services. The library orientation offers a guide to navigating the databases, and is often required for students to complete. This orientation worksheet is also available on the FGC Library website.

The library maintains cooperative agreements with the public libraries in each of the counties of its district. This provides students with local library support, Internet access to electronic databases, and Reserve services.

The library maintains convenient day and evening hours to support student, faculty, and community needs.

Academic Standards of Progress

All students are expected to maintain progress toward achievement of their academic goals. Students who do not attain Florida Gateway College's standards of progress are subject to academic warning, probation, suspension, or dismissal.

A student's progress will be determined at Florida Gateway College by the relationship of credits of coursework attempted to grade points earned. For each credit hour of **A**, 4 grade points are earned; for each credit hour of **B+**, 3.5 points; for each credit hour of **B**, 3 points; for each credit hour of **C+**, 2.5 points; for each credit hour of **C**, 2 points; for each credit hour of **D+**, 1.5 points; for each credit hour of **D**, 1 point. No points are earned for any other grades.

To remain in good standing and progress toward an educational goal, a student must earn the grade points necessary to maintain a 2.0 (**C**) cumulative grade point average (GPA). For a further explanation of how to calculate a GPA, see the section on Grading Policies.

Academic Warning, Probation and Suspension

All students must exhibit sufficient academic progress. Students who do not comply with Florida Gateway College's standards of progress are subject to academic warning, probation, suspension, and/or dismissal. For these purposes, a student's cumulative GPA includes all courses taken at Florida Gateway College and any coursework transferred from other colleges.

Warning: A student who does not maintain a cumulative 2.0 GPA will be placed in academic warning status.

Probation: A student who does not maintain a cumulative 2.0 GPA for two consecutive semesters will be placed in academic probation status. Students in this category will not be allowed to register for more than 13 credits. A student on probation who achieves a 2.0 GPA each semester/term will remain on academic probation until their cumulative GPA is at least 2.0 on a 4.0 scale.

Suspension: A student on academic probation who does not achieve a 2.0 GPA on a 4.0 scale in each semester will be suspended from the College. Students who are suspended from the College will not be allowed to attend any classes until after the next full fall, spring, or summer semester.

Readmittance After Suspension

Students who are suspended from the College may return after remaining out for one semester. Upon return, they will be placed on probationary status. If they achieve a 2.0 GPA for the first semester, they will again be subject to probation procedures.

Academic Dismissal

This represents a separation of students from the College for at least one year. Academic dismissal occurs if a student returning from suspension fails to maintain a 2.0 GPA for the first semester after returning.

Students are eligible to apply for readmission to the College after the dismissal period. Admission will be on a petition basis. In order for readmission to be approved, the petition must present evidence of some change in the student's circumstances.

Grade Forgiveness

College Level Courses

A student who receives a **D+**, **D**, or an **F** in a course may choose to repeat the course to raise his/her grade point average. Florida state law limits to two (2) the number of times a course may be forgiven. Florida Gateway College will count only **the last grade** of a class for grade point average purposes. Students should be aware of the preference given by colleges or universities to students who complete courses on their first attempt. Florida state law mandates additional tuition/fees for the third attempt at any college level or developmental education course.

Florida Gateway College recalculates the GPA when a student repeats a course and receives a grade. Students should check their unofficial transcript on MyFGC to ensure that the GPA has been recalculated. If it has not, contact the Registrar's Office to request the recalculation. All grades will remain on the transcript, even though the last will be the only one used in the grade computation.

Students are discouraged from repeating courses unless necessary to improve poor grades. Many institutions in Florida, either public or private, now calculate the number of attempted classes when making admissions decisions. Students who plan to transfer to a Florida college or university should be aware that withdrawals and/or audits (i.e., repeats) may affect selected college admissions.

Students who are on financial aid should check with their financial aid counselor regarding the status of repeated courses. Florida teachers taking courses for recertification should ensure that repeated courses count for that purpose. The Florida Department of Education is the **only** definitive source for that information.

NOTE: A student may have only three attempts per college

credit course including the original grade, repeat grades, and withdrawals at any point in the semester. The student must pay full instructional costs (approximately three times normal in-state tuition) for the third and subsequent attempts. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. All grades from the third and subsequent attempts will be calculated in the GPA.

Developmental Education Courses

Students should be aware that only three attempts in a developmental education class will be allowed by Florida Gateway College. Florida state law mandates additional tuition/fees for the third attempt at a developmental education course. Students who do not complete the **same course** within three attempts will be prohibited from registering for **any** college class, whether it is for college level or developmental education level courses. For these purposes, a withdrawal or a change to an audit counts as an attempt.

A student who feels there were extenuating circumstances which prohibited him or her from completing the developmental education class may appeal to the Vice President for Student Services for an exception to policy. If the Vice President for Student Services grants the exception, the student will be charged at regular tuition rates for the third attempt.

A student with questions about repeating college developmental education instruction should contact his or her advisor, or the Registrar's Office, for additional information.

Continuous Enrollment in Developmental Education Classes

Students who score into developmental education classes through their placement test scores must be continuously enrolled in at least one dev ed class.

Students who are enrolled in developmental education class(es) and drop all of their developmental education classes must be disenrolled from all classes for that semester.

Students, who enroll in classes, which include developmental education classes, can withdraw from any or all developmental education classes only at the end of add/drop and after the student has attended at least one class meeting for which the student is enrolled.

The withdrawal is an attempt and classifies as continual enrollment in developmental education classes.

Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for students seeking baccalaureate degrees at state universities. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-2013 academic year and thereafter, "excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% X 120).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or "transfer program" early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

Academic Amnesty

A student who has not attended FGC in the past five preceding academic years may request academic amnesty for one full semester of college work. A student must petition for academic amnesty prior to re-enrolling at FGC or within the first semester of re-enrolling at FGC. Academic amnesty may only be applied to a term in which no grade of "C" or higher was awarded. Academic amnesty may be requested for only one term and will be for all courses in that term.

Academic amnesty will only apply to FGC coursework. Coursework approved for academic amnesty will be excluded from grade point average (GPA) calculations and in determining graduation eligibility. Students who wish to apply for academic amnesty should first discuss the process with an academic advisor to ensure guidelines are met and secure approval.

Academic amnesty is not available to students who have been awarded a FGC degree or certificate. Upon recommendation of the appropriate academic Vice President, an exception may be made to this condition, if the courses taken in the term for which amnesty is being requested were not applicable to the degree or certificate.

See Policy and Procedure 6Hx12:09-37, for additional information and full details. Students should follow the guidelines set forth in the procedure to apply for academic amnesty at Florida Gateway College (FGC).

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades attempted when computing a GPA for admissions eligibility or for other purposes. Academic amnesty has no effect on the student's financial aid award history. Academic amnesty has no effect on the calculation of course attempts related to the multiple course attempts surcharge.

Drop/Withdrawal

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see Academic Calendar). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published date will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

To Withdraw from a Course:

1. Submit the Course Schedule Change form to an academic advisor for signature (Advising Services, Building 014).
2. Submit the same form to the Director of Financial Aid or Director's designees for signature, if the student receives any form of financial aid, including scholarships.
3. Take the signed Course Schedule Change form to the Registrar's Office for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Course Schedule Change form for withdrawal, may phone the Director of Advising Services in Building 014, or designated advisor for signature.

Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing may receive a grade of **F** from his/her instructor.

Academic Changes

This catalog is meant to portray academic regulations that were in effect at the time the catalog was printed. There may be changes to the courses and/or the programs after the catalog is published. Students are required to work with their advisors to remain knowledgeable about FGC's requirements as well as transfer requirements.

Admissions

Admission Services

The Office of Admissions is located in Building 15, and serves as the conduit by which students learn of and gain access to higher education opportunities at Florida Gateway College. The Office of Admissions maintains the responsibility of disseminating recruitment materials and admission information to prospective students, further serving as a catalyst in identifying target markets for the recruitment of students and general marketing of the college. In addition to recruitment and admissions counseling, the Office of Admissions bears the responsibility of qualifying the admission and acceptance of prospective students to the College while adhering to College, state, and federal policies and procedures respective of the process by which students enroll in postsecondary education.

For additional information about admission to the college and the admissions process, please refer to the “General College Admission” section below and/or refer to the college website at www.fgc.edu. You may also contact Admissions Office staff via e-mail at admissions@fgc.edu and/or by telephone at 386-754-4396.

General College Admissions

Florida Gateway College adheres to the open-door admissions policy for associate-level degree programs and workforce education programs, providing open-access to superior, affordable, quality education and training opportunities without regard to race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law.

Admission to associate degree programs is subject to minimum standards adopted by the State Board of Education and shall require: a) a standard high school diploma, a high school equivalency diploma as prescribed in s. 1003.435, previously demonstrated competency in college credit postsecondary coursework, or, in the case of a student who is home educated, a signed affidavit submitted by the student’s parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 1002.41, and/or as prescribed by the respective state statute in which home school completion was achieved. Students who are enrolled in a dual enrollment or early admission program pursuant to 1007.271 are exempt from this requirement; b) a demonstrated level of achievement of college-level communication and computation skills; c) any other requirements established by the board of trustees. Admission to other programs within the Florida College System Institution (FGC) shall include education requirements as established by the board of trustees. A student who has been awarded a certificate of completion under s. 1003.4282 is eligible to enroll in certificate career education programs. A student with a documented disability may be eligible for reasonable substitutions, as prescribed in ss. 1007.264 and 1007.265.

The admissions process for baccalaureate programs requires that all students, including native associate degree graduates,

apply for baccalaureate admission through a separate admission process in order to be admitted into the upper division level of the college.

Florida Gateway College adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by contacting the Coordinator of Disability Services at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

Admissions Procedures

All prospective students (including returning students who were previously enrolled at FGC as a dual enrollment/collegiate high school student and/or former students who have graduated, or not attended FGC in the past three semesters) are required to complete an application for admission to the college. Applicants are further required to complete the residency declaration portion of the admission application while providing required supporting documents to effectively substantiate *residency for tuition purposes*, if desiring the benefit of in-state tuition rates. Residency refers to the classification of a student as an in-state resident as defined *for tuition purposes* or out-of-state resident, as defined for tuition purposes. This classification determines the rate of tuition assessed to the student, the requirements of which are governed by Florida Statute and Florida Department of Education State Board Rule.

Prior to acceptance to the institution, applicants are required to provide (if applicable for program selection) official transcripts reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student’s successful completion of a home education program as prescribed by state statute.

In order to register for courses and/or receive financial aid, students are required to provide and have evaluated by the Registrar’s Office, official transcripts from each and every previously attended institution of higher education. This includes official transcripts from each and every college, university and/or vocational-technical school attended by the student, regardless of the award of credit, or applicability of credits towards the program of intent at FGC.

Admission to the College does not imply nor guarantee admission into any program with special admission requirements. A number of programs are classified as “limited access programs”, signifying they are programs for which a limited number of students are admitted each semester or year. Limited access programs typically involve a selection process whereby prospective students submit a separate program application (with required documents) in addition to the standard application for

admission to the college. Applicants interested in enrolling in a limited access program should contact the appropriate program director and/or meet with an academic advisor as early as possible.

Admission to the College does not signify that a student has met or will meet requirements for professional licensure or certification. If the intended program of study culminates in professional licensure or certification, students are encouraged to obtain information relative to those licensure/certification requirements prior to entering the program of study. In accordance with Florida Statute 1001.64(8)(a), FGC may consider the past actions of any person applying for admission or enrollment to the college and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the institution. FGC reserves the right to deny admission or enrollment or to place conditions on enrollment of applicants/students.

Section 1009.286 of the Florida Statutes establishes an “excess hour” surcharge for students seeking baccalaureate degrees at state universities. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-13 academic year and thereafter, “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

Admission procedures for all degree, certificate and applied technology diploma students are listed below by student type at admission. Prospective students are encouraged to visit the college website, and/or contact an admissions representative for application materials and admission information at:

Florida Gateway College
Office of Admissions
149 S.E. College Place
Lake City, Florida 32025
(386) 754-4287
admissions@fgc.edu

LOWER DIVISION - ADMISSION TO THE COLLEGE:

New/First-Time-in-College Student - Freshman

(someone who has never attended any institution of higher education)

Fully complete and/or submit by the published admission

application deadline the (**see academic calendar for semester deadlines**)

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration, students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student’s successful completion of a home education program as prescribed by the state statute in which high school completion was achieved.
- 4.

Returning/Re-admit Student

(someone who was previously enrolled at FGC, or Lake City Community College (LCCC) as a dual enrollment/collegiate high school student, OR someone who has graduated from and/or not attended FGC or LCCC in the last three semesters, but was previously admitted/enrolled)

Fully complete and submit by the published admission application deadline the (**see academic calendar for semester deadlines**):

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student’s successful completion of a home education program as prescribed by the state statute in which high school completion was achieved. If previously provided, and deemed acceptable for re-admission, applicant does not need to provide.
4. Registration and the award of financial aid is contingent upon the receipt and evaluation of official transcripts from each and every postsecondary institution the applicant has attended, regardless of credit earned and/or applicability of credits to program of intent at FGC. All returning students who attended another institution while not enrolled at FGC must provide official transcripts from that institution for evaluation by the Registrar’s Office.
- 5.

Transfer Student

(someone who is applying for admission to FGC and has attended other colleges, universities, and/or technical school schools, regardless of credits earned and/or applicability to program of intent at FGC)

Fully complete and submit by the published admission application deadline the (**see academic calendar for semester deadlines**):

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved.
4. Registration and the award of financial aid is contingent upon the receipt and evaluation of official transcripts from each and every postsecondary institution the applicant has attended, regardless of credit earned and/or applicability of credits to program of intent at FGC. All foreign educational transcripts must be evaluated by a National Association of Credential Evaluation Services (NACES) approved foreign credential evaluation and translation service. Official transcripts of college placement test scores, i.e., ACT, SAT, etc., may also be required for registration.
- 5.

Transient Student

(someone who is currently enrolled at another college and is not seeking a degree/program completion at FGC. The transient student typically seeks to enroll at FGC for a limited period of time - usually one semester).

1. Florida College System (FCS) and State University System (SUS) students must fully complete and submit by the published admission application deadline:
 1. Transient Student Admission Application obtained via the Florida Virtual Campus at www.floridashines.org.
2. All other transient students must fully complete the FGC admission application, inclusive of the residency declaration while also providing authorization from the home institution approving the student's request for transient status at FGC.
- 3.

High School Dual Enrollment/Early College Program

Florida Gateway College, in cooperation with the school boards of Baker, Columbia, Dixie, Gilchrist, and Union counties, area private schools, and home schooled students, provides dual enrollment opportunities for academically qualified high school students. Students who enroll in the program and attend public high schools will have tuition, books, and fees waived. Students who enroll in the program and attend nonpublic high schools or home schools will have tuition and fees waived.

1. Academic Dual Enrollment
Students in grades 6-12 who earn high school credit toward a high school diploma and college credit toward an associate degree. Students may be part time or full

time.

2. Occupational Dual Enrollment
Students in grades 6-12 who earn high school credit towards a high school diploma and college credit toward an associate degree or credit toward an occupational certificate from a complete job preparatory program, not including isolated occupational courses.
3. Early Admissions
Students who qualify are enrolled full time in college courses that are creditable towards a high school diploma and an associate or baccalaureate degree and must have completed a minimum of six semesters of full-time academic enrollment in grades nine-11. Students enrolled in Early Admissions must complete two semesters for a total of 24 credit hours with a minimum of a 2.0 GPA.

To be considered for admission to the dual enrollment program a student must:

1. be enrolled in grades 6-12 in an eligible school;
2. submit a completed Dual Enrollment Application for Admission with appropriate signatures and approvals;
3. submit documentation which substantiates the student GPA. (Students applying for associate programs must have a minimum 3.0 GPA to be eligible. Students applying for certificate programs must have a minimum 2.0 GPA, meet all program entrance requirements, and be accepted by the division chairperson);
4. provide official evidence of college level competencies through PERT, ACT, or SAT, and;
5. receive written notice of acceptance from the Director of Admissions.
- 6.

Non-degree Seeking/Personal Enrichment

(someone who wishes to enroll in courses without the intent of completing a program of study).

Fully complete and submit by the published admission application deadline the (**see academic calendar for semester deadlines**):

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by state statute in which high school completion was achieved, *if applicable for course*

selection, i.e., to meet pre-req requirement.

4. English, reading, and/or mathematics assessment scores, and/or official transcripts from other postsecondary institutions attended by the student may be required in order to satisfy course pre-requisites.

A non-degree seeking/personal enrichment student who intends to pursue a program of study must contact the Office of Advising to request a change in status. Appropriate admission requirements must be met in accordance with the change in status.

International Student

(someone who currently resides outside of the United States and wishes to attend FGC, and/or someone who is currently enrolled as an international student at another institution but wishes to transfer to FGC). Special Note: Please refer to the college's academic calendar for critical dates pertaining to admission application deadlines (includes transfer requests), specific to international student admission.

Fully complete and submit by the published admission application deadline:

1. FGC International Student Application for Admission;
2. Confidential Financial Statement reflecting evidence of adequate financial resources for the period of enrollment;
3. Foreign educational transcripts which must be evaluated by a National Association of Credential Evaluation Services (NACES) approved foreign credential evaluation and translation service;
4. TOEFL (test of English as a Second Language) scores, with a minimum score of 500 on the TOEFL paper exam, 173 on the TOEFL computer-based test, or 61 on the TOEFL internet-based test.
5. All of the aforementioned requirements must be received before a decision regarding acceptance to the college can be made and an I-20 issued.

Upon arrival at FGC, the international student will be required to provide:

1. Copies of all immigration documents, including passport;
2. Proof of health insurance to cover medical costs while in the United States;

International students will be assessed tuition at full cost. Fees are due at the time of registration and may be paid in cash, check, or money order - all in U.S. currency. Students may also pay tuition by credit card (Mastercard and Visa only).

UPPER DIVISION BACCALAUREATE LEVEL

Admission to the College

All students, including native associate degree graduates, are required to apply for baccalaureate level admission through a separate admission process in order to be considered for admission into an upper division program at FGC.

The primary degree pathway for many baccalaureate programs is often defined by a preferred associate degree. Example: The primary pathway to the Baccalaureate of Science Degree in Nursing is an Associate in Science degree in Nursing. Students

should possess, at a minimum, the necessary requirements (preferred associate's degree) for admission to the upper division level of FGC from which application to the program can be pursued.

Fully complete and/or submit by the published admission application deadline (see academic calendar for deadlines):

1. FGC Baccalaureate Application for Admission
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved. If previously provided and deemed acceptable for re-admission, applicant does not need to provide again.
4. Official transcripts from all institutions previously attended (with the exception of Florida Gateway College and/or Lake City Community College).
5. Students should meet with an advisor regarding admission requirements/deadlines specific to their baccalaureate program of intent.

All students, including native associate degree graduates, are required to apply for baccalaureate level admission through a **separate** admission process in order to be considered for admission into an upper division program at FGC.

The primary degree pathway for many baccalaureate programs is often defined by a preferred associate degree. Example: The primary pathway to the Baccalaureate of Science Degree in Nursing is an Associate in Science degree in Nursing. Students should possess, at a minimum, the necessary requirements (preferred associate's degree) for admission to the upper division level of FGC from which application to the *program* can be pursued.

Fully complete and/or submit by the published admission application deadline (see academic calendar for deadlines):

1. FGC Baccalaureate Application for Admission
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved. If previously provided and

deemed acceptable for re-admission, applicant does not need to provide again.

4. Official transcripts from all institutions previously attended (with the exception of Florida Gateway College and/or Lake City Community College).
5. Students should meet with an advisor regarding admission requirements/deadlines specific to their baccalaureate program of intent.

Residency Classification

Residency refers to the classification of a student as an in-state *Florida resident for tuition purposes* or an out-of-state resident. This classification determines the rate of tuition assessed to the student. Florida residents who meet residency requirements as established by Florida Statute (F.S.) pay less in fees per credit hour than do non-Florida residents.

Section 1009.21, Florida Statutes, outlines the broad legal parameters for establishing residency for tuition purposes in Florida public higher education institutions. The policy regarding residency for tuition purposes in Florida is composed of several layers, including state statute, rules of the two higher education governing boards in Florida, and statewide guidelines developed by college and university administrators in conjunction with the Statewide Residency Committee, the Florida Department of Education, and the State University System of the Florida Board of Governors.

All applicants for admission and/or re-admission to Florida Gateway College are required to complete a statement/declaration of residency concerning their status as a Florida resident for tuition purposes. U.S. citizens, lawful permanent residents, and aliens lawfully present in the United States who are in an eligible Visa category *may* be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the State for at least 12 consecutive months immediately prior to the first day of classes of the term for which residency is sought.

A Florida resident for tuition purposes is a person who has, or a dependent person whose parent, legal guardian, or person serving in a parental relationship to the student has, established, and maintained legal residence in Florida for at least twelve consecutive months immediately preceding the first day of class of the term for which residency is sought. As provided by Section 1009.21(2)(a)2, F.S., it is imperative that the required 12 month qualifying period be 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.

Upon application for admission and/or re-admission to the college, admissions office staff will review the information provided on the statement/declaration by the student and/or parent/legal guardian/person serving in a parental relationship if the student is a dependent, along with required supporting documentation as prescribed by F.S. to verify residency for tuition purposes and eligibility for in-state tuition assessment. The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident

for tuition purposes rests with the student, or if the student is a dependent, his or her parent, legal guardian, or person serving in a parental relationship. Criteria for establishing Florida residency for tuition purposes as well as required documentation is prescribed by Florida Statute. Residency status is determined by college staff. Questions regarding initial residency status/classification should be directed to the college's admissions office staff.

A person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent, legal guardian, or person serving in a parental relationship presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education. Reclassification of residency for tuition purposes is more difficult and requires more documentation than initial residency classification.

Questions regarding a student's residency reclassification should be directed to the college's registrar's office staff.

Tuition Waiver Notification

Out-of-State Tuition Waivers

Effective July 01, 2014, the Florida legislature approved two out-of-state tuition waiver programs which significantly reduce tuition costs for veterans, spouse, and/or dependents and eligible USDVA beneficiaries, and eligible Florida high school graduates who otherwise do not meet residency requirements, as defined for tuition purposes.

Veteran's Tuition Waiver (C.W. "Bill" Young Tuition Waiver Program): FGC shall waive out-of-state fees for a person who is:

An honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution; or an individual who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 01, 2015, who physically resides in this state while enrolled in the institution.

The honorably discharged veteran must provide: a) copy of DD-214 reflecting honorable discharge, or discharge certificate or other documentation as deemed appropriate by FGC; b) current FL driver's license, FL Identification card, or other legal document which demonstrates physical residence in Florida. The spouse, dependent, and/or eligible United States Department of Veteran's Affairs (USDVA) beneficiary must provide documentation which substantiates eligibility for educational assistance.

High School Attendance Waiver: FCC shall waive out-of-state fees for a FL high school graduate who meets the following criteria:

Attended a FL secondary school for three consecutive years immediately before graduating from a Florida High School;
Submits an admission application to a FCS institution with 24 months of high school graduation;
Submits an official high school transcript that provides evidence

of meeting the criteria above.

The high school attendance waiver is applicable for 110% of the required credit hours of the degree or certificate program for which the student is enrolled. Approval of the above waivers does not constitute the establishment of FL residency, as defined for tuition purposes. Rather, students eligible and approved for these waivers will be classified as a non-resident, as defined for tuition purposes. They will however receive the benefit of in-state costs via the waiver of out-of-state fees. If you believe you may be eligible for a tuition waiver, please contact Admissions staff.

Georgia Four-County Differential/Residency Classification Request

Georgia residents who reside in Echols, Clinch, Ware, or Charlton counties may be eligible for Florida in-state tuition rates at FGC due to the proximity of their residence to the College. Qualification is based upon documented evidence of legal residence in the state of Georgia in the following counties: Echols, Clinch, Ware, or Charlton. Georgia residents of the aforementioned counties who wish to apply for the differential tuition rate should complete the Georgia Differential Residency Classification Request form upon application for admission to the College.

Residency Appeals Committee

In accordance with Florida Statutes, Florida Gateway College has established a residency appeals committee to consider student appeals of residency determinations. In cases where the applicant expresses a desire to appeal the residency classification, the matter will be referred to the designated residency appeal officer or appropriate appeal committee in accordance with the institution's official appeal process.

The residency appeal officer or committee will convey to the applicant the final residency determination and the reasons for the determination. The final residency determination will be provided to the student in writing.

Students who wish to appeal the classification of residency for tuition purposes should submit a written request citing the basis for the appeal. Copies of all documentation supporting the appeal for residency reclassification should be included with the request. The request and all supporting documentation should be submitted to the Registrar, who serves as Chair of FGC's Residency Appeal Committee. The Registrar's Office is located in Building 015.

Testing, Advising, & Registration

Test Center

In an effort to assist test-takers to successfully accomplish their educational and/or professional goals, the Test Center offers a comfortable, positive, and professional testing environment which can accommodate the testing needs of both the campus and the community. To maintain record security, test-takers are required to provide valid government-issued photo identification prior to taking any exams.

Exams are normally delivered via the computer or online, and they are all closely monitored using security cameras with one or more test administrators or proctors present. The Test Center administers exams in compliance with state and federal regulations, including adherence to guidelines established in the Americans with Disabilities Act. Students with documented disabilities may qualify for accommodations as prescribed by the Disabilities Services Coordinator.

As a member of the Florida Association of College Test Administrators (FACTA) and the National College Testing Association (NCTA), the Test Center is actively committed to supporting and practicing the standards and guidelines established by these organizations. These standards are updated regularly to reflect developments in testing operations and provide a variety of benefits to all involved in the testing process. The Test Center web page can be viewed at testcenter.fgc.edu.

Assessment, Testing, and Certification Services

Effective assessment, testing, and certification services are fundamental to providing students and other test-takers a means of evaluating and measuring their potential and in accomplishing their goals. The following are a sample of the exams given in the Test Center.

- ☐ Challenge Exams - Institutional credit-by-exam
- ☐ Computer Proficiency Test
- ☐ Florida Basic Abilities Test (FBAT) - Corrections Officer and Law Enforcement Officer
- ☐ Florida Department of Law Enforcement State Officer Certification Exams (SOCE) - Corrections Officer, Law Enforcement Officer and Probation Officer
- ☐ Florida Educational Leadership Examination (FELE)
- ☐ Florida Teacher Certification Examinations (FTCE)
- ☐ General Educational Development Program examination (GED®)
- ☐ General Knowledge exam (GK)
- ☐ HESI Nurse Entrance Exams - Practical Nurse (PNET) and Registered Nurse (RNET)
- ☐ Paraprofessional Exam (ParaPro)
- ☐ PearsonVUE Examinations (other certifications and examinations)
- ☐ Postsecondary Education Readiness Test (PERT)
- ☐ Remote Site Proctoring for non-FGC students
- ☐ Test of Adult Basic Education (TABE)

Dual Enrollment Entry Testing

Dual Enrollment candidates must complete the ACT, CPT, PERT, or SAT prior to registering for their first term. Scores will be used for placement into the appropriate college-level courses.

For the SAT-I or Enhanced ACT scores, an official test score transcript must be submitted to the Test Center. Candidates taking the computer-based PERT test only need to notify the Test Center that they have taken the test, and the staff will retrieve the scores from the State repository upon request.

First-Time-In-College (FTIC) Placement Testing

All first-time-in-college applicants for admission to state colleges and universities who apply to enter degree programs (associate or bachelor's) must be tested for reading, writing, and mathematics proficiency or provide official test score transcripts (ACT, SAT). However, those students who meet the exemption criteria, as set forth in State Board Rule 6A-10.0315 are not required to provide test scores. Advisors are prepared to discuss the appropriate placement options for students who are exempt from testing or for those students who do not meet the cut scores for placement into college level courses.

Test scores will be accepted provided they are less than two years old at the time of initial placement into subject area courses.

Advising

Academic advisors assist students with many aspects of their academic career, including selecting appropriate individual coursework, program planning, and assessing progress toward their educational goals and objectives.

Each semester, students should make an appointment to consult with their advisor before registration to ensure that they are on track to program completion. An advisor's signature may be required on add/drop/withdraw, change of major, and graduation application forms. **Students who register over the Internet assume responsibility for selecting their own courses but are highly encouraged to meet with an advisor beforehand.** Students with questions regarding academic advising should contact Advising Services at (386) 754-4222.

Developmental Education Classes

(New Developmental Education Legislation Effective Spring 2014)

A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution.

This exemption enables a student to enroll in any college credit course that does not require a college-level prerequisite. A student may opt to take the common placement test to help identify where they need additional preparation. Regardless of the scores, the exempted student shall not be required to enroll in developmental education. The exempted student may choose to enroll in developmental education in order to improve their skills before enrolling in college-level courses. An advisor can provide additional information on developmental education options. Each student attempting college level courses at the College must take an approved entry placement exam, unless exempt as stated above. The score(s) from this exam will be used in determining the appropriate level course for reading, math, and writing. A student who scores below the minimum level(s) will be required to complete developmental education (dev ed) coursework which will not count toward completion of a degree. Developmental education courses are designed to assist a student with future college level courses.

A student required to complete one or more dev ed courses must begin those courses during the first semester, if enrolled for 12 or more semester hours. Part-time students must begin dev ed courses before completing 12 semester hours. **Students must score a grade of C or better to progress to the next level course, whether dev ed or college level.** Students must complete the required college developmental education courses by the time they have accumulated 12 hours of college credit, or they must maintain continuous enrollment in college developmental education courses each semester/term until the requirements are completed.

A student required to enroll in a dev ed course will be academically advised through Advising Services during his or her first semester.

Pursuant to state law, students will be allowed only two attempts at a dev ed course at in-state tuition cost. The third attempt will be charged at full cost of instruction. Students will be allowed a total of only three attempts at any single dev ed course. Exceptions to these rules may only be granted for specific, and very limited, circumstances. A student wishing to obtain an exemption to the full cost of instruction for the third attempt should contact the office of the Vice President for Student Services.

Registration

A first semester student must meet with his or her advisor before registration to plan coursework for a particular semester. A student, excluding Dual Enrollment students, who has been enrolled for the prior semester or has met with an advisor, will be allowed to register by Internet.

The College conducts open registration and add/drop periods for each semester. Students may register during any of these periods; however, students are strongly encouraged to register early to avoid closed classes.

The following brief outline to assist students in understanding the registration process:

1. Apply for college admission;
2. Complete assessment test (if applicable and if not already taken within the previous two years);
3. All new students must meet with an advisor to discuss and complete a program of study and tentative schedule;
4. Continuing students who have not enrolled in the past three terms must apply for readmission and meet with an advisor prior to registration;
5. Register online through MyFGC or through the Registrar's Office;
6. Pay fees by the established deadline each semester to avoid being dropped from classes;
7. Official class schedule may be reviewed and printed online through MyFGC;
8. Students who owe obligations to the College or have a registration hold must resolve these prior to registering for classes;

Auditing Courses

Auditing a course allows the student to attend classes without taking examinations or receiving credit. A symbol of **AU** is assigned on the student's transcript. A grade of "**AU**" (audit) is not computed in the current or cumulative grade point average (GPA).

Auditing a course requires the instructor's permission and must be done when registering for the course at the beginning of the semester. The audit option is designed to give students an opportunity to take courses to gain perspective, to review subject materials, or for enjoyment, without academic penalty.

A student auditing a course is not allowed to change to credit status. Courses taken for audit do not count as hours enrolled for the following areas: Veteran's certification, financial aid awards, international student enrollment requirements, early admission program requirements, or dual enrollment.

Transient Students

A Florida Gateway College student may wish to take courses at another college or university to complete degree requirements. To do so, a student must:

1. complete a transient student form through FloridaShines.org, or
2. complete a transient student request form, which can be obtained from the Registrar's Office (this certifies good standing to the receiving institution); and
3. obtain the necessary signatures required on the transient student form; and
4. submit the transient student form to the transient college and request that a final transcript be returned to Florida Gateway College upon completion of the transient work.

To qualify to take a course as a transient student, a student must have a 2.0 cumulative GPA and must have met the prerequisites of the equivalent course offered at FGC. The course being taken at the receiving institution must be certified as equivalent to the FGC course to be transferred by the Registrar's Office.

Registrar Services and Student Records - FERPA

Registrar Services

The Registrar's Office is located in Building 015 and provides a variety of services to students. Among these are:

1. Registration
2. Providing transcripts of student academic records
3. Verification and certification of enrollment status
4. Graduation
5. Processing name and address changes
6. Veteran's services
7. Grade processing and reporting

Additional information about records can be found below and in the General Rights of Students section. Registration information is detailed in the Testing, Advising, & Registration section.

Veterans' information is explained in greater detail in the Veteran's Services section in this catalog. A student who desires more information about general registration or records should contact the Registrar's Office.

Student Records

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's educational records within 30 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be informed as to the correct official to whom the request should be addressed.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. A hearing will be conducted upon written request to the president. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. A student who conducts an unsuccessful appeal to the College, and whose records are not amended by the College, may place a statement in their education record commenting upon the information therein, and/or setting forth any reason for disagreement. Such a statement by a student shall become part of the student's record and disclosed with it. **A student who wishes to challenge a specific**

grade must first consult with the faculty member. If the situation is not resolved, the student may consult with the appropriate academic vice president. Final appeal shall be to the Campus Appeals Board.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. According to FERPA the College may release information without the student's written consent to the following or under the exceptions noted below:
 1. To school officials, as identified by the College, determined to have a legitimate educational interest, *Note: A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); contractors, consultants, volunteers and other outside parties to whom the College has outsourced institutional services or functions; a person serving on the District Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.*
 2. Upon request, to officials of other institutions in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer,
 3. To persons or organizations providing financial aid to the student, or determining financial aid decisions,
 4. To accrediting organizations carrying out their accrediting functions,
 5. To persons in compliance with a judicial order or a lawfully issued subpoena,
 6. To persons in an emergency, if the knowledge of information, in fact, is **necessary** to protect the health or safety of the student or other persons, including release to student's parents,
 7. To parents of dependent students,
 8. To organizations conducting studies for or on behalf of educational agencies or institutions,
 9. To authorized representatives of The Comptroller General of the United States, The Attorney General of the United States, The Secretary, or state and local educational authorities,
 10. After removal of all personally identifiable

information provided that the institution has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

11. Transcripts, recommendations, etc. that appear to have been falsified may be returned to the sending/creating institution or school official in order to confirm authenticity, allow for denying accuracy of the record, and to send a correct version.
12. In compliance with The Patriot Act, The Campus Sex Crimes Prevention Act, and The Clery Act.
13. In connection with legal actions between the institution and the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

5. Directory Information: FERPA permits institutions to identify certain items of information as "directory information." Directory information may be released to third parties without the consent of the student, unless the student specifies in writing to the Registrar's Office that the information is not to be released. **No directory information will be released without the student's authorization during the first ten days of a semester to allow students time to file a nonrelease request with the Registrar's Office.** While directory information may be released, FGC prefers to protect the privacy of our students by not disclosing lists of students for commercial purposes, except as related to specific contractual arrangements as part of college business operations.

The following items are considered directory information at Florida Gateway College.

- Student's name
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended by the student
- Enrollment status
- Full or part-time status
- County of residence
- Participation in officially recognized activities
- Student's photograph

Nondirectory information may be released to state and governmental agencies in accordance with state and federal guidelines. Upon request, FGC provides lists of graduate

names and addresses to upper division transfer institutions if there is a transfer articulation agreement with the institution at the time of the request

6. Copies of Records: Copies of material in a student's record will be furnished to the student upon written or personal request. There may be a nominal charge for duplication of records materials. Florida Gateway College does not provide copies of other institution's records or transcripts to students or forward them to other institutions.
7. Rights of Parents: Once a student is enrolled as a postsecondary student, parents have no inherent rights to inspect a student's educational records. However, records may be released to parents if:
 1. The student gives written consent,
 2. A subpoena is issued,
 3. The parent(s) submits evidence to the Registrar's Office that the student is claimed as a dependent on their most recent Federal Income Tax form.

The College does have the right to notify the parents if the student is under the age of 21 and the College determines that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance.

8. Waiver of Confidentiality: A student may request that their records be released to another individual, organization, or institution. This consent to release records must be in writing, signed and dated, and specify: a) the records to be released, b) the purpose of the disclosure, and c) the party (or parties) to whom disclosure may be made. The College has developed a specific form for release of transcript information.
9. Denial of Transcript Access: Student transcripts may not be released if a student owes an obligation in money or property to the College, or fails to pay the required transcript fee, if applicable.

Bachelor of Science Degree

The Bachelor of Science (B.S.) degree is the designated four-year degree for baccalaureate programs comprised of concentrated studies in the sciences, applied sciences, health sciences, or professional disciplines. Bachelor of Science degree programs provide degree completion opportunities for students from a variety of educational backgrounds, including those who may hold the Associate in Arts or Associate in Science degree.

Florida Gateway College currently offers the Bachelor of Science degree in Nursing (BSN).

Bachelor of Science Graduation Requirements

Students must:

- Successfully complete all courses in the program. All general education Gordon Rule courses and upper division courses must be completed with a **grade of “C” or higher**.
- Earn at least twenty five percent (25%) of the courses for the degree at FGC. In addition, twenty five percent (25%) of all upper division (3000/4000 level) courses must be completed at FGC.
- Complete 36 semester hours of general education classes, as specified for the degree.
- Earn a minimum of 120 semester hours, or a higher number of hours, as required for the degree, with a cumulative GPA in all courses of at least a 2.0.
- Demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of the same foreign language in high school, completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL), or passing scores on the College Level Examination Program (CLEP) for the elementary 2 level course. A student whose native language is not English may demonstrate proficiency in their native language by one of the following:
 - Submitting proof of high school graduation from an institution where the language of instruction was in the native language.
 - Submitting proof of college attendance for at least one year in an institution where the language of instruction was in the native language.
 - Passing an FGC approved examination.
- All transcripts from foreign high schools or colleges to be considered to meet the foreign language requirement for the Bachelor of Science degree must be evaluated and translated by an approved foreign credential evaluation and translation service.
- FGC reserves the right to validate the foreign language competence of any student prior to awarding the Bachelor of Science degree through methods including, but not limited to, review of official transcripts, portfolio and performance reviews, competency testing, standardized testing, or other methods determined by

FGC that are designated to assess the foreign language competencies outlined in state rules.

- In accordance with Rule 6A-14.0303, beginning fall 2015, first-time-in-college students (including former dual enrollment students entering college for the first time following high school graduation in fall 2015 or thereafter) entering a Florida College System institution must complete at least one core course from each of the general education subject areas prior to the award of a baccalaureate degree. The general education core course requirements are applicable to the bachelor of applied science and bachelor of science degrees. General Education core course options are identified in Rule 6A-14.0303. Institutions are not required to offer all core course options, but all core course options identified in rule must be accepted in transfer as meeting general education requirements in the area for which the course is designated. Students may satisfy core course requirements in communication, mathematics or natural sciences by completing a course that has a core course as a direct prerequisite, as shown below.

The remaining courses and credits, in addition to the core course options, to fulfill the total 36-hour general education requirement are at the discretion of the Florida College System institution.

General Education Core Course Options:

Communication:

ENC 1101

Any student who successfully completes a course with an ENC prefix for which ENC 1101 is an immediate prerequisite shall be considered to have completed the communication core.

Humanities:

ARH 1000

HUM 2020

LIT X000 (not offered at FGC)

MUL 1010

PHI 2010

THE 2000

Mathematics:

MAC 1105

MAC 2311

MGF 1106

MGF 1107

STA 2023

Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

Natural Sciences:

AST 1002C
 BSC 1005
 BSC 2010C
 BSC 2085
 CHM X020 (not offered at FGC)
 CHM 2045
 ESC X000 (not offered at FGC)
 EVR 1001
 PHY 1020
 PHY 2048C
 PHY 2053C

Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

Social Sciences:

AMH 2020
 ANT X000 (not offered at FGC)
 ECO 2013
 POS 1041
 PSY 2012
 SYG 1000

- ☐ Fulfill all financial obligations to the College.

Bachelor of Science Programs

Bachelor of Science Degree

Early Childhood Education, B.S.

Banner Code: BEC

Bachelor of Science

(123 credit hours)

The Bachelor of Science Degree in Early Childhood Education (BEC) program is designed to prepare graduates to work in child care programs serving young children birth through age four. The BEC program is for students who have already received an Associate in Science or an Associate in Arts degree and are interested in pursuing further education. The BEC program meets all requirements set by the state and is fully accredited. While the BEC does not lead to Florida teacher certification, it does meet requirements identified to become either Head Start or Voluntary Pre-Kindergarten (VPK) lead teachers. Students will graduate with a strong knowledge base of how young children grow and develop and best practices to support young children's success. Although the BEC program does not lead directly to Florida teaching certification, it does prepare graduates for the Preschool Education (birth through age 4) subject area test.

Students with an Associate in Science in Early Childhood Education (AS ECE) will transition into the BEC program already possessing foundational knowledge regarding early childhood. Students with an Associate in Arts (AA) in Education will have a core knowledge of working with children in general, but will need additional lower-level early childhood education classes* as they progress through the BEC program. Students with an Associate in Science or Associate in Arts in any program area will need to successfully complete three core education classes prior to BEC program admission. In addition, four lower-level early childhood education classes* are required, but can be taken as they progress through the Bachelor's upper-level early childhood education classes.

(*The four lower-level early childhood education classes are designated as either a pre-requisite or co-requisite to an upper-level class.)

To be officially considered for admission into this program, a student must:

- ☐ Complete and submit to the FGC Office of Admissions a Baccalaureate Admission Application along with all required, supporting documents. The application can be found at <https://www.fgc.edu/apply-now/>.
- ☐ Complete a BEC program application and submit to Sharron Cuthbertson,
 - o by mail - FGC, 149 S.E. College Place, Lake City, Florida 32025
 - o by fax - (386)754-4995
 - o by email - sharron.cuthbertson@fgc.edu
 - o The application can be found at <https://www.fgc.edu/wp-content/uploads/2014/05/UBEC-Application.pdf>.
- ☐ A grade of "C" (GPA 2.0) or better in all Gordon Rule courses.
- ☐ A grade of "C" (GPA 2.0) or better in all education and early childhood education pre-requisite courses.

In order to graduate with a B.S. degree in Early Childhood Education, students must complete the following BEC program requirements:

- ☐ Fulfill the foreign language requirement by completing two credits of the same foreign language in high school or completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL), or passing scores on the College Level Examination Program (CLEP) for the elementary 2 level course.
- ☐ Complete at least one core course from each of the general education subject areas of communication, humanities, mathematics, natural sciences, and social sciences. General Education core course options are identified in Rule 6A-14.0303.
- ☐ Successfully complete all early childhood education courses required for the program with a "C" (GPA 2.0) or better.

The courses required for the program are listed below.

Required prior to admission to the BEC program: 9 Credit Hours

- ☐ EDF 1005 - Introduction to the Teaching Profession 3 credits
- ☐ EDF 2085 - Introduction to Diversity for Educators 3 credits
- ☐ EME 2040 - Introduction to Technology for Educators 3 credits

Lower-level pre- or co-requisites: 11 Credit Hours

(Courses can be taken prior to entering or during the BEC program)

- ☐ EEC 1001 - Introduction to Early Childhood Education 3 credits (Should be taken before or concurrently with EEC 3704.)
- ☐ EEC 1309C - Early Childhood Education Foundations 3 credits (Should be taken before or concurrently with EEC 4706.)
- ☐ EEC 1601 - Observing and Recording Child Behavior 3 credits (Should be taken before or concurrently with EEC 4276.)
- ☐ EEC 2949C - Internship-Child Development 2 credits (Should be taken before or concurrently with EEC 3400.)

General Education Requirements: 36 Credit Hours

Lower-level electives: 19 Credit Hours

- ☐ 1000 - 2999 courses

First Year Fall Core Courses: 12 Credit Hours

- ☐ EEC 3704 - Education and Development of Young Children 3 credits
- ☐ EEC 3731 - Health, Nutrition and Safety of Young Children 3 credits
- ☐ EEC 3511 - Infant and Toddler Curriculum 3 credits
- ☐ EEC 3214 - Designing and Implementing a Blended Curriculum 3 credits

First Year Spring Core Courses: 12 Credit Hours

- ☐ EEC 3403 - Special Needs of Children and Their Families 3 credits
- ☐ EEC 4706 - Language and Emergent Literacy 3 credits
- ☐ EEC 3400 - Parents as Teachers/Field Experience 3 credits
- ☐ EEC 4211 - Integrated Math and Science in Early Childhood 3 credits

Second Year Fall Core Courses: 12 Credit Hours

- ☐ EEC 4241 - Integrated Music and Movement 3 credits
- ☐ EEC 4276 - Young Children with Special Needs 3 credits
- ☐ EEC 4227 - Creative Arts for Preschool Education/Field Experience 3 credits

- ☐ EEC 4661 - Early Childhood Education Theory and Practice 3 credits

Second Year Spring Core Courses: 12 Credit Hours

- ☐ EEC 4314 - Behavior Management in Preschool/Field Experience 3 credits
- ☐ EEC 4266 - Early Intervention 3 credits
- ☐ EEC 4613 - Assessment and Evaluation of Young Children 3 credits
- ☐ EEC 4940 - Internship Early Childhood/Field Experience 3 credits

Early Childhood Education, B.S. Total 123 Credit Hours

****Semester sequence may vary based on full- or part-time status and fall or spring entry.**

Nursing, B.S.

Banner Code: BSN

Bachelor of Science

(125 credit hours)

The Bachelor of Science Degree in Nursing (BSN) program is designed for the associate degree nursing graduate who has a current Registered Nursing (RN) license. The mission of the RN-BSN program is to provide registered nurses with a baccalaureate nursing education, which includes community and population-focused care, leadership, management and research learning experiences. BSN graduates will be qualified for supervisory positions such as nurse managers and patient unit coordinators. **(This program is supported by a Department of Labor grant.)**

To be officially considered for admission into this program, a student must:

- ☐ Complete and submit to the FGC Office of Admissions a Baccalaureate Admission Application along with all required, supporting documents (see program brochure/application packet for details)
- ☐ Complete an RN-BSN program application and submit to FGC Nursing and Health Sciences Department
- ☐ Provide a letter of interest describing the reasons for desiring to pursue a BSN degree and your future career goals
- ☐ Submit one professional letter of recommendation signed and on company letterhead
- ☐ Provide documentation of the following:
 - ☐ Copy of a current valid, unrestricted, unencumbered Florida Registered Nurse License which must be current throughout the duration of the program

- Copy of current American Heart Association (AHA) Basic Support for Health Care Provider Card or Professional Rescuer for American Red Cross (ARC) Card. No other CPR courses will be accepted. AHA CPR-Health Care Provider courses are available through FGC. Other sources may be used to obtain the AHA Health Care Provider or ARC Card. This must be current throughout the duration of the program.
- A brief resume
- Copies of unofficial transcripts from all colleges attended (excluding FGC)
- A grade of “C” or better in all general education requirements.
- A GPA of 2.5 or higher in all prerequisites earned in ASDN degree.
- Upon acceptance to the BSN program, the following requirements with appropriate documentation must be met to begin the program and current status must be maintained throughout the program:
 - Copy of current health insurance
 - Copy of current malpractice insurance
 - Current PPD or chest x-ray as appropriate
 - Tetanus vaccination within the last ten years

In order to graduate with the BSN degree, students must complete the following BSN program graduation requirements in addition to the Bachelor of Science graduation requirements:

- Fulfill the requirements of the BSN program
- Fulfill the foreign language requirement by completing two credits of the same foreign language in high school or completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL), or passing scores on the College Level Examination Program (CLEP) for the elementary 2 level course.
- Complete at least one core course from each of the general education subject areas of communication, humanities, mathematics, natural sciences, and social sciences. General Education core course options are identified in Rule 6A-14.0303.
- Successfully complete all courses required for the program with a “C” or better.

The courses required for the program are listed below.

Lower Division Nursing Courses: 42 Credit Hours

- Lower level (1000-2999) NUR Courses from ASDN Degree

Prerequisites Earned in ASDN Degree: 30 Credit Hours

These courses were completed as part of the ASDN degree.

- BSC 2085 - Anatomy and Physiology I 3 credits
- BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- BSC 2086 - Anatomy and Physiology II 3 credits
- BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly

- ENC 1101 - Freshman Composition I 3 credits
- DEP 2004 - Human Growth and Development 3 credits
- **Any Gen Ed HUM 1000-2999 course 3 credits**
- HUN 1201 - Human Nutrition 3 credits
- **Any Gen Ed MAC or MGF course 3 credits**
- MCB 2010 - Microbiology 3 credits
- MCB 2010L - Microbiology Lab 1 credit, 3 Lab hours weekly
- **Any Gen Ed SPC course 3 credits**

BSN Prerequisites: 13 Credit Hours

Prerequisite courses must be completed before taking any 3000 or 4000 level NUR courses.

- CHM 2045 - General Chemistry I 3 credits
- CHM 2045L - General Chemistry I Lab 1 credit, 3 Lab hours weekly
- STA 2023 - Elementary Statistics 3 credits (*MAT 1033 is a required pre-requisite to this course.)
- SYG 1000 - Introduction to Sociology 3 credits **or**
- SYG 1310 - Human Relations 3 credits **or**
- SYG 1320 - Deviant Behavior 3 credits **or**
- SYG 2010 - Social Problems 3 credits **or**
- SYG 2300 - Introduction to Social Psychology 3 credits **or**
- SYG 2430 - Marriage and the Family 3 credits
- PSY 2012 - General Psychology I 3 credits

BSN Corequisites: 9 Credit Hours

Corequisite courses may be completed prior to entering the Nursing Program.

- ENC 1102 - Freshman Composition II 3 credits
- AMH 2010 - United States History to 1865 3 credits **or**
- AMH 2020 - United States History from 1865 3 credits **or**
- WOH 2012 - World History I 3 credits **or**
- WOH 2022 - World History II 3 credits **or**
- EUH 2000 - Western Civilizations I 3 credits **or**
- EUH 2001 - Western Civilizations II 3 credits
- **Gen Ed Humanities Group 1 or Group 2 course (Individualized per student) 3 credits (*Must take a different humanities group course than the group you completed in your ASDN program.)**

First Semester Core Courses: 6 Credit Hours

- NUR 3846 - Nursing Theory 3 credits
- NUR 3125 - Pathophysiology 3 credits

Second Semester Core Courses: 12 Credit Hours

NUR 3826 - Ethical and Legal Issues in Health Care 3 credits

- NUR 4655 - Nursing in Diverse Cultures 3 credits
- NUR 3145 - Pharmacology 3 credits

- ☐ NUR 3065C - Nursing Assessment with Clinical 3 credits

Third Semester Core Courses: 13 Credit Hours

- ☐ NUR 3164 - Nursing Research and Informatics 3 credits
- ☐ NUR 4636C - Community Health 4 credits
- ☐ NUR 4837 - Health Care Policy and Economics 3 credits
- ☐ NUR 4827C - Leadership and Management in Professional Nursing 3 credits

Nursing, B.S. Total 125 Credit Hours

*Semester sequence may vary based on full or part-time status and fall or spring entry.

Bachelor of Applied Science Degree

The Bachelor of Applied Science (B.A.S.) degree is the designated degree for flexible baccalaureate programs that are designed to accommodate the unique demands for entry and advancement within specific workforce sectors. BAS programs provide degree completion opportunities for students from a variety of education backgrounds, but primarily those with A.S. degrees or the equivalent.

Florida Gateway College currently offers the Bachelor of Applied Science degree in Water Resources Management (WRM).

Bachelor of Applied Science Graduation Requirements

Students must:

- Successfully complete all courses in the program. All general education Gordon Rule courses and upper division courses must be completed with a **grade of “C” or higher**.
- Earn at least twenty five percent (25%) of the courses for the degree at FGC. In addition, twenty five percent (25%) of all upper division (3000/4000 level) courses must be completed at FGC.
- Complete 36 semester hours of general education classes, as specified for the degree.
- Earn a minimum of 120 semester hours, or a higher number of hours, as required for the degree, with a cumulative GPA in all courses of at least a 2.0.
- Demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of the same foreign language in high school, completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL), or passing scores on the College Level Examination Program (CLEP) for the elementary 2 level course. A student whose native language is not English may demonstrate proficiency in their native language by one of the following:
 - Submitting proof of high school graduation from an institution where the language of instruction was in the native language.
 - Submitting proof of college attendance for at least one year in an institution where the language of instruction was in the native language.
 - Passing an FGC approved examination.
- All transcripts from foreign high schools or colleges to be considered to meet the foreign language requirement for the Bachelor of Science degree must be evaluated and translated by an approved foreign credential evaluation and translation service.
- FGC reserves the right to validate the foreign language competence of any student prior to awarding the Bachelor of Applied Science degree through methods including, but not limited to, review of official transcripts, portfolio and performance reviews, competency testing, standardized testing, or other

methods determined by FGC that are designated to assess the foreign language competencies outlined in state rules.

- In accordance with Rule 6A-14.0303, beginning fall 2015, first-time-in-college students (including former dual enrollment students entering college for the first time following high school graduation in fall 2015 or thereafter) entering a Florida College System institution must complete at least one core course from each of the general education subject areas prior to the award of a baccalaureate degree. The general education core course requirements are applicable to the bachelor of applied science and bachelor of science degrees. General Education core course options are identified in Rule 6A-14.0303. Institutions are not required to offer all core course options, but all core course options identified in rule must be accepted in transfer as meeting general education requirements in the area for which the course is designated. Students may satisfy core course requirements in communication, mathematics or natural sciences by completing a course that has a core course as a direct prerequisite, as shown below.

The remaining courses and credits, in addition to the core course options, to fulfill the total 36-hour general education requirement are at the discretion of the Florida College System institution.

General Education Core Course Options:

Communication:

ENC 1101

Any student who successfully completes a course with an ENC prefix for which ENC 1101 is an immediate prerequisite shall be considered to have completed the communication core.

Humanities:

ARH 1000

HUM 2020

LIT X000 (not offered at FGC)

MUL 1010

PHI 2010

THE 2000

Mathematics:

MAC 1105

MAC 2311

MGF 1106

MGF 1107

STA 2023

Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

Natural Sciences:

AST 1002C
 BSC 1005
 BSC 2010C
 BSC 2085
 CHM X020 (not offered at FGC)
 CHM 2045
 ESC X000 (not offered at FGC)
 EVR 1001
 PHY 1020
 PHY 2048C
 PHY 2053C

Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

Social Sciences:

AMH 2020
 ANT X000 (not offered at FGC)
 ECO 2013
 POS 1041
 PSY 2012
 SYG 1000

- ☐ Fulfill all financial obligations to the College.

Bachelor of Applied Science Programs**Bachelor of Applied Science****Water Resources Management, B.A.S.**

Banner Code: WRM

Bachelor of Applied Science

(121 credit hours)

The Bachelor of Applied Science Degree (BAS) in Water Resources Management (WRM) is designed to prepare graduates to work in positions in the emerging field of water conservation, resources, and/or policy-making. The Water Resources Management Baccalaureate program is for students who have already received an Associate in Arts (A.A.) or Associate in Science degree (A.S.) in Environmental Science Technology or an and are interested in pursuing further education. The program meets all requirements set by the state and is fully accredited. Students will graduate with a strong knowledge base of management and political issues related to the field of water resources. This degree may lead to employment in a variety of fields that include water management districts, municipalities, corporations focused on water quality, and environmental agencies and corporations where water might be of primary concern. Water related jobs are considered some of the fastest growing positions of this decade.

Students with an A.S. degree in Environmental Science Technology will transition into the WRM program already possessing foundational knowledge regarding water testing/ water quality issues, but will need to complete additional general education requirements to attain the Bachelor's degree. Students with an Associate in Arts (A.A.) degree will need to complete additional coursework focused on foundational principles of water.

To be officially considered for admission into this program, a student must:

- ☐ Complete and submit to the FGC Office of Admissions a Baccalaureate Admission Application along with all required, supporting documents. The Baccalaureate Application can be found at <https://www.fgc.edu/apply-now/>.
- ☐ Have a grade of "C" or better in all general education courses.

In order to graduate with a B.A.S. degree in Water Resources Management, students must complete the following WRM program requirements:

- ☐ Fulfill the foreign language requirement by completing two credits of the same foreign language in high school or completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL), or passing scores on the College Level Examination Program (CLEP) for the elementary 2 level course.
- ☐ Complete at least one core course from each of the general education subject areas of communication, humanities, mathematics, natural sciences, and social sciences. General Education core course options are identified in Rule 6A-14.0303, and in the college catalog.
- ☐ Successfully complete all courses required for the program with a "C" or better.

The courses required for the program are listed below.

Lower-level pre- or co-requisites: 15 Credit Hours

(The following courses can be taken prior to entering or during the WRM program)

- ☐ ACG 2021 - Introduction to Financial Accounting 4 credits
AND the remaining credit hours of any of the following courses, for a total of 15 credit hours:
- ☐ EVR 1001 - Introduction to Environmental Science 3 credits
- ☐ EVR 1001L - Introduction to Environmental Science Lab 1 credit
- ☐ EVS 1026C - Chemistry and Biology of Natural Waters 4 credits
- ☐ EVS 1183 - Introduction to Water Treatment Systems 3 credits
- ☐ EVS 2005 - Treatment of Water and Wastewater 4 credits
- ☐ EVS 2179C - Water Analysis and Monitoring 3 credits

- ☐ EVS 2893C - Environmental Sampling and Analysis I 5 credits
- ☐ EVS 2894C - Environmental Sampling and Analysis II 5 credits
- ☐ EVS 2930 - Special Topics: Wastewater Treatment Operator C Course 4 credits
- ☐ EVS 2931 - Special Topics: Water Treatment Operator C Course 4 credits
- ☐ EVS 2942L - Environmental Science Technology Practicum 1-4 credits

listed above **OR** any of the courses below)

- ☐ EVS 4905 - Directed Reading/Directed Independent Study 3 credits
- ☐ EVS 4920 - Colloquiums/Symposiums/Workshops 3 credits

**Water Resources Management, B.A.S. Total
121 Credit Hours**

General Education Requirements: 36 Credit Hours

Communications	9 credits
Mathematics	6 credits
Humanities	6 credits
Social Science	6 credits
Science	6 credits
Science or Social Science	3 credits

Lower-level electives: 28 Credit Hours

- ☐ 1000 - 2999 courses

Required WRM Courses: 21 Credit Hours

- ☐ EVR 4035 - Environmental Law 3 credits
- ☐ PAD 4351 - Environmental Policy and Management 3 credits
- ☐ PAD 3034 - Public Administration and Public Policy 3 credits
- ☐ EVR 3373 - Wetland Resources 3 credits
- ☐ EVR 3859 - Environmental Regulation and Compliance 3 credits
- ☐ PAD 4223 - Public Budgeting 3 credits
- ☐ EVR 4949 - Environmental Studies Practicum 3 credits

Water Resources Course Electives: 9 Credit Hours

(May take any combination of the following courses)

- ☐ EVS 3043 - Introduction to Water Resources 3 credits
- ☐ EVS 3113 - Water Technologies 3 credits
- ☐ EVS 3044 - Water Resource with Application in GIS 3 credits
- ☐ EVS 4882 - Environmental Decision Making 3 credits
- ☐ EVS 4813 - Control of Waterborne Diseases 3 credits

Management Course Electives: 9 Credit Hours

(May take any combination of the following courses)

- ☐ EVR 4032 - Environmental Ethics 3 credits
- ☐ MAN 4402 - Human Resources Management Law and Employee Relations 3 credits
- ☐ MNA 3037 - Project Management and Planning 3 credits
- ☐ PAD 4052 - Public Management Practices 3 credits

Management or Water Resource Elective: 3 Credit Hours

(May take any of the Management or Water Resources electives)

Associate in Arts Degree

General Education Requirements

The general education requirements for associate degrees at Florida Gateway College are consistent with the College philosophy which states that each student who attends the College shall be assisted in acquiring learning as a lifelong pattern. Specifically, students in career-oriented areas should be able to communicate, to calculate, and to understand the social and scientific implications of the world around them. Students seeking transfer to a baccalaureate program should complete a general education requirement which is broad in scope and requires an in-depth level of inquiry.

The College recognizes that student learning goals may change during a lifetime; therefore, the general education requirement for all degrees is collegiate in nature and, as such, should provide an academic foundation for lifelong learning. It is designed to meet students at their levels of ability and assist them in attaining collegiate levels of performance. Not all students come to the College prepared for this level of endeavor. Developmental education courses, therefore, are provided to assist the student in gaining the requisite skills necessary to be successful in a work or collegiate setting.

Florida Gateway College requires students in the Associate in Arts degree program to demonstrate computer competency. Competency is defined as the ability to use computer technology to access data, transform the data into information, and communicate that information to others. Students declaring the AA degree effective fall 2014 and thereafter (or students who have not been enrolled for at least one semester for every year of enrollment), are required to prove competency by one of the following ways prior to graduation: earning a grade of C or better in SLS 1501 or satisfactory completion of a collegewide proficiency test of computer competence.

Florida Gateway College requires students in all associate degree programs to demonstrate oral communication competency. Competency is defined as the ability to perceive, interpret, evaluate, organize, and demonstrate effective oral presentation. Students who were admitted for first time registration for the summer of 2001 and after (or students who have not been enrolled for at least one semester for every year of enrollment), are required to prove competency by passing one of the following courses before graduation: ORI 2000 Fundamentals of Oral Interpretation, SPC 1017 Oral Communications, SPC 1061 Introduction to Academic and Professional Speaking, or SPC 2608 Public Speaking.

Beginning with students initially entering a Florida College System institution or state university in 2014-2015 and thereafter, (including former dual enrollment students entering college for the first time following high school graduation in fall 2014 or thereafter), coursework for an Associate in Arts degree shall include demonstration of competency in a foreign language pursuant to s.1007.262, Florida Statutes.

In accordance with Rule 6A-14.0303, beginning fall 2015,

first-time-in-college students (including former dual enrollment students entering college for the first time following high school graduation in fall 2015 or thereafter) entering a Florida College System institution must complete at least one core course from each of the general education subject areas prior to the award of an Associate in Arts degree.

General Learning Outcomes

Listed below are the FGC General Learning Outcomes to be mastered by all students who complete an Associate in Arts program or an Associate in Science program. The curriculum in these courses will be mapped to confirm coverage of the competencies and the course examinations will be designed to assess mastery of the competencies.

1. **Communications: Demonstrate the ability to understand and be understood through effective reading, writing, speaking, and listening skills.**
 - Student will demonstrate the ability to understand and respond to college level reading assignments through the application of effective reading skills.
 - Student will demonstrate the ability to understand and to produce effective writing.
 - Student will demonstrate the ability to apply effective listening skills.
 - Student will demonstrate the ability to understand and produce effective speaking.
2. **Critical Thinking: Demonstrate the knowledge and ability to evaluate carefully and apply reasoning to differentiate between facts, inferences, assumptions and conclusions.**
 - Student will demonstrate the ability to question and evaluate information (data, ideas or concepts) for accuracy, objectivity and quality.
 - Student will demonstrate the ability to analyze information (data, idea or concepts) in context to draw appropriate and well supported conclusions.
 - Student will demonstrate the ability to synthesize ideas from a variety of sources producing an original product.
3. **Quantitative Reasoning: Demonstrate the ability to use numerical, geometric and measurement data in computations and reasoning to draw logical conclusions and make well-reasoned decisions.**
 - Student will demonstrate the ability to make necessary numeric conversions from measurements in both the US and Metric Systems.
 - Student will demonstrate the ability to interpret mathematical models such as formulas, graphs, tables, and to draw inferences from them.
 - Student will demonstrate the ability to estimate and check answers to problems in order to determine reasonableness, identify alternatives, and select optimal results.
4. **Scientific Reasoning: Demonstrate the ability to**

apply empirical evidence to describe, understand and predict natural phenomena.

- Student will demonstrate an understanding of fundamental scientific principles and their application to scientific research and to society.
- Student will demonstrate the ability to utilize and apply technological data to understand natural phenomena.
- Student will demonstrate the ability to apply these steps of the scientific method to solve problems by:
 1. Observation of natural phenomena
 2. Interpretation of the natural phenomena through formulation of a hypothesis which is a tentative explanation of the observed phenomena.
 3. Acquisition of scientific data through experiment or continued observation.
 4. Formulation of a conclusion to explain the results obtained and be able to modify that conclusion when new data is collected.
- Student will demonstrate the ability to integrate ideas and concepts from different disciplines.

5. Information Literacy: Demonstrate the ability to locate, comprehend, evaluate and use information effectively and ethically.

- Student will demonstrate the ability to locate relevant resource materials available in the library or through the Florida College System in either electronic or print format.
- Student will demonstrate the ability to differentiate between reliable and unreliable Web sites and relevant subject databases provided through the library, and utilize reliable electronic web resources to support their beliefs, position, and/or argument.
- Student will demonstrate the ability to use information derived from a variety of sources in accordance with the laws and guidelines of “Fair Use” and intellectual property rights.
- Student will demonstrate the ability to gather information by using an internet search engine.

6. Cultural Awareness: Demonstrate an awareness, understanding and appreciation of the interconnectedness of cultures within and across local, regional, state, national and global communities.

- Student will acquire an awareness of cultural differences and/or interconnections based upon multiple perspectives of either culture outside their own or the interconnections of cultures, languages and/or nations at various levels, including international.
- Student will demonstrate the ability to reflect upon cultural differences and/or interconnections, resulting in the formulation of their own responses to the culture or global issue and be able to relate such reflection

through written or spoken analysis, contrast/ comparison and informed deliberation.

- Student will begin to develop greater tolerance and appreciation of cultural differences and/or interconnections and by extension begin to develop a global perspective, through the identification of positive elements in different cultures.

General Information

A student wishing to transfer to an upper division university should be enrolled in courses leading to the Associate in Arts degree (A.A.). The Associate in Arts (A.A.) degree is the freshman and sophomore years of a four-year bachelor's degree. Florida Gateway College offers a wide range of preprofessional courses designed to prepare students to transfer to upper division universities.

The transfer articulation agreement between state universities in Florida and Florida College System (FCS) institutions allows each FCS institution to develop its own general education requirements and determine what electives are allowed for the granting of the Associate in Arts degree. A student who completes the general education program at a FCS institution will not be required to complete other general education requirements at the four-year university.

A student should realize that upper division universities also set their own academic requirements for entry into specific programs. The College will make every effort to advise a student concerning upper division requirements for each major. However, for reliable information concerning which electives to choose while in residence at Florida Gateway College, each student is encouraged to consult with the dean, department chair, advisor or registrar of the school he or she expects to attend. Students are strongly encouraged to declare a major upon first enrolling at the College, because courses selected for electives may have to be used to meet university prerequisites to degree programs.

A student who has determined a professional program of study should become thoroughly familiar with the requirements for admission into that program at the particular four-year university to which he or she plans to transfer. The following meta-major academic pathways are established for the purpose of advising Florida College System associate degree seeking students of the gateway courses that are aligned with their intended academic and career goals.

1. Arts, humanities, communication and design
2. Business
3. Education
4. Health sciences
5. Industry/manufacturing and construction
6. Public safety
7. Science, technology, engineering, and mathematics
8. Social and behavioral sciences and human services

Graduation Requirements

Graduation requirements for the Associate in Arts degree are shown below. A student who owes an obligation to the college

will not receive a diploma or transcript until the obligation is resolved.

1. Demonstrate competence in oral communication and computer literacy by assessment or passing the appropriate courses,
2. Complete general education requirements (36 semester hours) and elective courses (24 semester hours) to complete a minimum of 60 semester hours,
3. Complete the college residency requirement, which is a minimum of 25 percent of credits of the program at Florida Gateway College before graduation,
4. Demonstrate foreign language competencies. The Florida Department of Education has identified the competencies as successful completion of two credits of the same foreign language or American Sign Language in high school, the equivalent of completion of the elementary 2 level at the postsecondary level, or passing scores as determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies for the elementary 2 level course, as adopted by the Board of Governors. A student whose native language is not English may demonstrate proficiency in their native language by one of the following:

1. Submitting proof of high school graduation from an institution where the language of instruction was in the native language.
2. Submitting proof of college attendance for at least one year in an institution where the language of instruction was in the native language.
3. Passing an FGC approved examination.

All transcripts from foreign high schools or colleges to be considered to meet the foreign language requirement for the Associate in Arts degree must be evaluated and translated by an approved foreign credential evaluation and translation service. FGC reserves the right to validate the foreign language competency of any student prior to awarding the Associate in Arts degree through methods including, but not limited to, review of official transcripts, portfolio and performance reviews, competency testing, standardized testing, or other methods determined by FGC that are designed to assess the foreign language competencies outlined in state rules.

5. Complete multiple writing assignments in the areas below with a grade of C or better in each course,
Communications
Humanities
Social Sciences
6. Earn a cumulative GPA of 2.0 in all college credit courses,
7. Complete at least one core course from each of the five general education subject areas. General Education core course options are identified in Rule 6A-14.0303. Institutions are not required to offer all core course options, but all core course options identified in

rule must be accepted in transfer as meeting general education requirements in the area for which the course is designated. Students may satisfy core course requirements in communication, mathematics or natural sciences by completing a course that has a core course as a direct prerequisite, as shown below.

The remaining courses and credits, in addition to the core course options, to fulfill the total 36-hour general education requirement are at the discretion of the Florida College System institution.

General Education Core Course Options:

Communication:

ENC 1101

Any student who successfully completes a course with an ENC prefix for which ENC 1101 is an immediate prerequisite shall be considered to have completed the communication core.

Humanities:

ARH 1000

HUM 2020

LIT X000 (not offered at FGC)

MUL 1010

PHI 2010

THE 2000

Mathematics:

MAC 1105

MAC 2311

MGF 1106

MGF 1107

STA 2023

Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

Natural Sciences:

AST 1002C

BSC 1005

BSC 2010C

BSC 2085

CHM X020 (not offered at FGC)

CHM 2045

ESC X000 (not offered at FGC)

EVR 1001

PHY 1020

PHY 2048C

PHY 2053C

Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

Social Sciences:

AMH 2020

ANT X000 (not offered at FGC)

ECO 2013

POS 1041

PSY 2012

SYG 1000

8. Satisfactorily complete the following specific requirements as listed below:

Communications	9 semester hours
Mathematics	6 semester hours
Science	6 semester hours
Social Science	6 semester hours
Humanities	6 semester hours
Electives	3 semester hours

Associate in Arts Degree Requirements

Associate in Arts

Associate in Arts Degree

Banner Code: LIBA

Associate in Arts

(60 credit hours)

A student wishing to transfer to an upper division university should be enrolled in courses leading to the Associate in Arts degree (A.A.). The Associate in Arts (A.A.) degree is the freshman and sophomore years of a four-year bachelor's degree. Florida Gateway College offers a wide range of preprofessional courses designed to prepare students to transfer to upper division universities.

General Education - 36 credits

It is highly recommended that students verify that a course is designated as General Education if choosing a prefix shown below without a specific course number. Courses designated with "GE" and the specific General Education Area in the Course Descriptions section of this catalog are acceptable General Education Courses for that area

1. Communications - 9 college credits

Learning Outcome: Communications & Critical Thinking

Statewide Learning Outcome:

- ☐ *Students will demonstrate the ability to communicate effectively.*
- ☐ *Students will demonstrate the ability to analyze communication critically.*

ENC 1101:

English (6,000 words):

- ☐ ENC 1101 - Freshman Composition I 3 credits

and one course from:

Communications Group 2 (6,000 words):

- ☐ ENC 1102 - Freshman Composition II 3 credits
- ☐ CRW 2001 - Creative Writing 3 credits
- ☐ Any General Education AML, ENL, or LIT prefixed course (except transfer course LIT x000) 3 credits

and one course from:

Communications Group 3 (3,500 words):

- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ Any General Education SPC or ORI prefixed course 3 credits

2. Mathematics - 6 college credits

Learning Outcome: Quantitative Reasoning & Critical Thinking

Statewide Learning Outcome:

- ☐ *Students will determine appropriate mathematical and computational models and methods in problem solving, and demonstrate an understanding of mathematical concepts.*
- ☐ *Students will apply appropriate mathematical and computational models and methods in problem solving.*

Your first course toward the general education requirement in mathematics depends on your meta-major.

Please refer to the list of meta-majors to determine your placement.

For Business: MAC 1105 - College Algebra (or higher), or STA 2023 - Elementary Statistics.

For Science, Technology, Engineering, and Mathematics: MAC 1105 - College Algebra (or higher).

For all other meta-major academic pathways (Arts; Humanities; Communication and Design; Education; Health Sciences; Industry/Manufacturing and Construction; Public Safety; or Social and Behavioral Sciences and Human Services): MAC 1105 - College Algebra or higher, MGF 1106 - Mathematics for Liberal Arts I, MGF 1107 - Mathematics for Liberal Arts II or STA 2023 - Elementary Statistics.

One course from:

- ☐ Any General Education mathematics course for your meta-major as listed above 3 credits

and one course from:

- ☐ Any General Education mathematics course 3 credits

3. Science - 6 college credits

Learning Outcome: Scientific Reasoning &

Critical Thinking

Statewide Learning Outcome:

- ☐ *Students will demonstrate the ability to critically examine and evaluate scientific observation, hypothesis, or model construction, and the use of scientific method to explain the natural world.*
- ☐ *Students will successfully recognize and comprehend fundamental concepts, principles, and processes about the natural world.*

Note:

Note: At least one course must have a lab component. Science credit may exceed 6 credit hours. If student achieves more than 6 credit hours in science from the approved list, credit hour overage will count as elective credit.

Complete Option 1 or Option 2

Option 1

One course from:

- ☐ BSC 1005 - Biological Principles for NonMajors 3 credits
- ☐ BSC 2010C - General Biology I with Lab 4 credits
- ☐ BSC 2085 - Anatomy and Physiology I 3 credits

and one course from:

- ☐ AST 1002C - Astronomy 4 credits
- ☐ ESC X000 - Intro to Earth Science (not offered at FGC) 3 credits
- ☐ EVR 1001 - Introduction to Environmental Science 3 credits
- ☐ PSC 1341 - Physical Science 3 credits
- ☐ Any General Education CHM, GLY or PHY prefixed course 3 credits

Option 2

One course from:

- ☐ AST 1002C - Astronomy 4 credits
- ☐ CHM X020 - Chemistry for Liberal Studies (not offered at FGC) 3 credits
- ☐ CHM 2045 - General Chemistry I 3 credits
- ☐ PHY 1020 - Essentials of Physics 3 credits
- ☐ PHY 2053C - General Physics I 4 credits, 6 hours lecture, demonstration, lab
- ☐ PHY 2048C - General Physics with Calculus I 5 credits, 4 hours lecture - demonstration, 3 hour lab
- ☐ ESC X000 - Intro to Earth Science (not offered at FGC) 3 credits

- ☐ EVR 1001 - Introduction to Environmental Science 3 credits

and one course from:

- ☐ BOT 2010C - Botany I 4 credits
- ☐ MCB 2010 - Microbiology 3 credits
- ☐ ZOO 2010C - General Zoology 4 credits
- ☐ Any General Education BSC prefixed course. (BSC 2910 is not a General Education course.) 3 credits

4. Social Science - 9 college credits

Learning Outcome: Information Literacy & Critical Thinking

Statewide Learning Outcome:

- ☐ *Students will demonstrate the ability to examine behavioral, social, and cultural issues from a variety of points of view.*
- ☐ *Students will demonstrate an understanding of basic social and behavioral science concepts and principles used in the analysis of behavioral, social, and cultural issues, past and present, local and global.*

SLS 1501

- ☐ SLS 1501 - The College Experience 3 credits

and complete Option 1 or Option 2

Option 1

One course from:

Social Science Group 2 (3,500 words):

- ☐ PSY 2012 - General Psychology I 3 credits
- ☐ ECO 2013 - Macroeconomics 3 credits
- ☐ SYG 1000 - Introduction to Sociology 3 credits

and one course from:

Social Science Group 1 (3,500 words):

- ☐ AMH 2010 - United States History to 1865 3 credits
- ☐ AMH 2020 - United States History from 1865 3 credits
- ☐ EUH 2000 - Western Civilizations I 3 credits
- ☐ EUH 2001 - Western Civilizations II 3 credits
- ☐ POS 1041 - American Government 3 credits
- ☐ Any General Education ANT or WOH prefixed course 3 credits
- ☐ ANT X000 - Intro to Anthropology (not offered at FGC) 3 credits

Option 2

One course from:

Social Science Group 1 (3,500 words):

- ☐ POS 1041 - American Government 3 credits
- ☐ AMH 2020 - United States History from 1865 3 credits
- ☐ ANT X000 - Intro to Anthropology (not offered at FGC) 3 credits

and one course from:

Social Science Group 2 (3,500 words):

- ☐ PSY 2012 - General Psychology I 3 credits
- ☐ SYG 1000 - Introduction to Sociology 3 credits
- ☐ SYG 2300 - Introduction to Social Psychology 3 credits
- ☐ Any General Education DEP or ECO prefixed course 3 credits

5. Humanities - 6 college credits

Learning Outcome: Cultural Awareness & Critical Thinking

Statewide Learning Outcome:

- ☐ *Students will demonstrate interpretive ability and cultural literacy.*
- ☐ *Students will demonstrate competency in reflecting critically upon the human condition.*

Complete Option 1 or Option 2

Option 1

One course from:

Humanities Group 1 (3,500 words):

- ☐ ARH 1000 - Art Appreciation and Introduction to Visual Arts 3 credits
- ☐ HUM 2020 - Introduction to Humanities 3 credits
- ☐ MUL 1010 - Music Appreciation 3 credits
- ☐ THE 2000 - Theatre Appreciation 3 credits

and one course from:

Humanities Group 2 (3,500 words):

- ☐ HUM 2551 - Philosophy and Religion 3 credits
- ☐ Any General Education PHI or REL prefixed course. (PHI 2910 is not a General Education course.)
- ☐ LIT X000 - Intro to Literature (not offered at FGC) 3 credits

Option 2

One course from:

Humanities Group 2 (3,500 words):

- ☐ PHI 2010 - Introduction to Philosophy 3 credits
- ☐ LIT X000 - Intro to Literature (not offered at FGC) 3 credits

and one course from:

Humanities Group 1 (3,500 words):

- ☐ MUL 1010 - Music Appreciation 3 credits
- ☐ THE 2000 - Theatre Appreciation 3 credits
- ☐ Any General Education HUM or MUH prefixed course except HUM 2551.

A course may satisfy only one area of General Education requirements.

Total General Education Credits Required – 36 semester hours

Electives - 24 semester hours

Complete 24 credit hours of courses designated as AA transferable. Electives are prerequisites, background, or specialization courses required for junior and senior year work. These must be individually determined based upon the student's transfer goals, transfer institution, etc. It is highly recommended that you contact your academic advisor and Advising Services to get needed information specific to your educational goals. Any General Education credit hours in excess of 36 will be applied as elective credit. Courses designated with an "AATR" in the Course Descriptions section of this catalog are acceptable A.A. elective credits.

GR indicates a Gordon Rule course which has specific writing or math requirements (see Gordon Rule).

General Education Core Course Requirement

Complete at least one core course from each of the general education subject areas of communication, humanities, mathematics, natural sciences, and social sciences. General Education core course options are identified in Rule 6A-14.0303.

Foreign Language Requirement

Completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL) or two credits of the same foreign language in high school, or passing scores on the College Level Examination Program (CLEP) for

the elementary 2 level course. A detailed high school transcript showing two earned credits in the same foreign language must be on file in the Registrar's Office. Contact the Registrar's Office to request review of your high school foreign language credit. FGC offers the following foreign language courses:

- ☐ ASL 1140 - American Sign Language I 4 credits
- ☐ ASL 1150 - American Sign Language II 4 credits
- ☐ SPN 1120 - Elementary Spanish I 4 credits - 3 lecture hours, 1 lab hour
- ☐ SPN 1121 - Elementary Spanish II 4 credits - 3 lecture hours, 1 lab hour

Computer Competency Requirement

Students in the Associate in Arts degree are required to demonstrate computer competency by passing SLS 1501 with a grade of "C" or higher or satisfactory completion of a college-wide computer competency test.

Associate in Arts A.A. Total 60 Credit Hours

Articulation with Florida

Associate in Arts Transfer Guarantees

Florida College System (FCS) institution Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement (Rule 6A10.024) and Florida Statute 1007.23. The Articulation Agreement governs the transfer of students from Florida College System institutions into the State University System. The agreement addresses GENERAL ADMISSION to the State University System and PROGRAM ADMISSION to selected programs at a university.

In accordance with Florida Statute 1007.23(2)(b), FCS institution A.A. graduates shall receive priority for admission to the upper division of a Florida College System institution offering baccalaureate degree programs or to a state university over out-of-state students.

General Admission

Guarantees

The statewide Articulation Agreement designates the Associate in Arts (A.A.) degree as the transfer degree. In doing so, the agreement guarantees that:

1. FCS institution A.A. degree holders will be granted admission to the upper division of a university within the State University System or FCS institution offering baccalaureate degrees, but not necessarily to the university, FCS institution, or program of choice.
2. Upon transferring to a state university, A.A. degree graduates will be awarded at least 60 credit hours towards the baccalaureate degree.
3. The university catalog in effect the year the A.A. degree student first enrolled at the FCS institution will remain in effect for the student's entire program, provided the student maintains continuous enrollment as defined in that catalog.
4. Once a student has completed the general education core and this is so noted on the transcript, regardless of whether an A.A. degree is awarded, no other state university or FCS institution to which the student may transfer can require additional courses to the general education core.
5. When transferring among institutions participating in the Statewide Course Numbering System, a receiving institution must accept all courses taken at the transfer institution if the same course with the same course number is offered at the receiving institution.
6. Credits earned through articulated acceleration mechanisms, such as dual enrollment, International Baccalaureate, early admission, advanced placement, and credit by exam, that are earned within the A.A. degree at the FCS institution, will be transferable to the state university. Students without an A.A. degree who are seeking admission to a state university do not have all the protection provided by the Articulation Agreement and may be denied admission or lose credit when transferring. In most cases, students without a

degree will have to meet freshman admissions standards. Neither Associate in Arts graduates nor native university students are guaranteed admission to limited access programs. However, the Articulation Agreement does provide certain guarantees, including that:

1. The FCS institution student will have the same opportunity to enroll in a university limited access program as the native university student.
2. Selection and enrollment criteria for a university limited access program must be established and published in catalogs, counseling manuals, and other appropriate publications. Changes in program enrollment criteria must be given with sufficient advance notice for prospective students to adjust their programs to meet the new criteria.

Should any of these guarantees be denied, the student has the right to file an appeal. Each state university and FCS institution has established appeal procedures. These procedures must be published in the university catalog. As a general rule, if a student is denied admission to a university or a program at the university and wants to appeal, the appeal must be initiated at the university admissions office.

Program Admission General

The universities determine the courses and prerequisites that must be taken in order to receive a baccalaureate degree for a chosen program. Although all credit earned towards an A.A. degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a baccalaureate degree. Therefore, it is important to know the program requirements and to take as many courses as possible at the FCS institution while completing the A.A. degree.

Limited Access

Because of demand or limited resources, most of the universities have programs that are called limited access programs. Admission to limited access programs is granted on a competitive basis. Consequently, limited access programs have additional admission requirements which are more restrictive than the universities' general admission requirements. These requirements include one or more of the following: grade point averages, test scores, prerequisite courses, auditions, and portfolios.

Admission Appeals

If a student is accepted into a university, but is denied admission to a program, the university must state the reasons for the denial. This is usually done via a secure logon on the college's site. Any request for further clarification should include:

1. A copy of the denial,
2. A copy of the student's transcripts,
3. A copy of the page(s) from the counseling manual or catalog outlining the program requirements, and
4. A signed statement requesting a review of the denial

Students should keep a copy of all correspondence and a log of all telephone contacts. A copy of all of the above information

should be forwarded to the university admissions office and the university articulation officer.

Articulation Officers

The university articulation officer is responsible for assisting the FCS institution student seeking admission to a university. If assistance is needed with an appeal request or if it appears that a department is not complying with the statewide Articulation Agreement, the university articulation officer should be contacted. Articulation officers at the FCS institutions are also responsible for assisting in the transfer of students to universities and can advise students in the interpretation of the articulation agreement and appealing an admissions decision.

Appealing to the Articulation Coordinating Committee

If the denial is upheld at the university level and there is still a question of potential violation of the Articulation Agreement, the student may request a hearing before the Articulation Coordinating Committee (Florida Education Center, Tallahassee, Florida 32399-0400). All of the avenues available to the student at the institutional level should be pursued prior to appealing to the Articulation Coordinating Committee. The student should keep a copy of all correspondence and a log of all telephone contacts.

The procedures for filing such an appeal with the Articulation Coordinating Committee are as follows:

1. The student submits a statement of the problem, a copy of the letter of denial from the university, a copy of the transcript in question, a copy of the page(s) from the catalog or counseling manual, and a request to have a hearing before the Articulation Coordinating Committee for purposes of adjudication.
2. All student appeals and policy concerns are reviewed by the Articulation Appeals Subcommittee, which then forwards its recommendation(s) to the Articulation Coordinating Committee. Issues not resolved by the subcommittee are sent to the full committee for resolution.
3. The Articulation Coordinating Committee receives the student's petition and forwards it to the Appeals Subcommittee for review.
4. Appeals Subcommittee may request the appearance of representatives or statements from the receiving or sending institution to provide additional information or clarification on the issue.
5. A decision letter on the disposition of an appeal is written by the chair of the Articulation Coordinating Committee to the division directors and copies are simultaneously sent to all persons involved, including the student. The decision of the Articulation Coordinating Committee shall be final.

Associate in Science Degree

General Education Requirements

The general education requirements for associate degrees at Florida Gateway College are consistent with the College philosophy which states that each student who attends the College shall be assisted in acquiring learning as a lifelong pattern. Specifically, students in career-oriented areas should be able to communicate, to calculate, and to understand the social and scientific implications of the world around them. Students seeking transfer to a baccalaureate program should complete a general education requirement which is broad in scope and requires an in-depth level of inquiry.

The College recognizes that student learning goals may change during a lifetime; therefore, the general education requirement for all degrees is collegiate in nature and, as such, should provide an academic foundation for lifelong learning. It is designed to meet students at their levels of ability and assist them in attaining collegiate levels of performance. Not all students come to the College prepared for this level of endeavor. Developmental education courses, therefore, are provided to assist the student in gaining the requisite skills necessary to be successful in a work or collegiate setting.

Florida Gateway College requires students in all associate degree programs to demonstrate computer competency. Competency is defined as the ability to use computer technology to access data, transform the data into information, and communicate that information to others. Students declaring the Associate in Science degree effective fall 2014 and thereafter (or students who have not been enrolled for at least one semester for every year of enrollment), are required to prove competency by one of the following ways prior to graduation: providing evidence of appropriate computer coursework on an official high school transcript; satisfactory completion of a collegewide proficiency test of computer competence; earning a grade of C or better in SLS 1501 The College Experience; taking any course with the prefix CGS, COP, or EME, before graduation; or successfully completing a college Internet course.

Florida Gateway College requires students in all associate degree programs to demonstrate oral communication competency. Competency is defined as the ability to perceive, interpret, evaluate, organize, and demonstrate effective oral presentation. Students who were admitted for first time registration for the summer of 2001 and after (or students who have not been enrolled for at least one semester for every year of enrollment), are required to prove competency by passing one of the following courses before graduation: ORI 2000 Fundamentals of Oral Interpretation, SPC 1017 Oral Communications, SPC 1061 Introduction to Academic and Professional Speaking, or SPC 2608 Public Speaking.

General Learning Outcomes

Listed below are the FGC General Learning Outcomes to be mastered by all students who complete an Associate in Arts program or an Associate in Science program. The curriculum

in these courses will be mapped to confirm coverage of the competencies and the course examinations will be designed to assess mastery of the competencies.

1. **Communications: Demonstrate the ability to understand and be understood through effective reading, writing, speaking, and listening skills.**
 - Student will demonstrate the ability to understand and respond to college level reading assignments through the application of effective reading skills.
 - Student will demonstrate the ability to understand and to produce effective writing.
 - Student will demonstrate the ability to apply effective listening skills.
 - Student will demonstrate the ability to understand and produce effective speaking.
2. **Critical Thinking: Demonstrate the knowledge and ability to evaluate carefully and apply reasoning to differentiate between facts, inferences, assumptions and conclusions.**
 - Student will demonstrate the ability to question and evaluate information (data, ideas or concepts) for accuracy, objectivity and quality.
 - Student will demonstrate the ability to analyze information (data, idea or concepts) in context to draw appropriate and well supported conclusions.
 - Student will demonstrate the ability to synthesize ideas from a variety of sources producing an original product.
3. **Quantitative Reasoning: Demonstrate the ability to use numerical, geometric and measurement data in computations and reasoning to draw logical conclusions and make well-reasoned decisions.**
 - Student will demonstrate the ability to make necessary numeric conversions from measurements in both the US and Metric Systems.
 - Student will demonstrate the ability to interpret mathematical models such as formulas, graphs, tables, and to draw inferences from them.
 - Student will demonstrate the ability to estimate and check answers to problems in order to determine reasonableness, identify alternatives, and select optimal results.
4. **Scientific Reasoning: Demonstrate the ability to apply empirical evidence to describe, understand and predict natural phenomena.**
 - Student will demonstrate an understanding of fundamental scientific principles and their application to scientific research and to society.
 - Student will demonstrate the ability to utilize and apply technological data to understand natural phenomena.
 - Student will demonstrate the ability to apply these steps of the scientific method to solve

problems by:

1. Observation of natural phenomena
 2. Interpretation of the natural phenomena through formulation of a hypothesis which is a tentative explanation of the observed phenomena.
 3. Acquisition of scientific data through experiment or continued observation.
 4. Formulation of a conclusion to explain the results obtained and be able to modify that conclusion when new data is collected.
- Student will demonstrate the ability to integrate ideas and concepts from different disciplines.
5. **Information Literacy: Demonstrate the ability to locate, comprehend, evaluate and use information effectively and ethically.**
- Student will demonstrate the ability to locate relevant resource materials available in the library or through the Florida college system in either electronic or print format.
 - Student will demonstrate the ability to differentiate between reliable and unreliable Web sites and relevant subject databases provided through the library, and utilize reliable electronic web resources to support their beliefs, position, and/or argument.
 - Student will demonstrate the ability to use information derived from a variety of sources in accordance with the laws and guidelines of "Fair Use" and intellectual property rights.
 - Student will demonstrate the ability to gather information by using an internet search engine.
6. **Cultural Awareness: Demonstrate an awareness, understanding and appreciation of the interconnectedness of cultures within and across local, regional, state, national and global communities.**
- Student will acquire an awareness of cultural differences and/or interconnections based upon multiple perspectives of either culture outside their own or the interconnections of cultures, languages and/or nations at various levels, including international.
 - Student will demonstrate the ability to reflect upon cultural differences and/or interconnections, resulting in the formulation of their own responses to the culture or global issue and be able to relate such reflection through written or spoken analysis, contrast/ comparison and informed deliberation.
 - Student will begin to develop greater tolerance and appreciation of cultural differences and/or interconnections and by extension begin to develop a global perspective, through the identification of positive elements in different cultures.

General Information

The Associate in Science (A.S.) degree is designed for the student seeking training in business, health, technical, industrial, or public service fields.

A student interested in the Associate in Science degree is required to meet all general admission requirements and special program admission requirements and achieve acceptable scores on the college placement exam.

A student should check with an advisor to determine which courses, if any, may transfer.

A student wishing to apply to an Associate in Science program should consult the admission section of this catalog for information about general college admissions. However, a student is cautioned that acceptance into selective college programs is done officially by the specific instructional department and not the admissions office.

A student must complete a general admission application to the College and may also be required to submit a supplemental application to the instructional program.

Many of the Associate in Science degree programs have limited or special admissions requirements. A student should not assume guaranteed admittance because he or she has completed recommended or required prerequisites. A student will be officially notified, in writing, of his or her acceptance into a particular Associate in Science program.

The Associate in Science degree student is required to complete a placement exam as prescribed by State Board Rule.

A student who does not achieve minimum scores will be required to take developmental education classes in English, math, reading, and SLS 1501 The College Experience. Developmental education classes will not count toward completion of an academic degree.

Florida Gateway College Student Guarantee Program

Any Associate in Science graduate, who is judged by his/her employer to be lacking in the technical job skills identified in the exit competencies for his/her specific degree program will be provided up to twelve (12) tuition-free credit hours of additional skill training, under the conditions of the guarantee policy.

Special Conditions:

- ☐ The graduate must have earned the A.S. degree, beginning 1999 or thereafter, in an occupational program identified in the College catalog.
- ☐ The graduate must have completed the A.S. degree at FGC (with a majority of the credits being earned at FGC) and must have completed the degree within a four-year time span.
- ☐ Graduates must be employed full time in an area directly related to the area of program concentration.
- ☐ Employment related to the degree area must commence

within twelve (12) months of graduation.

- The employer must certify, in writing, that the employee is lacking entry-level skills identified by FGC as the employee's program competencies and must specify the areas of deficiency within ninety (90) days of the graduate's initial employment.
- The employer, graduate, faculty, and Division Chair are to develop a written education plan for retraining. The plan is to be approved by the appropriate Vice President.
- Retraining will be limited to twelve (12) credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within eighteen months from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for cost of books, insurance, and uniforms.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- If the student has passed a national or state licensing exam (i.e.: NCLEX; Microsoft certification) the College has no obligation to retrain.
- The student's sole remedy against FGC and its employees for skill deficiencies shall be limited to twelve (12) credit hours of tuition-free education (fees included) under conditions described above.

Graduation Requirements

All students must:

1. Complete the program requirements as outlined in the program section of the catalog,
2. Demonstrate competence in reading, math, and language,
3. Complete at least 15 hours of general education requirements as part of an A.S. program,
4. Meet Florida Gateway College's residency requirement by completing a minimum of 25 percent of the program in residence at FGC before graduation from Florida Gateway College,
5. Maintain a cumulative GPA of 2.0 or higher,
6. Demonstrate computer and oral communication competency,
7. Pass the College's Communication/Computation Rule (Gordon Rule) classes with a 2.0 GPA for each class.

A student who owes an obligation to the College will not receive a diploma or transcript until the obligation is resolved.

A student is strongly encouraged to contact the instructional program department concerning the guidelines and requirements for full acceptance into the Associate in Science degree program.

Associate in Science Programs

Associate in Science Degree

Biotechnology, A.S

Banner Code: BIOT

Associate in Science

In cooperation with Santa Fe College

This specialized program is in partnership with Santa Fe College. Students will enroll at Florida Gateway College to complete their general education courses. Specialized biotechnology courses, many of them offered on-line, will be offered by Santa Fe College (SFC), and the A.S. degree in Biotechnology is awarded by SFC. This is a selective admission program. For more information about the program, please contact Dr. Kelly Gridley, SFC Biotechnology Program Director, at (352) 395-5687 or visit the Web site at www.sfcollege.edu/centers/perry/. The following courses, which are part of the program, may be taken at FGC:

Required Courses

- ENC 1101 - Freshman Composition I 3 credits
- ENC 1210 - Technical Writing 3 credits
- PHI 2600 - Ethics 3 credits
- MAC 1105 - College Algebra 3 credits
- STA 2023 - Elementary Statistics 3 credits
- PSY 1012 - General Psychology I 3 credits
- CHM 2045 - General Chemistry I 3 credits
- CHM 2045L - General Chemistry I Lab 1 credit, 3 Lab hours weekly
- CHM 2046 - General Chemistry II 3 credits
- CHM 2046L - General Chemistry II Lab 1 credit, 3 Lab hours weekly
- BSC 2085 - Anatomy and Physiology I 3 credits
- BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- BSC 2086 - Anatomy and Physiology II 3 credits
- BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly
- BSC 2010C - General Biology I with Lab 4 credits
- MCB 2010 - Microbiology 3 credits
- MCB 2010L - Microbiology Lab 1 credit, 3 Lab hours weekly

Total Credits at FGC: 42

Business Administration, A.S.

Banner Code: BAVM

Associate in Science

(60 credit hours)

Florida Gateway College offers the Associate in Science degree in Business Administration. The degree is designed to prepare students to enter the business world as mid-managers in a variety of environments, or to enter the state university system in the School of Business. Students who choose the latter route should be aware that she/he will be required to take an additional 12 hours of general education courses upon transfer to the state university of her/his choice.

The following is a **suggested** sequence for the required courses:

First Year

Fall Semester: 15 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ GEB 1011 - Introduction to Business 3 credits
- ☐ PSY 2012 - General Psychology I 3 credits

- ☐ MAC 1105 - College Algebra 3 credits **or**
- ☐ STA 2023 - Elementary Statistics 3 credits

- ☐ CGS 1570 - Computer Applications 3 credits

Spring Semester: 15 Credit Hours

- ☐ PHI 1100 - Introduction to Logic 3 credits **or**
- ☐ PHI 2600 - Ethics 3 credits

- ☐ GEB 2214 - Business Communications 3 credits
- ☐ MAR 2011 - Principles of Marketing 3 credits
- ☐ ECO 2013 - Macroeconomics 3 credits
- ☐ MNA 2345 - Principles of Supervision 3 credits

Summer Semester: 3 Credit Hours

- ☐ ECO 2023 - Microeconomics 3 credits

Second Year

Fall Semester: 13 Credit Hours

- ☐ SBM 2000 - Small Business Management 3 credits **or**
- ☐ MAN 2043 - Principles of Quality Management 3 credits

- ☐ ACG 2021 - Introduction to Financial Accounting 4 credits
- ☐ MAN 2021 - Principles of Management 3 credits
- ☐ GEB 2430 - Business Ethics 3 credits

Spring Semester: 14 Credit Hours

- ☐ ACG 2071 - Introduction to Managerial Accounting 3 credits

- ☐ FIN 2104 - Personal Finance 3 credits **or**
- ☐ OST 1384 - Introduction to Customer Service 3 credits

- ☐ BUL 2241 - Business Law I 3 credits

- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ GEB 1949 - Business Internship 2 credits

Business Administration A.S. Total 60 Credit Hours

Program Notes:

Students:

- ☐ may exempt courses if sufficient skills are demonstrated or if the division chairperson agrees to a course substitution. If a student exempts one or more courses, acceptable elective(s) must be taken.
- ☐ must have all electives or alternatives approved by the faculty advisor or division chairperson, and
- ☐ must complete developmental education classes in English, reading, math, and SLS 1501 The College Experience, if placement scores are not at required levels.

Computer Information Technology, A.S.

Banner Code: CITN

Associate in Science

(60 credit hours)

The Computer Information Technology program prepares students for employment as a microcomputer support specialist, help desk specialist, user support analyst, applications system specialist, information systems specialist, technical support specialist, computer information manager, user support analyst supervisor, computer systems analyst, customer service representative, computer operator, computer repair technician, computer sales person, help desk office supervisor, office systems support specialist, software tester, software trainer, user support specialist, or to provide supplemental training for persons previously or currently employed in these occupations.

The following is a **suggested** sequence of required courses:

First Year

Fall Semester: 15 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ COP 1000 - Introduction to Programming 3 credits
- ☐ CGS 1570 - Computer Applications 3 credits
- ☐ CET 1600C - Introduction to Networks 3 credits
- ☐ SLS 1501 - The College Experience 3 credits

Spring Semester: 15 Credit Hours

- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ CET 1610C - Routing and Switching Essentials 3 credits
- ☐ SBM 2000 - Small Business Management 3 credits
- ☐ CGS 2541 - Database Management 3 credits
- ☐ **Approved Elective** 3 credits

Summer Term: 3 Credit Hours

- ☐ COP 2830 - Basic Web Page Programming 3 credits

Second Year

Fall Semester: 15 Credit Hours

- ☐ CET 2615C - Scaling Networks 3 credits
- ☐ CET 1178C - Computer Repair and Upgrading 3 credits
- ☐ MAC 1105 - College Algebra 3 credits
- ☐ **Humanities (GE)** 3 credits
- ☐ **Approved Elective** 3 credits

Spring Semester: 12 Credit Hours

- ☐ CET 2179C - Computer Systems Troubleshooting 3 credits
- ☐ GEB 2214 - Business Communications 3 credits
- ☐ CET 2620C - Connecting and Securing Networks 3 credits
- ☐ CNT 2401 - Introduction to Network Security 3 credits

Computer Information Technology A.S. Total 60 Credit Hours

Program Notes:

Students:

- ☐ must have all electives approved by a faculty advisor or division chairperson,
- ☐ must complete developmental education classes in English, writing, math and SLS 1501 The College Experience if placement scores are not at required levels, and
- ☐ may exempt course if sufficient skills are demonstrated, or if the division chairperson agrees to a course substitution. If student exempts one or more courses, acceptable elective(s) must be taken.

Approved electives are:

- ☐ Any other CGS course
- ☐ Any other CET course
- ☐ Any other COP course
- ☐ Any DIG course
- ☐ ACG 2021 - Introduction to Financial Accounting 4 credits
- ☐ ACG 2071 - Introduction to Managerial Accounting 3 credits
- ☐ GRA 1117C - Introduction to Computer Graphics 3 credits
- ☐ GRA 2751C - Web Design 1 3 credits
- ☐ MAR 2011 - Principles of Marketing 3 credits
- ☐ MNA 2345 - Principles of Supervision 3 credits
- ☐ PGY 2801C - Digital Photography I 3 credits
- ☐ SBM 2000 - Small Business Management 3 credits

Computer Programming and Analysis, A.S.

Banner Code: CPVM

Associate in Science

(60 credit hours)

The Associate in Science degree in Computer Programming and Analysis prepares students for employment in computer programming, computer applications, entry level analysis, and computer sales.

The following is a **suggested** sequence of required courses:

First Year

Fall Semester: 15 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ COP 1000 - Introduction to Programming 3 credits
- ☐ CGS 1570 - Computer Applications 3 credits
- ☐ CGS 2511 - Spreadsheets 3 credits
- ☐ SLS 1501 - The College Experience 3 credits

Spring Semester: 15 Credit Hours

- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ COP 1332 - Visual Basic 3 credits
- ☐ CGS 2541 - Database Management 3 credits
- ☐ CGS 1572 - Desktop Publishing & Graphics 3 credits
- ☐ **Other COP course** 3 credits

Summer Term: 3 Credit Hours

- ☐ COP 2830 - Basic Web Page Programming 3 credits

Second Year

Fall Semester: 15 Credit Hours

- ☐ COP 1334C - Beginning C++ Programming 3 credits
- ☐ CET 1178C - Computer Repair and Upgrading 3 credits
- ☐ CET 1600C - Introduction to Networks 3 credits
- ☐ GEB 2214 - Business Communications 3 credits
- ☐ MAC 1105 - College Algebra 3 credits

Spring Semester: 12 Credit Hours

- ☐ COP 2335C - Intermediate C++ Programming 3 credits
- ☐ CET 2179C - Computer Systems Troubleshooting 3 credits
- ☐ **Approved Elective** 3 credits
- ☐ **Humanities (GE)** 3 credits

Computer Programming & Analysis A.S. Total 60 Credit Hours

Approved electives are:

- ☐ Any other CGS course
- ☐ Any other CET course
- ☐ Any other COP course
- ☐ Any DIG course
- ☐ ACG 2021 - Introduction to Financial Accounting 4 credits
- ☐ ACG 2071 - Introduction to Managerial Accounting 3 credits
- ☐ GRA 1117C - Introduction to Computer Graphics 3 credits
- ☐ GRA 2751C - Web Design 1 3 credits
- ☐ MAR 2011 - Principles of Marketing 3 credits
- ☐ MNA 2345 - Principles of Supervision 3 credits
- ☐ PGY 2801C - Digital Photography I 3 credits
- ☐ SBM 2000 - Small Business Management 3 credits

- ☐ PSY 2012 - General Psychology I 3 credits **or**
- ☐ SYG 1000 - Introduction to Sociology 3 credits
- ☐ CCJ 1020 - Introduction to Criminal Justice 3 credits
- ☐ CCJ 2010 - Introduction to Criminology 3 credits

Second Semester: 15 Credit Hours

- ☐ SPC 1017 - Oral Communications 3 credits **or**
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ PHI 2600 - Ethics 3 credits
- ☐ CJL 2101 - Criminal Law 3 credits
- ☐ CJC 1000 - Introduction to Corrections 3 credits
- ☐ Criminal Justice Elective (CO) 3 credits

Second Year

First Semester: 15 Credit Hours

- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- ☐ MGF 1107 - Mathematics for Liberal Arts II 3 credits **or**
- ☐ MAC 1105 - College Algebra 3 credits
- ☐ CJL 2001 - Criminal Law and Process 3 credits
- ☐ CJJ 2002 - Introduction to Juvenile Justice System 3 credits
- ☐ Criminal Justice Elective (CO) 3 credits
- ☐ Criminal Justice Elective (CO) 3 credits

Second Semester: 15 Credit Hours

- ☐ Any General Education REL, MUL, or HUM course 3 credits
- ☐ CJE 2600 - Fundamentals of Criminal Investigation 3 credits **or**
- ☐ CJE 2640 - Crime Scene Investigation & Crime Laboratory Techniques 3 credits
- ☐ CJL 2062 - Constitutional Law 3 credits
- ☐ Criminal Justice Elective (CO) 3 credits
- ☐ Criminal Justice Elective (CO) 3 credits

Criminal Justice Technology General A.S. Total 60 Credits Hours

Program Notes:

Students:

- ☐ may substitute alternatives for general education courses with the consent of their advisors.

The following are recommended Criminal Justice Electives:

(15 hrs required)

Program Notes:

Students:

- ☐ must have all electives approved by a faculty advisor or division chairperson,
- ☐ must complete developmental education classes in English, writing, math and SLS 1501 The College Experience if placement scores are not at required levels, and
- ☐ may exempt course if sufficient skills are demonstrated, or if the division chairperson agrees to a course substitution. If student exempts one or more courses, acceptable elective(s) must be taken.

Criminal Justice, A.S.

Banner Code: CRJL

Associate in Science

(60 credit hours)

The Associate in Science degree in Criminal Justice Technology is designed to provide a solid foundation upon which students prepare for the analysis of social and human problems necessary for functioning within the criminal justice system.

To be officially accepted into this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ take a placement exam as prescribed by State Board of Education Rule, and
- ☐ interview with the program coordinator before formal admission into the program is approved.

All students are required to construct their class schedules with the assistance of the A.S. advisor, who must approve all course alternatives.

First Year

First Semester: 15 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ SLS 1501 - The College Experience 3 credits

- ☐ CCJ 2052 - History of Criminal Justice 3 credits
 - ☐ CJC 2162 - Probation, Pardons, and Parole 3 credits
 - ☐ CJC 2400 - Understanding Criminal Behavior 3 credits
 - ☐ CJL 2080 - Comparative Legal Systems 3 credits
 - ☐ CCJ 1000 - Role of Criminal Justice in Crime and Delinquency 3 credits
 - ☐ CCJ 2940 - Criminal Justice Internship 3 credits **
- Notes:** ** This course may only be taken in a student's final semester.

Early Childhood Education, A.S.

Banner Code: EECE

Associate in Science

(60 credit hours)

The Associate of Science Degree in Early Childhood Education prepares students for a variety of careers in the area of early childhood. The coursework of this program focuses on the development, care and education of young children. Students may choose from specialization tracks in the following areas: Infant-Toddler, Preschool, Special Needs, School Age and Child Care Center Management.

Graduates may pursue a career as a:

- ☐ Child Care Director
- ☐ Child Care Teacher
- ☐ Infant/Toddler Teacher
- ☐ Preschool Teacher
- ☐ Assistant Teacher
- ☐ Licensing Specialist
- ☐ Public School Paraprofessional
- ☐ Parent Educator
- ☐ Resource and Referral Specialist
- ☐ Early Childhood Curriculum Specialist

The opportunities for employment in the field of early childhood education are numerous. Graduates may find employment in Head Start Programs, Early Head Start Programs, private and public prekindergarten programs, the public school system, nonprofit agencies, Department of Children and Families, resource and referral agencies and school readiness coalitions.

To be officially considered for this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ complete application to FGC,
- ☐ take a placement exam as prescribed by State Board of Education Rule, and
- ☐ interview with the Early Childhood Education Coordinator.

Students at Florida Gateway College develop and set their schedules with the assistance of an advisor. The following is the A.S. Early Childhood Education sequence of courses:

First Year

Fall Semester: 12 Credit Hours

ENC 1101 - Freshman Composition I 3 credits **

- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **
- or**
- ☐ MGF 1107 - Mathematics for Liberal Arts II 3 credits **
- or**
- ☐ Any General Education MAC or STA course
- ☐ PSY 2012 - General Psychology I 3 credits **
- ☐ MUL 1010 - Music Appreciation 3 credits ** **or**
- ☐ HUM 2551 - Philosophy and Religion 3 credits **

Spring Semester: 13 Credit Hours

- ☐ CHD 1220 - Child Growth and Development I 3 credits **
- ☐ BSC 2010C - General Biology I with Lab 4 credits *
- ☐ EEC 1309C - Early Childhood Education Foundations 3 credits
- ☐ EEC 2300 - Cognitive Experiences for Young Children 3 credits **

Summer Term A: 6 Credit Hours

- ☐ HUN 2410 - Child Nutrition and Health 3 credits **
- ☐ EEC 1600 - Guidance for Young Children 3 credits

Summer Term B: 3 Credit Hours

- ☐ EEC 2401 - Home and Community 3 credits **

Second Year

Fall Semester: 12 Credit Hours

- ☐ EEC 1601 - Observing and Recording Child Behavior 3 credits **
- ☐ EEC 2200 - Language and Literacy in Early Childhood 3 credits
- ☐ EDF 1005 - Introduction to the Teaching Profession 3 credits **
- ☐ Elective (CO) 3 credits

Spring Semester: 14 Credit Hours

- ☐ SPC 2608 - Public Speaking 3 credits **
- ☐ EEC 2949C - Internship-Child Development 2 credits
- ☐ EME 2040 - Introduction to Technology for Educators 3 credits **
- ☐ Elective 3 credits
- ☐ Elective 3 credits

Early Childhood Education A.S. Total 60 Credit Hours

Note(s):

**Staff Credential (formerly known as CDAE) meets requirements for EEC 1001, EEC 2300 and CHD 1220.*

***Distance Learning Option Available.*

Recommended A.S. Early Childhood Education Electives or any general education transferable elective:

CHD 1312 ** Infants and Toddlers

EEC 2002** Foundations of Childcare and Education Administration

EEX 2013** Survey of Disabling Conditions in Young Children

EDF 2085** Introduction to Diversity for Educators

CHD 1339 Learning Through Play

EEC 1001 Introduction to Early Childhood Education

Emergency Medical Services Technology, A.S.

Banner Code: EMSA

Associate in Science

(73 credit hours)

The Associate in Science degree program in Emergency Medical Services (EMS) prepares paramedics for employment as EMS supervisors, coordinators, operations managers, and/or directors of service.

To be officially accepted into this program, a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ take a placement exam as prescribed by State Board of Education Rule, and
- ☐ interview with the program director before formal admission is approved.

This is a **limited** access program. A student should not assume assured admission until officially notified, in writing, by the EMS Program Coordinator.

Students will comply with FDLE screening standards within clinical agencies for student training. In addition, students will be certified drug free by urinalysis.

PHTLS will be included as part of the course schedule for the first semester and must be successfully completed to receive credit for EMS 2271C - Paramedic 1.

ACLS and PEPP/PALS will be included as part of the second semester and must be successfully completed to receive credit for EMS 2272C - Paramedic 2.

The courses below are presented as a suggested course sequence for this program and must be completed with a C or better. All students are required to complete their class schedules with the assistance of their advisors.

First Year

First Semester: 15 Credit Hours

- ☐ EMS 1119 - Emergency Medical Technician 6 credits
- ☐ EMS 1119L - Emergency Medical Technician Lab 3 credits
- ☐ EMS 1431C - EMT Hospital/Field Experience 3 credits
- ☐ ENC 1101 - Freshman Composition I 3 credits

Second Semester: 13 Credit Hours

- ☐ DEP 2004 - Human Growth and Development 3 credits *
- ☐ Any Gen Ed SPC Course 3 credits *
- ☐ Any Gen Ed Group 2 Humanities Course 3 credits *
- ☐ BSC 2084C - Essentials of Anatomy and Physiology I 4 credits **

Note(s):

**BSC 2085 with lab and BSC 2086 with lab may be substituted for BSC 2084C.

Second Year

First Semester: 14 Credit Hours

- ☐ EMS 2271C - Paramedic I 8 credits
- ☐ EMS 2435L - Paramedic I Clinical 6 credits

Second Semester: 16 Credit Hours

- ☐ EMS 2272C - Paramedic II 8 credits
- ☐ EMS 2436L - Paramedic II Clinical 8 credits

Third Semester: 15 Credit Hours

- ☐ EMS 2273C - Paramedic III 3 credits
- ☐ EMS 2437L - Paramedic III Clinical 1 credit
- ☐ EMS 2458L - Paramedic III Field Internship 4 credits

Select a total of four credits from the following group:

- ☐ EMS 2346C - Critical Care Paramedic 5 credits **and/or**
- ☐ EMS 2311 - Management of EM Services 3 credits **and/or**
- ☐ EMS 2761C - EMS Instructor 3 credits **and/or**
- ☐ EMS 1930C - Special Topics in EMS 1 credit **and/or****
- ☐ EMS 1335C - Emergency Vehicle Operator Course (EVOC) 1 credit **and/or ****
- ☐ EMS 1354C - Emergency Field Operations 1 credit **and/or ****
- ☐ EMS 1931C - Special Topics-Incident Management 1 credit **
- ☐ MAC 1105 - College Algebra 3 credits **or ***
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits

Emergency Medical Services Technology A.S. Total 73 Credit Hours

Program Notes:

- ☐ Courses marked with a * may be taken anytime in the program.
- ☐ Courses marked with ** repeat with different topics.
- ☐ Students may repeat EMS 1930C for two credits.

Engineering Technology - Advanced Manufacturing, A.S.

Banner Code: EGTM

Associate in Science

(60 credit hours)

Florida Gateway College offers the Associate in Science degree in Engineering Technology with a specialization in Advanced Manufacturing. The degree is designed to prepare students for many high skill/high wage/high demand jobs in manufacturing. Students who successfully complete this degree may seek initial employment in occupational titles such as Programmable Logic Controller (PLC) Programmer, PLC Technician, Controls Engineering Technologist, Process Automation Technologist, Electrical and Instrumentation Technician, or Instrumentation and Control Technician. Courses in the degree program combine theory and laboratory activities to develop employability skills, technical competency, and safe and efficient work practices. The courses in the degree consist of a planned sequence of instruction beginning with 18 credit hours of technical core courses common to all of the 10 possible Engineering Technology specializations designed to align with the skills standards in the Manufacturing Skills Standards Council's (MSSC) Certified Production Technician (CPT) industry credential. The remaining sequence of instruction builds on those fundamentals with more in-depth study of process equipment, instrumentation and automation that comprises the essential technologies deployed in modern manufacturing today.

To be officially accepted into this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ complete an application to FGC,
- ☐ take a placement test as prescribed by State Board of Education Rule.

All students are required to construct their class schedules with the assistance of an advisor or the Program Director.

General Education Courses: 15 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ PHI 2600 - Ethics 3 credits
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ MAC 1105 - College Algebra 3 credits

- ☐ Social Science (GE) 3 credits

Core Courses: 18 Credit Hours

- ☐ EET 1035C - DC/AC Circuits 3 credits
- ☐ ETD 1320 - Basic Introduction to CAD 3 credits
- ☐ ETI 1110 - Principles of Quality Assurance 3 credits **or**
- ☐ MAN 2043 - Principles of Quality Management 3 credits
- ☐ ETI 1420 - Manufacturing Materials and Processes 3 credits
- ☐ ETI 1701 - Industrial Safety 3 credits
- ☐ ETM 1010C - Mechanical Measurements and Instrumentation 3 credits

Specialization Courses (Advanced Manufacturing): 12 Credit Hours

- ☐ ETS 1511C - Motors and Controls 3 credits
- ☐ ETS 1544C - Programmable Logic Controllers 2 3 credits
- ☐ ETS 1542C - Programmable Logic Controllers I 3 credits
- ☐ ETS 1535C - Automated Process Control 3 credits

Specialization Courses (Advanced Manufacturing): 15 Credit Hours

- ☐ ETS 2531C - Human-Machine Interfaces and System Graphics 3 credits
- ☐ ETS 2676C - Introduction to Robotics 3 credits
- ☐ ETM 2315 - Hydraulics and Pneumatics 2 credits
- ☐ ETM 2315L - Hydraulics and Pneumatics Lab 1 credit
- ☐ Technical Electives 6 credits

Engineering Process Technology Advanced Manufacturing A.S. Total 60 Credit Hours

Recommended Technical Electives:

- ☐ ETI 1949L - Manufacturing Internship 3 credits
- ☐ PHY 1020 - Essentials of Physics 3 credits
- ☐ ENC 1210 - Technical Writing 3 credits
- ☐ MAC 2233 - Survey of Calculus 4 credits

Program Notes:

Students:

- ☐ may articulate the 18 credit hour Engineering Technology Support Specialist Certificate if they possess the Manufacturing Skills Standards Council's (MSSC) Certified Production Technician (CPT) credential
- ☐ must have all electives or alternatives approved by the faculty advisor or division chairperson, and
- ☐ must complete developmental education classes in

English, reading, math, and SLS 1501 The College Experience, if placement scores are not at required levels.

Environmental Science Technology, A.S.

Banner Code: ENST

Associate in Science

(60 credit hours)

The Environmental Science Technology program is designed for individuals wishing to enter the water and wastewater field, as well as experienced water and wastewater operators seeking to advance their careers. Because of the anticipated retirements of many current workers, this industry provides excellent career opportunities in an industry vital to the public health, quality of life, and economic development of the state and the nation. In addition, to work as treatment plant operators, graduates can work for private companies, as well as government agencies. To be officially considered for this program, a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ submit application to FGC,
- ☐ take a placement exam as prescribed by State Board of Education Rule.

The following is a suggested sequence of required courses:

First Year

First Semester: 15 Credit Hours

- ☐ EVS 1026C - Chemistry and Biology of Natural Waters 4 credits *
- ☐ EVS 2005 - Treatment of Water and Wastewater 4 credits *
- ☐ **Environmental Science Technology Elective** 3 credits
- ☐ SPC 1017 - Oral Communications 3 credits **or**
- ☐ Any General Education SPC course 3 credits

Second Semester: 17 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ BSC 2010C - General Biology I with Lab 4 credits
- ☐ EVR 1001 - Introduction to Environmental Science 3 credits
- ☐ EVR 1001L - Introduction to Environmental Science Lab 1 credit
- ☐ EVS 1183 - Introduction to Water Treatment Systems 3 credits **or**
- ☐ EVS 2179C - Water Analysis and Monitoring 3 credits
- ☐ MAC 1105 - College Algebra 3 credits

Second Year

First Semester: 14 Credit Hours

- ☐ GLY 1001 - Earth Science 3 credits
- ☐ EVS 1183 - Introduction to Water Treatment Systems 3 credits **or**
- ☐ EVS 2179C - Water Analysis and Monitoring 3 credits
- ☐ EVS 2893C - Environmental Sampling and Analysis I 5 credits
- ☐ **Environmental Science Technology elective** 3 credits

Second Semester: 14 Credit Hours

- ☐ EVS 2894C - Environmental Sampling and Analysis II 5 credits
- ☐ **Social or Behavioral Science Elective** (GE) 3 credits
- ☐ **Humanities Elective** (GE) 3 credits
- ☐ **Environmental Science Technology Elective** 3 credits

Environmental Science Technology A.S. Total 60 Credit Hours

Approved Environmental Science Technology Electives:

- ☐ EVS 1181 - Conventional and Pretreatment Water Technology 3 credits
- ☐ EVS 2891 - Hydrology and Quality of Water 4 credits
- ☐ EVS 2892 - Comparative Sampling and Analysis Methods 3 credits
- ☐ EVS 2895C - Environmental Sampling and Analysis III 5 credits
- ☐ EVS 2930 - Special Topics: Wastewater Treatment Operator C Course 4 credits *
- ☐ EVS 2931 - Special Topics: Water Treatment Operator C Course 4 credits *
- ☐ EVS 2942L - Environmental Science Technology Practicum 1-4 credits **

Program Notes:

- ☐ Water or wastewater operators with at least a C level license may qualify for up to 16 elective credits for their license after earning 15 credit hours in the program at FGC.
- ☐ All courses, except the elective practicum, may be taken online.
- ☐ Courses noted with an asterisk (*) are part of the Water Quality Technician College Credit Certificate.
- ☐ Course noted with two asterisks (**) may be taken up to three times for a maximum of 12 credits.

Graphic Design Technology, A.S.

Banner Code: GRAT

Associate in Science

(College Credit Certificate also available)*

(64 credit hours)

The Associate of Science degree in Graphic Design Technology prepares students for employment in the graphic design industry. Graduates will have the skills to work in advertising, desktop publishing, Web publishing, electronic photo enhancement, and digital illustration. Visual communications through electronic and print reproduction methods are emphasized. Students develop technical and creative skills with layout, illustration, typography, digital graphics and photography, page layout, prepress, and Web design. Skills are developed on a computer production environment using current industry standard software.

*A college credit certificate in Graphic Design Production may be awarded upon completion of ART 1201C, CGS 1572, GRA 1103C, GRA 1117C, GRA 1206C, PGY 2801C, GRA 2203C and GRA 2151C. See an advisor for further information about the certificate program within Graphic Arts.

The following is a **suggested** sequence of required courses:

First Year

Fall Semester: 15 Credit Hours

- ☐ ART 1201C - Design Fundamentals 3 credits
- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ CGS 1570 - Computer Applications 3 credits
- ☐ GRA 1103C - Graphic Design Basics 3 credits ("C" or better)
- ☐ GRA 1117C - Introduction to Computer Graphics 3 credits ("C" or better)

Spring Semester: 15 Credit Hours

- ☐ ART 1300C - Drawing I 3 credits
- ☐ CGS 1572 - Desktop Publishing & Graphics 3 credits ("C" or better)
- ☐ GRA 2151C - Computer Illustration with Illustrator 3 credits ("C" or better)
- ☐ PSC 1341 - Physical Science 3 credits
- ☐ PGY 2801C - Digital Photography I 3 credits ("C" or better)

Summer Semester: 3 Credit Hours

- ☐ SPC 1017 - Oral Communications 3 credits **or**
- ☐ SPC 2608 - Public Speaking 3 credits

Second Year

Fall Semester: 15 Credit Hours

- ☐ GRA 1206C - Typography 3 credits ("C" or better)
- ☐ GRA 2203C - Digital Prepress 3 credits
- ☐ ARH 1000 - Art Appreciation and Introduction to Visual Arts 3 credits **or**
- ☐ ARH 2050 - Art History: Prehistory to Gothic 3 credits **or**
- ☐ ARH 2051 - Art History: Renaissance to Modern 3 credits
- ☐ MAR 2011 - Principles of Marketing 3 credits
- ☐ **Approved Elective (listed below) 3 credits**

Spring Semester: 16 Credit Hours

- ☐ GRA 2181C - Portfolio 4 credits
- ☐ GRA 2751C - Web Design I 3 credits
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits
- ☐ SBM 2000 - Small Business Management 3 credits
- ☐ **Approved Elective (listed below) 3 credits**

Graphic Design Technology A.S. Total 64 Credit Hours

GRA 1103C - Graphic Design Basics and GRA 1117C - Introduction to Computer Graphics are offered fall semester only and are prerequisites for GRA 1206C, GRA 2151C, GRA 2181C and GRA 2203C.

Approved Electives are:

- ☐ ARH 1000 - Art Appreciation and Introduction to Visual Arts 3 credits
- ☐ ARH 2050 - Art History: Prehistory to Gothic 3 credits
- ☐ ARH 2051 - Art History: Renaissance to Modern 3 credits
- ☐ ART 1203C - Three-Dimensional Design 3 credits
- ☐ ART 2330C - Drawing II 3 credits
- ☐ COP 2830 - Basic Web Page Programming 3 credits
- ☐ GRA 2940 - Graphic Design Internship 3 credits
- ☐ PGY 2401C - Introduction to Photography 3 credits
- ☐ PGY 2404C - Photography II 3 credits

Health Information Technology, A.S.

Banner Code: HIMT

Associate in Science

(70 credit hours)

The Health Information Technology program is an Associate in Science degree designed to prepare the graduate to work with and

manage health-related information in a variety of settings. Health Information Technicians collect, organize and analyze data used in the healthcare profession. Most technicians working in Health Information Technology, also known as HIT professionals, work in healthcare facilities, but some work for insurance companies and government agencies, compiling data used for analysis and research. **A criminal background check is required prior to starting the Internship courses. Students must attain a minimum grade of C in all required courses.**

The following is a **suggested** sequence for the required courses:

General Education and Other Required Courses: 26 Credit Hours

- ☐ HSC 2531 - Medical Terminology 3 credits
- ☐ BSC 2085 - Anatomy and Physiology I 3 credits
- ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- ☐ BSC 2086 - Anatomy and Physiology II 3 credits
- ☐ BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly
- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ Any General Education math course 3 credits
- ☐ PSY 2012 - General Psychology I 3 credits
- ☐ CGS 1570 - Computer Applications 3 credits

One of the following speech classes:

- ☐ ORI 2000 - Fundamentals of Oral Interpretation 3 credits **or**
- ☐ SPC 1017 - Oral Communications 3 credits **or**
- ☐ SPC 1061 - Introduction to Academic and Professional Speaking 3 credits **or**
- ☐ SPC 2608 - Public Speaking 3 credits

Health Information Management Courses:

First Year

Fall Semester: 12 Credit Hours

- ☐ HIM 2012 - Legal Aspects of Health Information Technology 3 credits
- ☐ HIM 2282 - ICD-10-CM Coding 3 credits
- ☐ HIM 1300 - Health Care Delivery Systems 3 credits
- ☐ HIM 1433 - Human Diseases 3 credits

Spring Semester: 9 Credit Hours

- ☐ HIM 2211 - Information Systems for Health Information Technology 3 credits
- ☐ HIM 2253 - Current Procedural Terminology (CPT) Coding 3 credits
- ☐ HIM 2214 - HIT Statistics 3 credits

Second Year

Fall Semester: 13 Credit Hours

- ☐ HIM 2272 - Healthcare Reimbursement 4 credits
- ☐ HIM 2500 - Quality Assurance and Compliance 3 credits
- ☐ HIM 2723 - ICD-10-PCS Coding 3 credits
- ☐ HIM 2800 - Health Information Technology Internship I 3 credits

Spring Semester: 10 Credit Hours

- ☐ HIM 2283 - Advanced Medical Coding 3 credits
- ☐ HIM 2512 - Supervision and Organizational HIT 3 credits
- ☐ HIM 2810 - Health Information Technology Internship II 3 credits
- ☐ HIM 2960 - RHIT Exam Preparation 1 credit

Health Information Technology A.S. Total 70 Credit Hours

Program Notes:

The associate's degree Health Information Management Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Once the program is granted accreditation, graduates will be eligible to take the Registered Health Information Technology Exam (RHIT).

LPN to RN Bridge: Fast-Track Part-Time, A.S.

Banner Code: BFRA

Associate in Science

(72 credits: 12 experiential credits awarded for LPN status.)

The College offers opportunities for Licensed Practical Nurses to become Registered Nurses through an accelerated curriculum. Because of the common body of knowledge between the Practical Nursing program and the Registered Nursing program, it is possible for accepted Licensed Practical Nurses to complete the LPN-to-RN Bridge: Fast-Track Part-Time, a component of the Associate in Science Degree in Nursing (ASDN) program, in approximately 12 months.

The ASDN program is approved by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, BIN C02, Tallahassee, FL

32399-3252, (850) 245-4125 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, fax (404) 975-5020.

Students seeking admission to the Fast Track component must:

- ☐ submit a Florida Gateway College admission application to the Admissions Office,
- ☐ have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to the FGC Admissions Office,
- ☐ provide scores for ACT or SAT standardized testing OR register and take a college placement test prior to advisement in the nursing department,
- ☐ complete developmental education courses as required, prior to registering for the science courses,
- ☐ complete all prerequisite classes with a **GPA of 2.80 or higher** and no grade lower than a C. All prerequisite courses must be completed by end of the fall semester of the year the student is applying to the program,
- ☐ score a 75 or higher on the Foundations of Nursing Upward Mobility Exam if the student graduated from a PN program more than five years ago or outside the state of Florida,
- ☐ **submit to the Nursing Department by the established deadline:**
 - the Fast-Track Bridge supplemental application,
 - an unofficial copy of transcripts from colleges including FGC,
 - a copy of **current** Florida LPN license,
 - current score (within past two years) of 75 or higher on the nursing entrance exam (RNET/HESI),
 - documentation of full-time work experience as an LPN (acute care facility preferred).**All applicants must have six (6) months of documented full-time work experience as an LPN prior to admission.** Applicants with less than six (6) months of full-time work experience as an LPN as of the application deadline, must submit documentation of all full-time work experience at that time. Proof of completion of remaining work experience (to equal or exceed six (6) months) must be submitted by the last day of open registration as determined by the FGC Academic Calendar.
- proof of completion of a 30-hour IV Therapy class within 18 months of admission to the program. The 30-hour IV Therapy course must be completed by the end of fall semester of the year the student is applying to the program. NOTE: If you completed a class over 18 months from date of admission, proof of IV experience and two successful IV starts within the past three months will be accepted.

Prerequisite courses completed by the end of the fall semester in which you are applying are *included* in the *required 2.8 GPA* for

admission to the program.

The student must provide **official** transcripts to the Nursing Department and the Registrar's Office **immediately** following the end of fall semester for prerequisites taken at a **college** other than FGC during the fall semester in which the student is applying. *The transcripts must be received by the last day of open registration as determined by the FGC Academic Calendar. Failure to provide these in a timely manner may result in nonadmission to the nursing program.*

Applicants are responsible for providing the above documentation if they wish to be considered for admission to the nursing program. Make copies of all documentation for your personal records. **Failure to present proper documentation may result in non-acceptance into the program.**

Meeting the above criteria does not guarantee admission to the program. Admission is competitive. Admission is awarded to those individuals with the highest points using the ASDN Point System for Competitive Admission.

In-depth admission information may be found in the ASDN LPN-to-RN Bridge: Fast Track Part-Time Admission Booklet in the Nursing and Health Sciences Department, the Admissions Office, and the College Web site www.fgc.edu. Florida Gateway College reserves the right to make changes in admission criteria and program information as circumstances require in the continuing development of the program.

In order to meet clinical agency requirements where student training will take place, all students in the Nursing and Health Sciences Programs must now meet state and federal regulations as described by Florida Statutes S. 400.211. An in-depth background screen and drug/alcohol screen are required. Further instructions regarding the background and drug/alcohol screen are provided in the acceptance letter. All screening must be completed no more than six weeks prior to the first day of class. Results of screening must be available to the program coordinator by the last day of open registration as determined by the FGC Academic Calendar. Random screening within the program may be required. Cost is the responsibility of the student for admission background and drug/alcohol screening and any further random analysis.

All students who graduate from a nursing program and wish to take the registered nurse NCLEX-RN exam in Florida are subject to the licensure and screening process of the Florida Board of Nursing.

Program Readmission

A student who has been admitted into the program and withdraws or does not satisfactorily complete the requirements for a required course may be considered for readmission. A student may be readmitted no more than one time. A student who has previously been readmitted and who subsequently earns a grade of D will be dismissed from the program.

The LPN-RN Bridge Track: Fast-track Part-time component

includes 30 credit hours of general education courses, 30 credit hours of nursing courses, and 12 experiential learning credits. The following prerequisite courses must be completed by the end of the Fall term prior to January admission.

Prerequisite Courses: 30 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ BSC 2085 - Anatomy and Physiology I 3 credits
- ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- ☐ BSC 2086 - Anatomy and Physiology II 3 credits
- ☐ BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly
- ☐ MCB 2010 - Microbiology 3 credits
- ☐ MCB 2010L - Microbiology Lab 1 credit, 3 Lab hours weekly

- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- ☐ MAC 1105 - College Algebra 3 credits **or**
- ☐ Any higher level math course 3 credits

- ☐ HUN 1201 - Human Nutrition 3 credits
- ☐ DEP 2004 - Human Growth and Development 3 credits

- ☐ HUM 2020 - Introduction to Humanities 3 credits **or**
- ☐ HUM 2210 - World Humanities: Prehistory to the 11th Century 3 credits **or**
- ☐ HUM 2230 - World Humanities: The 11th to the 18th Century 3 credits **or**
- ☐ HUM 2310 - Mythology in the Arts 3 credits **or**
- ☐ HUM 2551 - Philosophy and Religion 3 credits **or**
- ☐ PHI 2600 - Ethics 3 credits

Additional Information:

An overall GPA of 2.8 or higher, with no grade below a C, is required in all prerequisite courses to be considered for admission into the program. Completion of these courses does not guarantee acceptance into the program. All science courses must have a lab. For credit toward admission to the program, BSC 2085 - Anatomy and Physiology I, BSC 2085L - Anatomy and Physiology I Lab, BSC 2086 - Anatomy and Physiology II, and BSC 2086L - Anatomy and Physiology II Lab coursework must be completed with a C or higher within the previous five years. If coursework was completed more than five years ago you must pass the college required competency exam OR you may complete BSC 2084C - Essentials of Anatomy and Physiology I with a C or higher.

An exemption examination for HUN 1201 - Human Nutrition is available in the Nursing Department. A score of 80% is required to pass each exam. A student cannot enter the Fast-Track Bridge component without a successful exam score or satisfactory completion of these courses.

All competency/exemption exams must be completed prior to the application deadline. Please contact the testing center for testing

information.

The nursing courses are to be completed in the following sequence. In order to progress in the nursing program, all nursing courses must be completed with a minimum grade of C.

Core Courses

First Semester: 9 Credit Hours

- ☐ NUR 1204C - Transition to Adult Health I 9 credits

Second Semester: 11.5 Credit Hours

- ☐ NUR 2261C - Transition to Adult Health II 11.5 credits

Third Semester: 9.5 Credit Hours

- ☐ NUR 2412C - Transition: Maternal, Infant, Child, Adolescent 6 credits
- ☐ NUR 2801C - Transition Nursing Roles and Leadership 3.5 credits

Experiential Credit* 12 Credit Hours

* 12 college credits are awarded to all students for experiential learning in nursing upon successful completion of NUR 1204C with a grade of C or better, as well as documentation of licensure and a minimum of six (6) months of full-time employment. LPNs who have graduated more than five years ago and/or out-of-state graduates must meet the above requirements and pass the Foundations of Nursing Upward Mobility Exam with a 75 or higher.

In order to meet graduation requirements, students must demonstrate knowledge of computers as set forth in the Associate in Science Degree General Education Requirements of the Catalog.

Registered Nursing A.S. Total 72 Credit Hours

Program Notes:

- ☐ All nursing students must construct their class schedules with the assistance of the nursing faculty, who must approve all course exemptions, alternatives, or substitutions.
- ☐ Additional costs are required when admitted to this program, including costs of uniforms, clinic shoes, liability insurance, health insurance, medical exam, standardized testing, graduation costs, in-depth background screen, and licensing fees.
- ☐ Students are required to submit proof of current CPR certification-health care provider prior to participation in hands-on clinical rotations. Students must maintain current CPR certification throughout the nursing program.

- Standardized tests and remediation are mandatory for all students.
- Laboratories in nursing are calculated using a 1 to 3 ratio or one credit equals 150 minutes.
- Course calendars may vary from the College calendar due to availability of clinical sites.

LPN to RN Bridge: Traditional Full-Time, A.S.

Banner Code: BRTA

Associate in Science

(72 credits: 10 experiential credits awarded for LPN status)

The Associate in Science degree in Nursing (ASDN) is a limited access program. The ASDN program is approved by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252, (850) 245-4125 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, fax (404) 975-5020.

Because of the common body of knowledge between the Practical Nursing program and the Registered Nursing program, it is possible for accepted Licensed Practical Nurses to complete the LPN-to-RN Bridge: Traditional Full-Time component in approximately three semesters. Completion of this component qualifies the student to take the national licensing exam to become a registered nurse.

Students seeking admission to the Traditional Bridge component must:

- submit a Florida Gateway College admission application to the Admissions Office,
- have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to the FGC Admissions Office,
- provide scores for ACT or SAT standardized testing OR register and take a college placement test prior to advisement in the nursing department,
- complete developmental education courses as required, prior to registering for the science courses,
- complete all prerequisite classes with a **GPA of 2.80 or higher** and no grade lower than a C. All prerequisite courses must be completed by end of fall semester of the year the student is applying to the program,
- students who do not complete corequisite courses with a C or better within the specified time will not be permitted to continue in the nursing program,
- score a 75 or higher on the Foundations of Nursing Upward Mobility Exam if the student graduated from a PN program more than five years ago or outside the state of Florida.
- **submit to the Nursing Department by the established deadline:**
 - the Traditional Bridge supplemental

application,

- an unofficial copy of transcripts from colleges attended including FGC,
- a copy of **current** Florida LPN license,
- current score (within past two years) of 75 or higher on the nursing entrance exam (RNET/HESI),
- documentation of full-time work experience as an LPN (acute care facility preferred).

All applicants must have six (6) months of documented full-time work experience as an LPN prior to admission. Applicants with less than six (6) months of full-time work experience as an LPN as of the application deadline, must submit documentation of all full-time work experience at that time. Proof of completion of remaining work experience (to equal or exceed six (6) months) must be submitted by the last day of open registration as determined by the FGC Academic Calendar.

Prerequisite and corequisite courses completed by the end of the fall term in which you are applying are *included* in the **required 2.8 GPA** for admission to the program.

The student must provide **official** transcripts to the Nursing Department and the Registrar's Office **immediately** following the end of fall semester for prerequisites and/or corequisites taken at a **college** other than FGC during the fall semester in which the student is applying. **The official transcripts must be received by the last day of open registration as determined by the FGC Academic Calendar. Failure to provide these in a timely manner may result in nonadmission to the nursing program.**

Applicants are responsible for providing the above documentation if they wish to be considered for admission to the nursing program. Make copies of all documentation for your personal records. **Failure to present proper documentation may result in non-acceptance into the program.**

Meeting the above criteria does not guarantee admission to the program. Admission is competitive. Admission is awarded to those individuals with the highest points using the ASDN Point System for Competitive Admission.

In-depth admission information may be found in the ASDN LPN-to-RN Bridge: Traditional Full-Time Admission Booklet in the Nursing and Health Sciences Department, the Admissions Office, and the College Web site www.fgc.edu. Florida Gateway College reserves the right to make changes in admission criteria and program information as circumstances require in the continuing development of the program.

In order to meet clinical agency requirements where student training will take place, all students in the Nursing and Health Sciences Programs must now meet state and federal regulations as described by Florida Statutes S. 400.211. An in-depth background screen and drug/alcohol screen are required. Further instructions regarding the background and drug/alcohol screen are provided in the acceptance letter. All screening must

be completed no more than six weeks prior to the first day of class. **Results of screening must be available to the program coordinator by the last day of open registration as determined by the FGC Academic Calendar.**

Random screening within the program may be required. Cost is the responsibility of the student for admission background and drug/alcohol screening and any further random analysis.

All students who graduate from a nursing program and wish to take the registered nurse NCLEX-RN exam in Florida are subject to the licensure and screening process of the Florida Board of Nursing.

Program Readmission

A student who has been admitted into the program and withdraws or does not satisfactorily complete the requirements for a required course may be considered for readmission. A student may be readmitted no more than one time. A student who has previously been readmitted and who subsequently earns a grade of D will be dismissed from the program.

The LPN-to-RN Bridge: Traditional Full-Time component includes 30 credit hours of general education courses, 32 credit hours of nursing courses, and 10 experiential learning credits. The following prerequisite courses must be completed by the end of the Fall term prior to January admission.

Prerequisite Courses: 24 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ BSC 2085 - Anatomy and Physiology I 3 credits
- ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- ☐ BSC 2086 - Anatomy and Physiology II 3 credits
- ☐ BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly
- ☐ MCB 2010 - Microbiology 3 credits
- ☐ MCB 2010L - Microbiology Lab 1 credit, 3 Lab hours weekly
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- ☐ MAC 1105 - College Algebra 3 credits **or**
- ☐ Any higher level math course 3 credits
- ☐ HUN 1201 - Human Nutrition 3 credits

Additional Information:

An overall GPA of 2.8 or higher, with no grade below a C is required in prerequisite courses to be considered for admission into the program. Completion of these courses does not guarantee acceptance into the program. All science courses must have a lab.

For credit toward admission to the program, BSC 2085 - Anatomy and Physiology I, BSC 2085L - Anatomy and Physiology I Lab, BSC 2086 - Anatomy and Physiology

II and BSC 2086L - Anatomy and Physiology II Lab course work must be completed with a C or higher within the previous five years. If coursework was completed more than five years ago, you must pass the college required competency exam OR you may complete BSC 2084C - Essentials of Anatomy and Physiology I with a C or higher.

An exemption examination for HUN 1201 - Human Nutrition is available in the Nursing Department. A score of 80% is required to pass each exam. A student cannot enter the Traditional Bridge component without a successful exam score or satisfactory completion of these courses.

All competency/exemption exams must be completed prior to the application deadline. Please contact the testing center for testing information.

Corequisite Courses: 6 Credit Hours

The following corequisite courses may be taken prior to or following admission to the Nursing Program.

- ☐ DEP 2004 - Human Growth and Development 3 credits
- ☐ PHI 2600 - Ethics 3 credits **or**
- ☐ HUM 2020 - Introduction to Humanities 3 credits **or**
- ☐ HUM 2210 - World Humanities: Prehistory to the 11th Century 3 credits **or**
- ☐ HUM 2230 - World Humanities: The 11th to the 18th Century 3 credits **or**
- ☐ HUM 2310 - Mythology in the Arts 3 credits **or**
- ☐ HUM 2551 - Philosophy and Religion 3 credits **(must be completed prior to graduation)**

Note(s):

All corequisite courses must be completed in order to graduate from the Nursing Program. **Each course completed is included in the student's GPA for admission purposes. An overall GPA of 2.8 or higher, with no grade below a C, is required in all corequisite courses.** Students who do not complete the corequisite courses with a C or better within the specified timeframe will not be permitted to continue in the nursing program.

Core Courses

The nursing courses are to be completed in the following sequence. In order to progress in the nursing program, all nursing courses must be completed with a minimum grade of C.

First Semester: 10 Credit Hours

- ☐ NUR 1213C - Nursing Process I 10 credits

Second Semester: 12 Credit Hours

- ☐ NUR 2241C - Nursing Process II 12 credits

Third Semester: 10 Credit Hours

- NUR 2412C - Transition: Maternal, Infant, Child, Adolescent 6 credits
- NUR 2804C - Nursing Roles and Leadership 4 credits

Experiential Credit* 10 Credit Hours

* 10 college credits are awarded to all students for experiential learning in nursing upon successful completion of NUR 1213C and NUR 2241C with a grade of C or better, as well as documentation of licensure and a minimum of six (6) months of full-time employment. LPNs who have graduated more than five years ago and/or out-of-state graduates must meet the above requirements and pass the Foundations of Nursing Upward Mobility Exam with a 75 or higher.

In order to meet graduation requirements, students must demonstrate knowledge of computers as set forth in the Associate in Science Degree General Education Requirements of the Catalog.

Registered Nursing A.S. Total 72 Credit Hours

Program Notes:

- All nursing students must construct their class schedules with the assistance of the nursing faculty, who must approve all course exemptions, alternatives, or substitutions.
- Additional costs are required when admitted to this program including costs of uniforms, clinic shoes, liability insurance, health insurance, medical exam, standardized testing, graduation costs, in-depth background screen, and licensing fees.
- Students are required to submit proof of current CPR certification [Healthcare Provider for American Heart Association (AHA) or Professional Rescuer for American Red Cross (ARC)] prior to participation in hands-on clinical rotations. Students must maintain current CPR certification throughout the nursing program.
- Standardized tests and remediation are mandatory for all students.
- Laboratories in nursing are calculated using a 1 to 3 ratio or one credit equals 150 minutes.
- Course calendars may vary from the College calendar due to availability of clinical sites. The student will have clinical assignments during days, evenings, weekdays, and weekends at various times during the nursing program.

Paramedic to RN Bridge, A.S.

Banner Code: BRPA

Associate in Science

(72 credits: 8 experiential credits awarded for Paramedic status)

The College offers opportunities for Paramedics to become Registered Nurses through an accelerated curriculum. Because of the common body of knowledge between the Paramedics and the Registered Nursing program, it is possible for accepted Paramedics to complete the core nursing courses of the Associate in Science Degree in Nursing (ASDN) PM-to-RN Bridge Program in three semesters. **(This program is supported by a Department of Labor grant.)**

The ASDN program is approved by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252, (850) 245-4444 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, fax (404) 975-5020.

Students seeking admission to the Paramedic to RN Bridge Track must:

- Submit a Florida Gateway College admission application to the Admissions Office.
- Have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to the FGC Admissions Office.
- Provide scores for ACT or SAT standardized testing OR register and take a college placement test prior to advisement in the nursing department.
- Complete developmental education courses as required, prior to registering for college level courses.
- Complete all prerequisite classes with a **GPA of 2.80 or higher** and no grade lower than a C. All prerequisite courses must be completed by end of the fall semester of the year the student is applying to the program.
- **Submit to the Nursing Department by the established deadline:**
 - the PM-RN Bridge supplemental application,
 - an unofficial copy of transcripts from colleges attended including FGC,
 - a copy of **current** Florida Paramedic license,
 - a current score (within past two years) of 75 or higher on the nursing entrance exam (RNET/HESI),
 - documentation of **6 months of full-time work experience as a PM or Emergency Room Technician prior to admission.**

The student must provide **official** transcripts to the Nursing Department and the Registrar's Office **immediately** following the end of the semester for prerequisites taken at a college other than FGC during the semester in which the student is applying. **The transcripts must be received by the last day of open registration as determined by the FGC Academic Calendar. Failure to provide these in a timely manner may result in nonadmission to the nursing program.**

Applicants are responsible for providing the above documentation if they wish to be considered for admission to the nursing program. Make copies of all documentation for your personal records. **Failure to present proper documentation**

may result in non-acceptance into the program.

Meeting the above criteria does not guarantee admission to the program. Admission is competitive. Admission is awarded to those individuals with the highest points using the ASDN Point System for Competitive Admission.

In-depth admission information may be found in the ASDN Paramedic to RN Application Packet in the Nursing and Health Sciences Department, the Admissions Office, and the College Web site www.fgc.edu. Florida Gateway College reserves the right to make changes in admission criteria and program information as circumstances require in the continuing development of the program.

Conditional acceptance letters are mailed by the date designated within the Application Packet for the upcoming admission period. *In order to meet clinical agency requirements where student training will take place, all students in the Nursing and Health Sciences Programs must now meet state and federal regulations as described by Florida Statutes S. 400.211. An in-depth background screen and drug/alcohol screen are required. Further instructions regarding the background and drug/alcohol screen are provided in the acceptance letter. All screening must be completed by the timeframe as designated by the program coordinator. Random screening within the program may be required. Cost is the responsibility of the student for admission background and drug/alcohol screening and any further random analysis.*

All students who graduate from a nursing program and wish to take the registered nurse NCLEX-RN exam in Florida are subject to the licensure and screening process of the Florida Board of Nursing.

Program Readmission

A student who has been admitted into the program and withdraws or does not satisfactorily complete the requirements for a required course may be considered for readmission. A student may be readmitted no more than one time. A student who has previously been readmitted and who subsequently earns a grade of D will be dismissed from the program.

The PM-RN Bridge Track component includes 30 credit hours of non-nursing courses, 34 credit hours of nursing courses, and 8 experiential learning credits. Nursing courses are designated with the NUR or NSP prefix. Human Nutrition (HUN 1201), a transferable non-nursing course, is counted within the non-nursing credit hours.

Prerequisite Courses: 30 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ BSC 2085 - Anatomy and Physiology I 3 credits
- ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- ☐ BSC 2086 - Anatomy and Physiology II 3 credits
- ☐ BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly

- ☐ MCB 2010 - Microbiology 3 credits
- ☐ MCB 2010L - Microbiology Lab 1 credit, 3 Lab hours weekly
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- ☐ MAC 1105 - College Algebra 3 credits **or** any higher level math course
- ☐ DEP 2004 - Human Growth and Development 3 credits
- ☐ HUN 1201 - Human Nutrition 3 credits
- ☐ PHI 2600 - Ethics 3 credits **or**
- ☐ HUM 2020 - Introduction to Humanities 3 credits **or**
- ☐ HUM 2210 - World Humanities: Prehistory to the 11th Century 3 credits **or**
- ☐ HUM 2230 - World Humanities: The 11th to the 18th Century 3 credits **or**
- ☐ HUM 2310 - Mythology in the Arts 3 credits **or**
- ☐ HUM 2551 - Philosophy and Religion 3 credits

Additional Information:

An overall GPA of 2.8 or higher, with no grade below a C is required in all prerequisite courses to be considered for admission into the program. Completion of these courses does not guarantee acceptance into the program. All science courses must have a lab.

For credit toward admission to the program, Anatomy and Physiology I BSC 2085, Anatomy and Physiology I Lab BSC 2085L, Anatomy and Physiology II BSC 2086 and Anatomy and Physiology II Lab BSC 2086L must be completed with a C or higher within the previous five years. If coursework was completed more than five years ago, you must pass the college required competency exam OR you may complete Essentials of Anatomy and Physiology I BSC 2084C with a C or higher.

All competency/exemption exams must be completed prior to the application deadline. Please contact the testing center for testing information.

Core Courses

The nursing courses are to be completed in the following sequence. In order to progress in the nursing program, all nursing courses must be completed with a minimum grade of C.

First Semester: 13 Credit Hours

- ☐ NUR 1051C - Career Transition to Nursing 13 credits

Second Semester: 11.5 Credit Hours

- ☐ NUR 2261C - Transition to Adult Health II 11.5 credits

Third Semester: 9.5 Credit Hours

- ☐ NUR 2412C - Transition: Maternal, Infant, Child,

Adolescent 6 credits

- ☐ NUR 2801C - Transition Nursing Roles and Leadership
3.5 credits

Experiential Credit* 8 Credit Hours

* 8 college credits are awarded to all students for experiential learning in nursing upon successful completion of NUR 1051C with a grade of C or better, as well as documentation of licensure and a minimum of 6 months of full-time employment. In order to meet graduation requirements, students must demonstrate knowledge of computers as set forth in the Associate in Science Degree General Education Requirements of the Catalog.

Registered Nursing A.S. Total 72 Credit Hours

Program Notes:

- ☐ All nursing students must construct their class schedules with the assistance of the nursing faculty, who must approve all course exemptions, alternatives, or substitutions.
- ☐ Additional costs are required when admitted to this program including costs of uniforms, clinic shoes, liability insurance, health insurance, medical exam, standardized testing, graduation costs, in-depth background screen, and licensing fees.
- ☐ Students are required to submit proof of current CPR certification - health care provider prior to participation in hands-on clinical rotations. Students must maintain current CPR certification throughout the nursing program.
- ☐ Standardized tests and remediation are mandatory for all students.
- ☐ Laboratories in nursing are calculated using a 1 to 3 ratio or one credit equals 150 minutes.
- ☐ Course calendars may vary from the College calendar due to availability of clinical sites.

Physical Therapist Assistant, A.S.

Banner Code: PTAA

Associate in Science

(74 credit hours)

The Associate in Science in Physical Therapist Assistant (PTA) program, a limited access program, qualifies students to take the national physical therapy licensing exam to become a physical therapist assistant. The program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703.706.3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

To be officially considered for admission into this program, a student must:

- ☐ Submit an official high school transcript, GED® or documentation of Home Schooling, and any transcripts from colleges other than FGC to the FGC Admissions Office.
- ☐ Submit a Florida Gateway College admission application to the Office of Admissions.
- ☐ Submit the supplemental PTA Program application.
- ☐ Take a placement exam as prescribed by State Board of Education Rule. For placement testing, make an appointment by calling (386) 754-4335.
- ☐ Complete all first year courses within Phase I with a grade of C or better.
- ☐ Maintain a minimum GPA of 2.5 or better in all prerequisite courses.
- ☐ Complete all program criteria per the PTA Admission Booklet and submit all required forms by the posted deadline.
- ☐

Career Pathways Admission:

A number of positions will be reserved for Career Pathway students, under a Career Pathway agreement among FGC and the high schools in the service area. To be eligible for one of these positions, a Career Pathway student must meet all requirements for admission included in the PTA Admission Booklet and 1) attend Florida Gateway College for all prerequisite courses, 2) have a minimum 2.75 GPA in all prerequisite courses, and 3) apply to the PTA Program within two years of high school graduation.

Clinical Agency Requirements:

In order to meet clinical agency requirements where student training will take place, all students in Nursing and Health Sciences Programs must now meet state and federal regulations as described by Florida Statutes S. 400.211. An in-depth background screen and drug screen is required. Further instructions regarding the background and drug screen are provided in the acceptance letter. All screening must be completed no more than six weeks prior to the first day of class. Results of screening must be available to the program coordinator by the last day of open registration as determined by the FGC Academic Calendar.

Random screening within the program may be required. Cost is the responsibility of the student for admission background and drug screening and any further random analysis.

The PTA program is a 1+1 model including 32 credit hours in Phase I and 42 credit hours in Phase II. Phase I includes PHT 1007 PHT 1007 - Topics in Physical Therapy which must be completed prior to admission to Phase II. All of Phase I should be completed by the end of Spring term prior to admission to the Program.

First Year

A student is required to successfully complete all of the following Phase I courses before being formally accepted into the second

year of the PTA program. A grade of C or better is required in each course with an average GPA of 2.5 to be considered for admission in the PTA program. Phase I courses need to be completed by the end of the Spring Semester of the year of application. The following sequence is suggested for taking the Phase I courses:

First Semester Phase I: 16 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ PHY 1020 - Essentials of Physics 3 credits
- ☐ HSC 2531 - Medical Terminology 3 credits
- ☐ MAC 1105 - College Algebra 3 credits **or**
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- ☐ Any other higher level math course 3 credits
- ☐ BSC 2085 - Anatomy and Physiology I 3 credits *
- ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly *

Second Semester Phase I: 16 Credit Hours

- ☐ PHT 1007 - Topics in Physical Therapy 3 credits
- ☐ BSC 2086 - Anatomy and Physiology II 3 credits *
- ☐ BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly *
- ☐ SPC 1017 - Oral Communications 3 credits **or**
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ DEP 2004 - Human Growth and Development 3 credits
- ☐ PHI 2600 - Ethics 3 credits **or**
- ☐ HUM 2551 - Philosophy and Religion 3 credits **or**
- ☐ MUL 1010 - Music Appreciation 3 credits **or**
- ☐ PHI 1100 - Introduction to Logic 3 credits **or**
- ☐ HUM 2020 - Introduction to Humanities 3 credits

Note(s):

*Anatomy & Physiology I and II must be completed within the last five years prior to starting PTA second year.

Second Year

Third Semester Phase II Fall: 15 Credit Hours

- ☐ PHT 1175C - Functional Anatomy and Kinesiology 4 credits
- ☐ PHT 1224C - Therapeutic Techniques and Disabilities 4 credits
- ☐ PHT 1200 - Basic Patient Care 3 credits
- ☐ PHT 1200L - Basic Patient Care Lab 1 credit
- ☐ PHT 2301 - Pathological Conditions in Physical Therapy 3 credits

Fourth Semester Phase II Spring: 17 Credit Hours

- ☐ PHT 1801L - Physical Therapy Clinical Practice I 4 credits
- ☐ PHT 1931 - PTA Seminar 1 credit
- ☐ PHT 1217 - Physical Therapy Principles and Procedures 3 credits
- ☐ PHT 1217L - Physical Therapy Principles and Procedures Lab 1 credit
- ☐ PHT 2162C - Neurological Disabilities and Treatment 4 credits
- ☐ PHT 2252C - Orthopedic Disabilities and Treatment 4 credits

Fifth Semester Phase II Summer C: 10 Credit Hours

- ☐ PHT 2810L - Physical Therapy Clinical Practice II 5 credits
- ☐ PHT 2220 - Advanced Rehab Concepts in Physical Therapy 3 credits
- ☐ PHT 2931 - Trends in Physical Therapy 2 credits

Physical Therapist Assistant A.S. Total 74 Credit Hours

Program Notes:

- ☐ Additional costs are required when admitted to the program, including liability insurance, health insurance, medical examination, background and drug screening, graduation, and licensing fees. Students are responsible for all costs associated with the program.
- ☐ Proof of current CPR certification [Healthcare Provider for American Heart Association] is required prior to participation in the clinical portion of the program.
- ☐ Students are responsible for their own transportation to clinical facilities during the clinical portion of the program.
- ☐ Phase II of the PTA program is academically demanding and the transition from general education courses to the technical portion of the program requires adjustment and a full-time commitment. Part-time employment may be possible, but full-time employment is strongly discouraged.

Completion of Phase I does not guarantee admission into Phase II. Interested students should contact the Office of Admissions at (386) 754-4396 or the PTA Program Coordinator for a current Admission Booklet.

Registered Nursing, A.S.

Banner Code: NRVA

Associate in Science

(72 credit hours)

The Associate in Science degree in Nursing (ASDN), a limited access program, qualifies the student to take the national licensing exam to become a registered nurse. The program is approved by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252, (850) 245-4125 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, fax (404) 975-5020.

Students seeking admission to the ASDN program must:

- ☐ submit a Florida Gateway College admission application to the Admissions Office,
- ☐ have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to the FGC Admissions Office,
- ☐ provide scores for ACT or SAT standardized testing OR register and take a college placement test prior to advisement in the nursing department,
- ☐ complete developmental education courses as required, prior to registering for the prerequisite and corequisite science courses,
- ☐ complete all prerequisite classes with a **GPA of 2.80 or higher** and no grade lower than a C. All prerequisite classes must be completed by the end of the spring term of the year the student is applying to the program,
- ☐ students who do not complete corequisite courses with a C or better within the specified time will not be permitted to continue in the nursing program,
- ☐ **submit to nursing department by the established deadline:**
 - current score (within past two years) of 75 or higher on the nursing entrance exam (RNET/HESI),
 - ASDN supplemental application,
 - unofficial copy of transcripts from colleges attended, including FGC.
 -

Prerequisite and corequisite courses completed by the end of the spring term in which you are applying are *included* in the required 2.8 GPA for admission to the program.

The student must provide **official transcripts** to the Nursing Department and the Registrar's Office immediately following the end of Spring term for prerequisites and/or corequisites taken at a college other than FGC during the Spring term in which the student is applying. *The transcripts must be received no later than May 12, to receive credit for the courses completed in Spring term.*

Applicants are responsible for providing the above

documentation if they wish to be considered for admission to the nursing program. Make copies of all documentation for your personal records. *Failure to present proper documentation may result in non-acceptance into the program.*

Meeting the above criteria does not guarantee admission to the program. Admission is competitive. In the event of multiple candidates, the RNET score will be used to determine admission.

Guaranteed Admission

Any applicant who has earned a minimum grade of B+ in all prerequisite courses and any corequisite courses taken will be guaranteed admission, providing all of the above requirements are met. All pre- and corequisite courses must be taken at Florida Gateway College.

Career Pathway Admission

A number of positions will be reserved for Career Pathway students, under a Career Pathway agreement among FGC and the high schools in the service area. To be eligible for one of these positions, a Career Pathway student must meet all requirements for admission as listed above and: (1) attend Florida Gateway College for all pre- and corequisite courses, (2) have a minimum 2.80 GPA in all prerequisite and any corequisite classes taken, and (3) apply to the Nursing Program within two years of high school graduation.

Other Admission

Students who do not qualify under the Guaranteed Admission or Career Pathway Admission criteria will be admitted if space is available, with places being awarded to those individuals with the highest points using the ASDN Point System for Competitive Admission.

In depth admission information may be found in the ASDN Admission Packet in the Nursing and Health Sciences Department, the Admissions Office, and the College Web site www.fgc.edu. Florida Gateway College reserves the right to make changes in admission criteria and program information, as circumstances require.

In order to meet clinical agency requirements where student training will take place, all students in the Nursing and Health Sciences Programs must now meet state and federal regulations as described by Florida Statutes S. 400.211. An in-depth background screen and drug/alcohol screen is required. Further instructions regarding the background and drug/alcohol screen are provided in the acceptance letter. All screening must be completed no more than six weeks prior to the first day of class. Results of screening must be available to the program coordinator by the last day of open registration as determined by the FGC Academic Calendar.

Random screening within the program may be required. Cost is the responsibility of the student for admission background and drug/alcohol screening and any further random analysis. All students who graduate from a nursing program and wish to take the registered nurse NCLEX-RN exam in Florida are subject to the licensure and screening process of the Florida Board of Nursing.

Program Readmission

A student who has been admitted into the program and withdraws or does not satisfactorily complete the requirements for a required course may be considered for readmission. A student may be readmitted no more than one time. A student who has previously been readmitted and who subsequently earns a grade of D will be dismissed from the program.

The ASDN program includes 30 credit hours of general education courses, and 42 credit hours of nursing courses. The following 13 credit hours (prerequisite courses) may be taken at the student's own pace, but must be completed by the end of the Spring term prior to admission to the program.

Prerequisite Courses (required): Total 20 Credit Hours

In order to be considered for admission, an overall GPA of 2.8 or higher, with no grade below a C is required in all prerequisite courses. Completion of the courses does not guarantee admission into the program.

- ☐ BSC 2085 - Anatomy and Physiology I 3 credits
- ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- ☐ MCB 2010 - Microbiology 3 credits
- ☐ MCB 2010L - Microbiology Lab 1 credit, 3 Lab hours weekly
- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ HUN 1201 - Human Nutrition 3 credits

- ☐ MAC 1105 - College Algebra 3 credits **or**
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- ☐ Any higher level math course 3 credits

Corequisite Courses: 10 Total Credit Hours

The following corequisite courses may be taken prior to or following admission to the program. **Completion of science courses prior to entering the nursing program is strongly recommended to enhance success in the nursing program. All sciences courses must have a lab.**

- ☐ BSC 2086 - Anatomy and Physiology II 3 credits
(*must be completed prior to end of 1st semester*)
- ☐ BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly
(*must be completed prior to end of 1st semester*)
- ☐ DEP 2004 - Human Growth and Development 3 credits
(*must be completed prior to end of 2nd semester*)

- ☐ PHI 2600 - Ethics 3 credits **or**
- ☐ HUM 2020 - Introduction to Humanities 3 credits **or**
- ☐ HUM 2210 - World Humanities: Prehistory to the 11th Century 3 credits **or**
- ☐ HUM 2230 - World Humanities: The 11th to the 18th Century 3 credits **or**
- ☐ HUM 2310 - Mythology in the Arts 3 credits **or**
- ☐ HUM 2551 - Philosophy and Religion 3 credits
(*must be completed prior to graduation*)

Additional Information:

For credit toward admission to the program, BSC 2085 - Anatomy and Physiology I, BSC 2085L - Anatomy and Physiology I Lab, BSC 2086 - Anatomy and Physiology II and BSC 2086L - Anatomy and Physiology II Lab coursework must be completed with a C or higher within the previous five (5) years. If coursework was completed more than five years ago, you must pass the college required competency exam OR you may take BSC 2084C - Essentials of Anatomy and Physiology I. All competency exams must be completed prior to the application deadline. Please contact the testing center for testing information. An overall GPA of 2.8 or higher, with no grade below a C, is required in all corequisite courses. Students who do not complete the corequisite courses within the specified timeframe with a C or better will not be permitted to continue in the nursing program. The 42 credit hours of nursing courses are to be completed in the following sequence. In order to progress in the nursing program, all nursing courses must be completed with a minimum grade of C.

Core Courses

First Semester: 10 Credit Hours

- ☐ NUR 1020C - Nursing Foundations 10 credits

Second Semester: 10 Credit Hours

- ☐ NUR 1213C - Nursing Process I 10 credits

Third Semester: 12 Credit Hours

- ☐ NUR 2241C - Nursing Process II 12 credits

Fourth Semester: 10 Credit Hours

- ☐ NUR 2412C - Transition: Maternal, Infant, Child, Adolescent 6 credits
- ☐ NUR 2804C - Nursing Roles and Leadership 4 credits

Registered Nursing A.S. Total 72 Credit Hours

In order to meet graduation requirements, students must demonstrate knowledge of computers as set forth in the Associate in Science Degree General Education Requirements of the Catalog.

Program Notes:

- ☐ All nursing students must construct their class schedules with the assistance of the nursing faculty, who must approve all course exemptions, alternatives, or substitutions.
- ☐ Additional costs are required when admitted to this

program including costs of uniforms, clinic shoes, liability insurance, health insurance, medical exam, standardized testing, graduation costs, in-depth background screen, and licensing fees.

- ☐ Students are required to submit proof of current CPR certification [Healthcare Provider for American Heart Association (AHA) or Professional Rescuer for American Red Cross (ARC)] prior to participation in hands-on clinical rotations. Students must maintain current CPR certification throughout the nursing program.
- ☐ Standardized tests and remediation are mandatory for all students.
- ☐ Laboratories in nursing are calculated using a 1 to 3 ratio or one credit equals 150 minutes.
- ☐ Course calendars may vary from the College calendar due to availability of clinical sites. The student will have clinical assignments during days, evenings, weekdays, and weekends at various times during the Nursing Program.

Respiratory Care, A.S.

Banner Code: RCTT

Associate in Science

In cooperation with Santa Fe College

(19 credit hours – towards an A.S. Degree)

This specialized program is in partnership with Santa Fe College. Students will enroll at Florida Gateway College to complete their general education courses. Specialized respiratory care courses will be offered by Santa Fe College (SFC), and the A.S. degree in Respiratory Care is awarded by SFC. This is a selective admission program. For more information about the program, please contact Paul Stephan, SFC Respiratory Care Director, at 352-395-5706 or visit the Web site at www.sfcollege.edu/healthsciences/respiratorycare/. The following courses, which are part of the program, may be taken at FGC:

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ HSC 2531 - Medical Terminology 3 credits
- ☐ MAC 1105 - College Algebra 3 credits **or**
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits **or**
- ☐ STA 2023 - Elementary Statistics 3 credits
- ☐ **Social/Behavioral Science elective** 3 credits (course with prefix AMH, EUH, or PSY)*
- ☐ **Humanities/Fine Arts elective** (PHI 2600 is recommended; other acceptable courses are those with a prefix HUM, ARH, MUL, MUH, REL)* 3 credits
- ☐ BSC 2084C - Essentials of Anatomy and Physiology I 4 credits

Total Credits at FGC: 19

Note(s):

*Course must be a General Education (GE) courses as identified in the FGC catalog.

Supply Chain Management, A.S.

Banner Code: SCML

Associate in Science

(60 credit hours)

Florida Gateway College offers the Associate in Science degree in Supply Chain Management (logistics and distribution). The degree is designed to prepare students with cross-functional skills necessary for the integration of the business processes involved in the planning, acquisition, flow and distribution of goods and services or to enter the state university system. Students who choose the alternative route should be aware that 12 hours of additional general education courses are required to transfer to the state university of choice. The program curriculum focuses on related business and accounting practices such as standard policies and operating procedures, negotiation techniques, planning, organizing, logistics concepts, purchasing and inventory control theory. Emphasis is placed on the development of business and managerial skills necessary for the efficient and effective performance of all operations within a company's supply chain.

To be officially accepted into this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ complete an application to FGC,
- ☐ take a placement test as prescribed by State Board of Education Rule, and
- ☐ be proficient in Microsoft Office, Word, Excel, and PowerPoint.

All students are required to construct their class schedules with the assistance of an advisor or the Program Director.

The following is a suggested sequence for the required courses:

First Semester: 15 Credit Hours

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ MAC 1105 - College Algebra 3 credits **or**
- ☐ MGF 1106 - Mathematics for Liberal Arts I 3 credits
- ☐ TRA 2154 - Introduction to Supply Chain Management 3 credits
- ☐ CGS 1570 - Computer Applications 3 credits
- ☐ Humanities Elective (**GE**): (HUM, PHI, REL, ARH course or THE 2000) 3 credits

Second Semester: 16 Credit Hours

- ☐ ACG 2021 - Introduction to Financial Accounting 4 credits
- ☐ MAN 2043 - Principles of Quality Management 3 credits **or**
- ☐ ETI 1110 - Principles of Quality Assurance 3 credits

- ☐ TRA 2010 - Transportation and Distribution 3 credits
- ☐ SPC 1061 - Introduction to Academic and Professional Speaking 3 credits **or**
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ Professional Elective 3 credits

Third Semester: 15 Credit Hours

- ☐ ENC 1102 - Freshman Composition II 3 credits **or**
- ☐ ENC 1210 - Technical Writing 3 credits
- ☐ TRA 2230 - Warehouse Management 3 credits
- ☐ TRA 2131 - Purchasing and Inventory Management 3 credits
- ☐ Social Science **(GE)** (AMH 2010 or AMH 2020, ECO 2013, EUH 2000 or EUH 2001, or PSY course) 3 credits
- ☐ Professional Elective 3 credits

Fourth Semester: 14 Credit Hours

- ☐ MAN 1942 - Supply Chain Management Internship 2 credits
- ☐ MAN 2500 - Operations Management 3 credits
- ☐ Professional Elective 3 credits
- ☐ Professional Elective 3 credits
- ☐ Elective 3 credits

Supply Chain Management A.S. Total 60 Credit Hours

Recommended Electives are:

Professional Electives

- ☐ BUL 2241 - Business Law I 3 credits
- ☐ ECO 2023 - Microeconomics 3 credits
- ☐ GEB 1011 - Introduction to Business 3 credits
- ☐ GEB 2430 - Business Ethics 3 credits
- ☐ MAN 2021 - Principles of Management 3 credits
- ☐ MAN 2930 - Special Topics in Supply Chain Management 1-3 credits
- ☐ MAR 2011 - Principles of Marketing 3 credits
- ☐ SPN 1120 - Elementary Spanish I 4 credits - 3 lecture hours, 1 lab hour
- ☐ STA 2023 - Elementary Statistics 3 credits
- ☐ ETI 1701 - Industrial Safety 3 credits

Electives

- ☐ CGS 2511 - Spreadsheets 3 credits

- ☐ ACG 2071 - Introduction to Managerial Accounting 3 credits
- ☐ SBM 2000 - Small Business Management 3 credits
- ☐ SYG 1310 - Human Relations 3 credits
- ☐ OST 1384 - Introduction to Customer Service 3 credits
- ☐ MNA 2345 - Principles of Supervision 3 credits
- ☐ *SCIENCE ELECTIVE BSC, CHM, GLY, PHY, AST

Program Notes:

Students:

- ☐ may exempt courses if sufficient skills are demonstrated or if the division chairperson agrees to a course substitution. If a student exempts one or more courses, acceptable elective(s) must be taken.
- ☐ must have all electives or alternatives approved by the program advisor or division chairperson, and
- ☐ must complete developmental education classes in English, reading, math, and SLS 1501 The College Experience, if placement scores are not at required levels.

Veterinary Technology, A.S.

Banner Code: VETT

Associate in Science

In cooperation with St. Petersburg College

(22 credit hours – towards an A.S. Degree)

This specialized program is in partnership with St. Petersburg College (SPC). Students will enroll at Florida Gateway College, complete their general education courses, and then enroll at St. Petersburg College to complete the A.S. program. The SPC portion of the program is a totally distance learning program. All SPC courses are online and students must work at least part-time for a veterinarian. This is a selective admission program. For more information about the selection process, please contact SPC at (727) 341-3653 or visit the Web site at <http://www.spcollege.edu/program/VETTC-AS>. The following general education courses, which are part of the program, are available at FGC and must be taken before admission to the SPC portion of this program.

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ SPC 1017 - Oral Communications 3 credits **or**
- ☐ SPC 1061 - Introduction to Academic and Professional Speaking 3 credits **or**
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ PHI 2600 - Ethics 3 credits
- ☐ BSC 2010C - General Biology I with Lab 4 credits **or**
- ☐ ZOO 2010C - General Zoology 4 credits
- ☐ MAC 1105 - College Algebra 3 credits
- ☐ **A course with one of the following prefixes:**
ARH, HUM, MUH, MUL, REL 3 credits

- **Social or Behavior Science (GE)**
A course with one of the following prefixes: AMH,
ECO, EUH, PSY 3 credits

Total Credits at FGC: 22

Note(s):

Students must also meet the SPC computer literacy requirement.
This may be done by successfully completing CGS 1570 -
Computer Applications (3 credits) or passing the SPC computer
literacy examination.

College Credit Certificates

General Information

College Credit Certificate programs are designed for the student who wishes to quickly transition from education into work. These programs are for short time periods, generally one year or less. College Credit Certificates can stand alone or be part of an A.S. degree. A student wishing to apply for a certificate program should consult the admission section of this catalog for general admissions information. However, a student is cautioned that official acceptance into Florida Gateway College's certificate programs is done at the academic department level.

Some certificate programs have limited or selective admissions requirements. A student is urged to consult with the specific instructional area which oversees a particular certificate for additional details.

To meet entry and/or graduation requirements, College Credit Certificate students must:

- ☐ complete the program requirements as outlined in the program section of the catalog
- ☐ demonstrate competence in reading, math, or language through placement examination or by passing the appropriate reading, math, or language courses, and
- ☐ maintain a 2.0 cumulative grade point average or higher in all certificate program courses and a C in any college developmental education courses which may be required for that specific program.
- ☐ complete the college residency requirement, which is at least 25 percent of the student's program in residency at Florida Gateway College.

A student who owes an obligation to the College will not receive a diploma or transcript until the obligation is resolved.

Certificate Enrollment & Registration

Certificate programs at the College are generally designed for full-time study. However, occasionally a program may be offered that is also applicable to part-time enrollment. A student should contact the Admissions Office for further information.

College Credit Certificate Programs

College Credit Certificates

Accounting Technology, C.C.C.

Banner Code: ACGC

College Credit Certificate

(28 credit hours)

The Accounting Technology Certificate is designed for those students who intend to seek employment in accounting or related fields, or for those in the field wishing to acquire additional skills.

The following is a suggested sequence for the required courses:

First Semester: 13 Credit Hours

- ☐ GEB 1011 - Introduction to Business 3 credits
- ☐ MTB 1103 - Business Mathematics 3 credits
- ☐ TAX 2000 - Introduction to Federal Income Tax 3 credit hours
- ☐ ACG 2021 - Introduction to Financial Accounting 4 credits

Second Semester: 12 Credit Hours

- ☐ OST 2335 - Applied Business Communications 3 credits
- ☐ ACG 2071 - Introduction to Managerial Accounting 3 credits **or**
- ☐ FIN 2003 - Introduction to Small Business Finance 3 credits
- ☐ BUL 2241 - Business Law I 3 credits
- ☐ CGS 1570 - Computer Applications 3 credits

Summer Term: 3 Credit Hours

- ☐ APA 2144 - Introduction to QuickBooks 3 credits

Accounting Technology Total 28 Credit Hours

Automation, C.C.C.

Banner Code: AUMA

College Credit Certificate

(12 credit hours)

The purpose of this certificate is to provide students who already possess residential or industrial electrician skills with supplemental training in industrial automation. Students with this certificate are prepared for initial employment with an occupational title as Electrical and Instrumentation or E&I Technician, Controls Technician or Automation Technician. The coursework includes, but is not limited to, Programmable Logic Controller installation and troubleshooting, Ladder Logic diagrams, Siemens STEP 7 and Allen Bradley RS-LOGIX software programming, Industrial Robotics hardware and software, and Human Machine Interface installation and

programming.

To be officially accepted into this program a student must:

- ☐ Have a high school diploma or GED certificate,
- ☐ Complete an application to FGC,
- ☐ Take a placement test as prescribed by State Board of Education Rule,
- ☐ Demonstrate sufficient knowledge of DC and AC electrical systems through prior coursework, through examination or certification, or through interview with the program coordinator.

All students are required to construct their class schedules with the assistance of an advisor or the Program Director.

Required Courses: 12 Credit Hours

- ☐ ETS 1542C - Programmable Logic Controllers I 3 credits
- ☐ ETS 1544C - Programmable Logic Controllers 2 3 credits
- ☐ ETS 2676C - Introduction to Robotics 3 credits
- ☐ ETS 2531C - Human-Machine Interfaces and System Graphics 3 credits

Automation Total 12 Credit Hours

Business Management, C.C.C.

Banner Code: SBMD

College Credit Certificate

(24 credit hours)

The Certificate in Business Management is a college credit program that prepares a student for the operation of a small business.

The following is a **suggested** sequence for the required courses:

First Semester: 12 Credit Hours

- ☐ MTB 1103 - Business Mathematics 3 credits
- ☐ CGS 1570 - Computer Applications 3 credits
- ☐ GEB 1011 - Introduction to Business 3 credits
- ☐ SBM 2000 - Small Business Management 3 credits

Second Semester: 12 Credit Hours

- ☐ MAR 2011 - Principles of Marketing 3 credits
- ☐ BUL 2241 - Business Law I 3 credits
- ☐ APA 2111 - Accounting I 3 credits
- ☐ GEB 2214 - Business Communications 3 credits

Business Management Total 24 Credit Hours

Child Care Center Management, C.C.C.

Banner Code: CCCM

College Credit Certificate

Child Care Professional

The core for the following certificate is the 9 credit hour, Personal Enrichment enrollment option, Child Care Professional (CCP). This core consists of three courses which focus on eight areas of competency regarding the care of young children, such as health and safety, professionalism, child care center management and promoting the cognitive, emotional, social and physical development of young children. Upon completion of this program, with a passing grade of C or better, students are eligible to apply for the Florida Staff Credential. Students will earn 9 college credits towards the Associate of Science in Early Childhood Education.

This program is for students who are already working or volunteering in an early childhood classroom, and the students must have at least 480 hours of classroom experience prior to admittance to the program, in addition to a GED or high school diploma. During the CCP program, students are formally observed and evaluated in their classroom settings. The CCP program may be completed in one semester. Classes are scheduled online.

CCP Core Courses: 9 Credit Hours

- ☐ EEC 1001 - Introduction to Early Childhood Education 3 credits
- ☐ CHD 1220 - Child Growth and Development I 3 credits
- ☐ EEC 2300 - Cognitive Experiences for Young Children 3 credits

Child Care Professional Total 9 Credit Hours

Early Childhood Certificates

To be eligible for these certificates a student must meet:

Admissions Requirements:

- ☐ have a high school diploma or GED certificate,
- ☐ take the college placement test, ACT, or SAT. Insufficient scores will mean the student must take appropriate developmental education courses and SLS 1501 The College Experience.

Students will earn 12 college credits towards the Associate of Science in Early Childhood Education.

These 12 hours cannot be a combination of 12 Personal Enrichment hours; they must be declared as a major in the degree or certificate seeking process.

Child Care Center Management

(12 credits)

The purpose of this program is to prepare students as child care administrators with the knowledge and skills to effectively manage a quality childcare program or to provide supplementary training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, implementation of rules and regulations; family interaction; administrative organization; financial and legal issues; education programming; professional responsibilities; and employability skills. Program prepares individuals to assume major managerial and administrative responsibilities within home or center-based programs for childcare.

To be eligible for this certificate a student must meet the above admissions requirements, complete the CCP core courses listed above, and pass:

- ☐ EEC 2002 - Foundations of Child Care and Education Administration 3 credits

Child Care Center Management Total 12 Credit Hours

Child Care Professional

Banner Code: CCPC

Personal Enrichment Program

(9 credit hours)

Child Care Professional (CCP) is the 9 credit hour, Personal Enrichment enrollment option. This core consists of three courses which focus on eight areas of competency regarding the care of young children, such as health and safety, professionalism, child care center management and promoting the cognitive, emotional, social and physical development of young children. Upon completion of this program, with a passing grade of C or better, students are eligible to apply for the Florida Staff Credential. Students will earn 9 college credits towards the Associate of Science in Early Childhood Education.

This program is for students who are already working or volunteering in an early childhood classroom, and the students must have at least 480 hours of classroom experience prior to admittance to the program, in addition to a GED or high school diploma. During the CCP program, students are formally observed and evaluated in their classroom settings. The CCP program may be completed in one semester. Classes are scheduled online.

Required Courses: 9 Credit Hours

- ☐ EEC 1001 - Introduction to Early Childhood Education

3 credits

- ☐ CHD 1220 - Child Growth and Development I 3 credits
- ☐ EEC 2300 - Cognitive Experiences for Young Children 3 credits

Child Care Professional Total 9 Credit Hours

Child Development Early Intervention Specialization, C.C.C.

Banner Code: CDEI

College Credit Certificate

Child Care Professional

The core for the following certificate is the 9 credit hour, Personal Enrichment enrollment option, Child Care Professional (CCP). This core consists of three courses which focus on eight areas of competency regarding the care of young children, such as health and safety, professionalism, child care center management and promoting the cognitive, emotional, social and physical development of young children. Upon completion of this program, with a passing grade of C or better, students are eligible to apply for the Florida Staff Credential. Students will earn 9 college credits towards the Associate of Science in Early Childhood Education.

This program is for students who are already working or volunteering in an early childhood classroom, and the students must have at least 480 hours of classroom experience prior to admittance to the program, in addition to a GED or high school diploma. During the CCP program, students are formally observed and evaluated in their classroom settings. The CCP program may be completed in one semester. Classes are scheduled online.

CCP Core Courses: 9 Credit Hours

- ☐ EEC 1001 - Introduction to Early Childhood Education 3 credits
- ☐ CHD 1220 - Child Growth and Development I 3 credits
- ☐ EEC 2300 - Cognitive Experiences for Young Children 3 credits

Child Care Professional Total 9 Credit Hours

Early Childhood Certificates

To be eligible for these certificates a student must meet:
Admissions Requirements:

- ☐ have a high school diploma or GED certificate,
- ☐ take the college placement test, ACT, or SAT. Insufficient scores will mean the student must take appropriate developmental education courses and SLS

1501 The College Experience.

Students will earn 36 college credits towards the Associate of Science in Early Childhood Education.

These 36 hours cannot be a combination of 36 Personal Enrichment hours; they must be declared as a major in the degree or certificate seeking process.

Child Development Early Intervention Specialization

(36 credits)

The purpose of this program is to prepare students as Early Childhood Education Caregivers with an early intervention specialization or to provide supplementary training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, gaining knowledge about working with young children with special needs, growth and development, early childhood education; establishing and maintaining a safe, clean, healthy, learning environment; guidance techniques and classroom management; communication; identification of child abuse and neglect; implementation of rules and regulations; nutrition; family interaction; legal and professional responsibilities; and employability skills. Programs prepare individuals to assume major caregiving and educational responsibilities within home or center-based programs for preschool children.

To be eligible for this certificate a student must meet the admissions requirements, complete the CCP core courses (9 credit hours) and successfully complete the following 27 credit hours:

- ☐ ENC 1101 - Freshman Composition I 3 credits
- ☐ SPC 2608 - Public Speaking 3 credits
- ☐ CHD 1339 - Learning Through Play 3 credits
- ☐ EEC 1309C - Early Childhood Education Foundations 3 credits
- ☐ EEC 1601 - Observing and Recording Child Behavior 3 credits
- ☐ EEC 2401 - Home and Community 3 credits
- ☐ EEX 2013 - Survey of Disabling Conditions in Young Children 3 credits
- ☐ HUN 2410 - Child Nutrition and Health 3 credits
- ☐ EEC 1941 - Internship-Early Intervention 1 credit
- ☐ EEC 2949C - Internship-Child Development 2 credits

Child Development Early Intervention Specialization Total 36 Credit Hours

Computer Office Specialist with Programming, C.C.C.

Banner Code: COSP

College Credit Certificate

(18 hours)

The Computer Office Specialist with Programming certificate is designed to give the student marketable skills in Microsoft Office applications, with emphasis on spreadsheet and database management, web development or desktop publishing skills and some basic Windows programming skills that can be used in advanced spreadsheet and database management applications. Only six classes are required. This certificate will allow the student to transition easily into the next certificate, the Computer Support Specialist with Programming certificate. This Computer Office Specialist with Programming certificate can be taken entirely online.

The following are the required courses:

Fall Semester: 9 Credit Hours

- ☐ CGS 1570 - Computer Applications 3 credits
- ☐ COP 1000 - Introduction to Programming 3 credits
- ☐ CGS 2511 - Spreadsheets 3 credits

Spring Semester: 9 Credit Hours

- ☐ CGS 1572 - Desktop Publishing & Graphics 3 credits **or**
- ☐ COP 2830 - Basic Web Page Programming 3 credits
- ☐ CGS 2541 - Database Management 3 credits
- ☐ COP 1332 - Visual Basic 3 credits

**Computer Office Specialist with Programming
Total 18 Credit Hours**

Computer Support Specialist with Programming, C.C.C.

Banner Code: CSSP

College Credit Certificate

(33 hours)

The Computer Support Specialist with Programming certificate is a direct follow up to the Computer Office Specialist with Programming certificate. Once you have passed the basic six classes for the Computer Office Specialist with Programming certificate, the student needs only five more classes to obtain the

Computer Support Specialist with Programming certificate. This certificate increases the student's skills in the area of networking, hardware and software maintenance and troubleshooting, and either Web development or desktop publishing skills. The Computer Support Specialist with Programming certificate leads directly into one of the two computer A.S. degree programs.

The following are the required courses in a suggested sequence:

Fall Semester: 15 Credit Hours

- ☐ CGS 1570 - Computer Applications 3 credits *
- ☐ COP 1000 - Introduction to Programming 3 credits *
- ☐ CGS 2511 - Spreadsheets 3 credits *
- ☐ CET 1600C - Introduction to Networks 3 credits
- ☐ CET 1178C - Computer Repair and Upgrading 3 credits

Spring Semester: 15 Credit Hours

- ☐ CGS 1572 - Desktop Publishing & Graphics 3 credits **
- ☐ CGS 2541 - Database Management 3 credits *
- ☐ COP 1332 - Visual Basic 3 credits *
- ☐ CET 2179C - Computer Systems Troubleshooting 3 credits
- ☐ GEB 2214 - Business Communications 3 credits

Summer Term: 3 Credit Hours

- ☐ COP 2830 - Basic Web Page Programming 3 credits

Computer Support Specialist with Programming Total 33 Credit Hours

Note(s):

*These classes are the required classes for Computer Office Specialist with Programming certificate.

** Either **COP 2830 - Basic Web Page Programming** or **CGS 1572 Desktop Publishing & Graphics** is taken for the Computer Office Specialist with Programming certificate. Whichever one was not taken for the Computer Office Specialist with Programming certificate, is required for the Computer Support Specialist with Programming certificate.

Educator Preparation Institute, C.C.C.

Banner Code: CBTC

College Credit Certificate

(21 credit hours)

The Educator Preparation Institute (EPI) provides a pathway for individuals who have earned a four-year degree or higher from an accredited institution to enter the field of teaching through

competency-based alternative certification. The EPI program is a seven course online, collaborative program that can be completed in less than one year.

Requirements for Program Participation:

- ☐ possess a baccalaureate degree (or higher) from a regionally accredited college or university
- ☐ submit to finger printing for background check
- ☐ possess the dispositions suitable for becoming a teacher
- ☐ be of good moral character
- ☐ be competent and capable of performing the duties, functions, and responsibilities of an educator
- ☐ have a valid statement of eligibility for certification from the FLDOE
- ☐ receive a passing score on General Knowledge Exam

First Semester: 9 Credit Hours

- ☐ EPI 0001 - Classroom Management 3 credits
- ☐ EPI 0002 - Instructional Strategies 3 credits
- ☐ EPI 0030 - Diversity in the Classroom 2 credits
- ☐ EPI 0945 - Field Experience 1 credit

Second Semester: 9 Credit Hours

- ☐ EPI 0004 - The Teaching Learning Process 3 credits
- ☐ EPI 0010 - Foundations of Research Based Practices In Reading 3 credits
- ☐ EPI 0020 - Professional Foundations 2 credits
- ☐ EPI 0940 - Field Experience 1 credit

Summer Semester: 3 Credit Hours

- ☐ EPI 0003 - Technology 3 credits

Educator Preparation Institute Total 21 Credit Hours

Emergency Medical Technician, C.C.C.

Banner Code: EMBA

College Credit Certificate

Public Service Training Center - Olustee

**In order to meet clinical agency requirements where student training will take place, all students in the Public Service Training Center must now meet state and federal regulations as described by Florida Statutes S.400.211 and 401. An in-depth background screen is required. In addition, EMT students must establish that they are drug free by voluntarily submitting to drug screening analysis; and show proof of immunity of communicable diseases of childhood.*

(12 credit hours)

Emergency Medical Technician - Basic is a one semester program, offered each term, that prepares the student for employment as an emergency medical technician functioning at the basic emergency care level. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Services. The curriculum adheres to the latest U.S. DOT EMT-B National Standard Curriculum. Upon completion, students are eligible to take the state of Florida EMTs certification exam. Florida Certification as an EMT-B is a prerequisite for paramedic training.

The EMT-Basic course is offered at the Olustee site each semester.

To be officially considered for this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ be 18 years of age or older by the beginning of the clinical rotation,
- ☐ complete a physical examination, immunization requirements and laboratory studies before entering any clinical area,
- ☐ schedule an appointment to meet with EMS Program Coordinator by calling (386) 754-4292, and
- ☐ pass the NFSI Entrance Exam with a minimum score of 70.

Meeting with the Program Coordinator provides an opportunity to answer questions and provide the student with a Program Application package. Please bring the following information to your appointment:

- ☐ proof of Florida residency
- ☐ copies of college placement test scores or college transcript showing completion of required courses
- ☐ copies of current EMS related certifications
- ☐ proof of health insurance

Students will comply with background screening standards within clinical agencies for student training. In addition, students will be certified drug free by urinalysis.

This is a **limited access** program. A student should not assume admission until officially notified, in writing, by the EMS Program Coordinator.

Required Courses: 12 Credit Hours

- ☐ EMS 1119 - Emergency Medical Technician 6 credits
- ☐ EMS 1119L - Emergency Medical Technician Lab 3 credits
- ☐ EMS 1431C - EMT Hospital/Field Experience 3 credits

Emergency Medical Technician Basic Total 12 Credit Hours

Program Notes:

A student must:

- ☐ be responsible for providing his or her own transportation between the campus and the health agencies selected for the clinical experience,
- ☐ obtain liability insurance, which is available at registration through the College, at the student's expense, and
- ☐ be 18 years or older in order to drive an ambulance in the state of Florida (F.S. 401.281).

Upon successful completion of EMS 1119 and EMS 1119L, the student will have satisfied all of the competencies required in the Health Careers Core HCP 0001C.

Engineering Process Technology Support Specialist, C.C.C.

Banner Code: ETCC

College Credit Certificate

(18 credit hours)

The purpose of this program is to prepare students for initial employment with an occupational title as Engineering Support Specialist or Engineering Technician in various specialized areas, or to provide supplemental training for persons previously or currently employed in these occupations. **This certificate program is the core of the Engineering Process Technology degree program.** This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Engineering Technology program: production materials and processes, quality, computeraided drafting, electronics, mechanics, instrumentation and safety. The technical core 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, it is anticipated that students will be prepared to pass the MSSC Certified Production Technician examination.

To be officially accepted into this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ complete an application to FGC,
- ☐ take a placement test as prescribed by State Board of Education Rule.

All students are required to construct their class schedules with the assistance of an advisor or the Program Director

Required Courses: 18 Credit Hours

- ☐ EET 1035C - DC/AC Circuits 3 credits
- ☐ ETD 1320 - Basic Introduction to CAD 3 credits
- ☐ ETI 1110 - Principles of Quality Assurance 3 credits
- ☐ ETI 1420 - Manufacturing Materials and Processes 3 credits
- ☐ ETI 1701 - Industrial Safety 3 credits
- ☐ ETM 1010C - Mechanical Measurements and

Engineering Process Technology Support Specialist Total 18 Credit Hours

Graphic Design Production, C.C.C.

Banner Code: GDPD

College Credit Certificate

(24 credit hours)

The Graphic Design Production Credit Certificate program provides the essential skills and knowledge needed to obtain entry-level jobs in the graphic design industry. All courses are subject specific.

To be officially considered for this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ be 16 years of age or older,
- ☐ complete application to FGC,
- ☐ take ACT, SAT or college placement test to indicate readiness for college level work in English, reading, and math. Insufficient test scores will require a student to take the appropriate developmental education classes and The College Experience SLS 1501.

The following are the required courses:

Fall Semester: 9 Credit Hours

- ☐ ART 1201C - Design Fundamentals 3 credits (4)
- ☐ GRA 1103C - Graphic Design Basics 3 credits (1,4)
- ☐ GRA 1117C - Introduction to Computer Graphics 3 credits (1,4)

Spring Semester: 9 Credit Hours

- ☐ CGS 1572 - Desktop Publishing & Graphics 3 credits (4)
- ☐ GRA 2151C - Computer Illustration with Illustrator 3 credits (4)
- ☐ PGY 2801C - Digital Photography I 3 credits (4)

Fall Semester: 6 Credit Hours

- ☐ GRA 2203C - Digital Prepress 3 credits (4)
- ☐ GRA 1206C - Typography 3 credits (4)

Graphic Design Production Total 24 Credit Hours

(1) Prerequisite courses offered fall semester

(4) Offered this semester only

Horticulture, C.C.C.

Banner Code: HORT

College Credit Certificate

(18 credit hours)

This 18 credit fully online certificate consists of six 3-credit courses that are appropriate for anyone working in the golf, landscape, or any horticulture industry. This certificate provides a basic plant science/horticulture background.

- ☐ All six 3-credit courses are available online for those who want to work and start college.

The six courses are:

- ☐ BOT 1000 - Principles of Plant Growth 3 credits
- ☐ SWS 1102 - Soils and Fertilizers 3 credits
- ☐ PLS 1021C - Applied Agricultural Chemistry 3 credits
- ☐ ORH 1517 - Landscape Plants 3 credits
- ☐ GCO 2431 - Golf and Landscape Irrigation 3 credits
- ☐ GCO 1400C - Turfgrasses for Golf and Landscaping 3 credits

Horticulture Total 18 Credit Hours

Infant and Toddlers Specialization, C.C.C.

Banner Code: ITSC

College Credit Certificate

Child Care Professional

The core for the following certificate is the 9 credit hour, Personal Enrichment enrollment option, Child Care Professional (CCP). This core consists of three courses which focus on eight areas of competency regarding the care of young children, such as health and safety, professionalism, child care center management and promoting the cognitive, emotional, social and physical development of young children. Upon completion of this program, with a passing grade of C or better, students are eligible to apply for the Florida Staff Credential. Students will earn 9 college credits towards the Associate of Science in Early Childhood Education.

This program is for students who are already working or volunteering in an early childhood classroom, and the students must have at least 480 hours of classroom experience prior to admittance to the program, in addition to a GED or high school diploma. During the CCP program, students are formally observed and evaluated in their classroom settings. The CCP program may be completed in one semester. Classes are scheduled online.

CCP Core Courses: 9 Credit Hours

- ☐ EEC 1001 - Introduction to Early Childhood Education 3 credits
- ☐ CHD 1220 - Child Growth and Development I 3 credits
- ☐ EEC 2300 - Cognitive Experiences for Young Children 3 credits

Child Care Professional Total 9 Credit Hours

Early Childhood Certificates

To be eligible for these certificates a student must meet:

Admissions Requirements:

- ☐ have a high school diploma or GED certificate,
- ☐ take the college placement test, ACT, or SAT. Insufficient scores will mean the student must take appropriate developmental education courses and SLS 1501 The College Experience.

Students will earn 12 college credits towards the Associate of Science in Early Childhood Education.

These 12 hours cannot be a combination of 12 Personal Enrichment hours; they must be declared as a major in the degree or certificate seeking process.

Infant and Toddlers Specialization

(12 credits)

The purpose of this program is to prepare students as early childhood education caregivers with an infant/toddler specialization or to provide supplementary training for persons previously or currently employed in these occupations. The content includes, but is not limited to, growth and development, early childhood education; establishing and maintaining a safe, clean, healthy, learning environment; guidance techniques and classroom management;

communication; identification of child abuse and neglect; implementation of rules and regulations; nutrition; family interaction; legal and professional responsibilities; and employability skills. Programs prepare individuals to assume major caregiving and educational responsibilities within home or center-based programs for infant/toddlers.

To be eligible for this certificate a student must meet the above admissions requirements, complete the CCP core courses listed above, and pass:

- ☐ CHD 1312 - Infants and Toddlers 3 credits

Infant and Toddlers Specialization Total 12 Credit Hours

Logistics and Transportation Specialist, C.C.C.

Banner Code: LTSC

College Credit Certificate

(18 credit hours)

This 18 credit hour certificate is a college credit program that prepares a student for an entry level position in the supply chain industry. Students will learn related business and accounting practices, such as standard policies and operating procedures, negotiation techniques, planning, organizing, logistics concepts, purchasing and inventory control theory. Emphasis is placed on the development of business and managerial skills necessary for the efficient and effective performance of all operations within a company's supply chain.

To be officially accepted into this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ complete an application to FGC,
- ☐ take a placement test as prescribed by State Board of Education Rule, and
- ☐ be proficient in Microsoft Office, Word, Excel, and PowerPoint.

The following is a **suggested** sequence for the required courses:

Professional Core Requirements: 18 Credit Hours

- ☐ TRA 2154 - Introduction to Supply Chain Management 3 credits
- ☐ TRA 2010 - Transportation and Distribution 3 credits
- ☐ TRA 2230 - Warehouse Management 3 credits
- ☐ TRA 2131 - Purchasing and Inventory Management 3 credits
- ☐ MAN 2043 - Principles of Quality Management 3 credits
- ☐ MAN 2500 - Operations Management 3 credits **[take last]**

Logistics and Transportation Specialist Total 18 Credit Hours

Network Infrastructure, C.C.C.

Banner Code: CSNI

College Credit Certificate

(21 credit hours)

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards

and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

Required Courses: 21 Credit Hours

- ☐ CET 1600C - Introduction to Networks 3 credits
- ☐ CET 1610C - Routing and Switching Essentials 3 credits
- ☐ CET 2615C - Scaling Networks 3 credits
- ☐ CET 2620C - Connecting and Securing Networks 3 credits
- ☐ CET 1178C - Computer Repair and Upgrading 3 credits
- ☐ CET 2179C - Computer Systems Troubleshooting 3 credits
- ☐ CNT 2401 - Introduction to Network Security 3 credits

Network Infrastructure Total 21 Credit Hours

Paramedic, C.C.C.

Banner Code: PARA

College Credit Certificate

(42 credit hours)

The Paramedic Certificate program prepares a student for employment as a paramedic functioning at the advanced prehospital emergency care level.

PHTLS for Paramedics will be included as part of the course schedule for the first semester and must be successfully completed to receive credit for EMS 2271C - Paramedic I. ACLS and PEPP/PALS will be included as part of the second semester and must be successfully completed to receive credit for EMS 2272C - Paramedic II. This program is accredited by the Commission on Accreditation for Allied Health Education Programs.

To be considered for this program, a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ complete a physical examination, immunization requirements, laboratory studies, background check, and drug test before entering any clinical area,
- ☐ take a placement exam as prescribed by State Board of Education Rule,

- ☐ be a currently certified and maintain certification with the state of Florida as an EMT-B,
- ☐ meet with the Paramedic Program Coordinator before admission is approved.

Students will comply with screening standards within clinical agencies for student training. In addition, students will be certified drug free by urinalysis.

This is a **limited access** program. A student should not assume admission until he or she is officially notified, in writing, by the EMS Program Coordinator. All courses must be completed with a C or better.

Prerequisite Courses

- ☐ BSC 2084C - Essentials of Anatomy and Physiology I 4 credits
 - or**
 - ☐ BSC 2085 - Anatomy and Physiology I 3 credits **and**
 - ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly **and**
 - ☐ BSC 2086 - Anatomy and Physiology II 3 credits **and**
 - ☐ BSC 2086L - Anatomy and Physiology II Lab 1 credit, 3 Lab hours weekly
- (must take all four of the above)**

First Semester: 14 Credit Hours

- ☐ EMS 2271C - Paramedic I 8 credits
- ☐ EMS 2435L - Paramedic I Clinical 6 credits

Second Semester: 16 Credit Hours

- ☐ EMS 2272C - Paramedic II 8 credits
- ☐ EMS 2436L - Paramedic II Clinical 8 credits

Third Semester: 8 Credit Hours

- ☐ EMS 2273C - Paramedic III 3 credits
- ☐ EMS 2437L - Paramedic III Clinical 1 credit
- ☐ EMS 2458L - Paramedic III Field Internship 4 credits

Paramedic Total 42 Credit Hours

Program Notes:

Student must:

- ☐ be responsible for providing his or her own transportation between the campus and the health agencies selected for the clinical experience and in-field experience,
- ☐ obtain liability insurance, which is available at registration through the College, at the student's expense, and

- ☐ submit proof of health insurance, and must maintain health insurance for the life of the program.

Pneumatics, Hydraulics and Motors for Manufacturing, C.C.C.

Banner Code: PHMC

College Credit Certificate

(12 credit hours)

The purpose of this certificate is to prepare students for initial employment with an occupational title as a Mechanical Technician or Industrial Maintenance Technician in various specialized areas, or to provide supplemental training for persons previously or currently employed in these occupations. It includes, but is not limited to, industrial processes and materials, equipment operation and maintenance techniques, and troubleshooting of various industrial components and proper use of tools. The program also provides a fundamental understanding of electricity and electronics.

To be officially accepted into this program a student must:

- ☐ have a high school diploma or GED certificate,
- ☐ complete an application to FGC,
- ☐ take a placement test as prescribed by State Board of Education Rule.

All students are required to construct their class schedules with the assistance of an advisor or the Program Director.

Required Courses: 12 Credit Hours

- ☐ EET 1035C - DC/AC Circuits 3 credits
- ☐ ETI 1420 - Manufacturing Materials and Processes 3 credits
- ☐ ETS 1511C - Motors and Controls 3 credits
- ☐ ETM 2315 - Hydraulics and Pneumatics 2 credits
- ☐ ETM 2315L - Hydraulics and Pneumatics Lab 1 credit

Pneumatics, Hydraulics and Motors for Manufacturing Total 12 Credit Hours

Preschool Specialization, C.C.C.

Banner Code: PSSC

College Credit Certificate

Child Care Professional

The core for the following certificate is the 9 credit hour, Personal Enrichment enrollment option, Child Care Professional (CCP). This core consists of three courses which focus on eight areas of competency regarding the care of young children, such as health and safety, professionalism, child care center

management and promoting the cognitive, emotional, social and physical development of young children. Upon completion of this program, with a passing grade of C or better, students are eligible to apply for the Florida Staff Credential. Students will earn 9 college credits towards the Associate of Science in Early Childhood Education.

This program is for students who are already working or volunteering in an early childhood classroom, and the students must have at least 480 hours of classroom experience prior to admittance to the program, in addition to a GED or high school diploma. During the CCP program, students are formally observed and evaluated in their classroom settings. The CCP program may be completed in one semester. Classes are scheduled online.

CCP Core Courses: 9 Credit Hours

- ☐ EEC 1001 - Introduction to Early Childhood Education 3 credits
- ☐ CHD 1220 - Child Growth and Development I 3 credits
- ☐ EEC 2300 - Cognitive Experiences for Young Children 3 credits

Child Care Professional Total 9 Credit Hours

Early Childhood Certificates

To be eligible for these certificates a student must meet:

Admissions Requirements:

- ☐ have a high school diploma or GED certificate,
- ☐ take the college placement test, ACT, or SAT. Insufficient scores will mean the student must take appropriate developmental education courses and SLS 1501 The College Experience.

Students will earn 12 college credits towards the Associate of Science in Early Childhood Education.

These 12 hours cannot be a combination of 12 Personal Enrichment hours; they must be declared as a major in the degree or certificate seeking process.

Preschool Specialization

(12 credits)

The purpose of this program is to prepare students as Early Childhood Education Caregivers with a preschool specialization or to provide supplementary training for persons previously or currently employed in these occupations.

The content includes, but is not limited to, growth and development, early childhood education; establishing and maintaining a safe, clean, healthy, learning environment; guidance techniques and classroom management;

communication; identification of child abuse and neglect; implementation of rules and regulations; nutrition; family interaction; legal and professional responsibilities; and employability skills. Programs prepare individuals to assume major caregiving and educational responsibilities within home or center-based programs for preschool children.

To be eligible for this certificate a student must meet the above admissions requirements, complete the CCP core courses listed above, and pass:

- ☐ EEC 1600 - Guidance for Young Children 3 credits

Preschool Specialization Total 12 Credit Hours

Video Game Design, C.C.C.

Banner Code: CGAC

College Credit Certificate

(24 credit hours)

This is a 24 credit hour program designed for students who are interested in working in the game development industry. Students will learn the basics of designing, writing, and producing for video games and will also be introduced to digital art and the actual process of creating a game from beginning to end. They will also be given the opportunity to create a small original game or game mod.

After completing this program, students will have a strong knowledge of the skills and equipment needed to develop modern video and computer games, enabling them to make an informed choice about their future education and career path.

The following are the required courses:

First Semester: 12 Credit Hours

- ☐ GRA 1103C - Graphic Design Basics 3 credits
- ☐ GRA 1117C - Introduction to Computer Graphics 3 credits
- ☐ DIG 2040C - History of Video Games 3 credits
- ☐ DIG 1711C - Game Design and Gameplay 3 credits

Second Semester: 12 Credit Hours

- ☐ GRA 2151C - Computer Illustration with Illustrator 3 credits
- ☐ DIG 2430C - Digital Storytelling for Video Games 3 credits
- ☐ DIG 1710C - Introduction to Game Production 3 credits
- ☐ DIG 2721C - Applied Game Design I 3 credits

Video Game Design Total 24 Credit Hours

Water Quality Technician, C.C.C.

Banner Code: WQTC

College Credit Certificate

(12 credit hours)

The Water Quality Technician Certificate program is designed to prepare individuals to enter the water quality field, in the area of water, wastewater, or water distribution. The first two courses provide the scientific and mathematics background for students planning to enter the career field. The Special Topics courses satisfy the DEP requirement of completion of a course of study in drinking water plant operator and/or wastewater treatment plant operator in order to qualify to take the operator's certification licensing test.

Students in this program engage in management of water sources, laboratory analysis of water samples, operation of water/wastewater treatment facilities, maintenance of treatment facility equipment, and troubleshooting process problems. All courses are offered online.

Required Courses: 12 Credit Hours

- ☐ EVS 1026C - Chemistry and Biology of Natural Waters 4 credits
- ☐ EVS 2005 - Treatment of Water and Wastewater 4 credits
- ☐ EVS 2930 - Special Topics: Wastewater Treatment Operator C Course 4 credits **or**
- ☐ EVS 2931 - Special Topics: Water Treatment Operator C Course 4 credits

Water Quality Technician Total 12 Credit Hours

Occupational Credit Certificates

General Information

Occupational Certificates are clock hour programs that usually lead to professional licenses or certifications. These programs may have limited or selective admission requirements. A student is urged to consult with the specific instructional area which oversees a particular certificate for additional details.

To meet graduation requirements, each Occupational Certificate student must:

- ☐ complete the program requirements as outlined in the program section of the catalog,
- ☐ take the Test of Adult Basic Education (TABE) in reading, language and math.
- or**
- ☐ a student may be exempted from taking the TABE through one of the following: Be exempt from developmental education classes in English, reading, and math as determined by a state approved placement test, e.g. ACT, SAT, or PERT; complete required developmental education classes with a C or better; complete a college level English and math with a grade of C or better or have earned an A.A. degree or higher,
- or**
- ☐ provide transcripts showing satisfactory college placement scores or completion of college prep courses or college level courses in reading, English, and math. *Some short term programs do not have the TABE requirement, but may require a different assessment, and*
- ☐ maintain a 2.0 cumulative grade point average or higher in all program courses
- ☐ meet Florida Gateway College's residency requirement by completing a minimum of 25 percent of the program in residence at FGC before graduation from FGC.

A student who owes an obligation to the College will not receive a diploma or transcript until the obligation is resolved.

Occupational Certificate Fees

A student enrolling in a clock hour certificate program is assessed fees based on an occupational credit unit. The Fee Schedule for credit and occupational fees are listed on the College's Website. Fees are subject to change without notice and are affected by residency status and legislative action.

Occupational Certificate Enrollment

Occupational Certificate programs at the College are generally designed for full-time study. However, occasionally a program may be offered that is also applicable to part-time enrollment. A student should contact the Admissions Office for further information.

Occupational Certificate Student Registration

Each Occupational Certificate student is required to complete his or her class schedule with the assistance of an advisor.

A student entering **Open Entry/Open Exit** programs must be prepared to pay registration fees at the time he or she registers for classes. Some Occupational Certificate programs may be eligible for certain types of financial assistance, however, not all programs qualify. A student is urged to consult with the Financial Aid Office to determine if any type of financial assistance is available to him or her.

Occupational Credit Certificate Programs

Occupational Credit Certificates

Advanced Welding Technology, O.C.

Banner Code: AWTC

Occupational Certificate

(750 clock hours) (25 occupational credits)

The Advanced Welding Technology program offers training to prepare students to become skilled welders. The total program, including preparation for American Welding Society (AWS) qualification testing, requires a minimum of 750 hours of preparation. Graduates will be taught techniques that include pipe fitting, and advanced welding skills in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) processes for pipe and heavy wall pipe welding, as well as identifying skills required to work within emerging welding technologies such as pulse welding, submerged arc welding, and robotics, to name a few. The program prepares students to meet industry standards to help secure employment opportunities. Seating is limited. Students are accepted on a first come, first serve basis.

To be eligible for this program a student must:

- ☐ be at least 16 years old and either a high school graduate or have a GED certificate, or be a nonhigh school graduate who has been out of high school at least six months
- ☐ take the Test of Adult Basic Education (TABE) and score a minimum of 8.0 for reading, math and language by the end of the program.

Required Courses

- ☐ PMT 0075C - Welding VI 200 clock hours, 6.67 occupational credits
- ☐ PMT 0076C - Welding VII 200 clock hours, 6.67

- occupational credits
- ☐ PMT 0077C - Welding VIII 200 clock hours, 6.67 occupational credits
- ☐ PMT 0078C - Welding IX 150 clock hours, 5 occupational credits

Advanced Welding Technology Total: 750 clock hours, 25 occupational credits

In order to successfully graduate from this program a student must:

- ☐ pass courses with a D or better while maintaining a 2.0 GPA
- ☐ pass TABE with a minimum score of 8.0 for reading, math and language. Students may be exempt from TABE test based on completion of college level courses in Math and English with a grade of C or better. Contact advisor for more information. Vice President approval required for exemptions based on college level courses. Students who are exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are also exempt from TABE requirements.

CMS Law Enforcement - Basic Recruit, O.C.

Banner Code: BLEA

Occupational Certificate

Minimum Basic Skills Requirements

A student attempting a clock hour certificate program must meet certain minimum skills requirements as established by the state of Florida, Division of Law Enforcement.

Students seeking admission to any of the limited access programs listed in this section must take and pass the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline they are applying for, prior to being admitted to the program.

The certificate in Basic Law Enforcement is designed to assist students seeking to qualify for the State Certification Examination for Law Enforcement Officer in the state of Florida.

To be eligible for these programs a student must:

- ☐ meet minimum requirements as set forth by Florida statutes and Florida Department of Law Enforcement
- ☐ meet general admission requirements. Admissions requirements parallel the employment standards for Law Enforcement as established and modified periodically by the Criminal Justice Standards and Training Commission and,
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline applied for.

(770 clock hours) (25.67 occupational credits)

Limited Access Program

To be eligible for this program a student must:

- ☐ be at least 19 years of age,
- ☐ be a U.S. citizen,
- ☐ be a high school graduate or have GED,
- ☐ pass a physical exam, and
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test for Law Enforcement Officer.

Required Courses

- ☐ CJK 0001C - Introduction to Law Enforcement 10 clock hours, .33 occupational credits
- ☐ CJK 0012C - Legal 62 clock hours, 2.07 occupational credits
- ☐ CJK 0013C - Interactions in a Diverse Community 40 clock hours, 1.33 occupational credits
- ☐ CJK 0014C - Communications 56 clock hours, 1.87 occupational credits
- ☐ CJK 0020C - Vehicle Operations 48 clock hours, 1.6 occupational credits
- ☐ CJK 0031C - First Aid for Criminal Justice Officers 40 clock hours, 1.33 occupational credits
- ☐ CJK 0040C - Criminal Justice Firearms 80 clock hours, 2.67 occupational credits
- ☐ CJK 0051C - Defensive Tactics 80 clock hours, 2.67 occupational credits
- ☐ CJK 0064C - Fundamentals of Patrol 35 clock hours, 1.16 occupational credits
- ☐ CJK 0065C - Calls for Service 36 clock hours, 1.20 occupational credits
- ☐ CJK 0077C - Criminal Investigations 50 clock hours, 1.67 occupational credits
- ☐ CJK 0078C - Crime Scene to Courtroom 35 clock hours, 1.16 occupational credits
- ☐ CJK 0084C - DUI Traffic Stops 24 clock hours, .80 occupational credits
- ☐ CJK 0087C - Traffic Stops 30 clock hours, 1.0 occupational credits
- ☐ CJK 0088C - Traffic Crash Investigations 32 clock hours, 1.07 occupational credits
- ☐ CJK 0092C - Critical Incidents 44 clock hours, 1.47 occupational credits
- ☐ CJK 0096C - Criminal Justice Officer Physical Fitness Training 60 clock hours, 2.00 occupational credits
- ☐ CJK 0422C - Dart Firing Stun Gun 8 clock hours, .27 occupational credits

CMS Law Enforcement - Basic Recruit Total: 770 clock hours, 25.67 occupational credits

Commercial Heating and Air Conditioning Technology, O.C.

Banner Code: ACRV

Occupational Certificate

(1,350 clock hours) (45 occupational credits)

Florida Gateway College offers a 1,350 clock-hour occupational program in air conditioning, heating, and refrigeration which prepares students for entry-level positions in the air conditioning industry. Seating is limited. Students are accepted on a first come, first serve basis.

To be eligible for this program a student must:

- ☐ be at least 16 years old and either a high school graduate or have a GED certificate, or be a non-high school graduate who has been out of high school at least six months,
- ☐ and take the Test of Adult Basic Education (TABE). Score a minimum of 9.0 for reading, 10.0 for math and 9.0 for language by the end of the program.

In order to successfully graduate from this program a student must:

- ☐ pass courses with a **D** or better while maintaining a 2.0 GPA

First Semester: 9 Occupational Credits

- ☐ ACR 0000C - Introduction to Air-Conditioning 180 clock hours, 6 occupational credits
- ☐ ACR 0022C - Domestic Refrigeration 90 clock hours, 3 occupational credits

Second Semester: 9 Occupational Credits

- ☐ ACR 0100C - Basic Electricity 180 clock hours, 6 occupational credits
- ☐ ACR 0009C - Install, Maintain, & Repair AC 90 clock hours, 3 occupational credits

Third Semester: 9 Occupational Credits

- ☐ ACR 0700C - Central Residential AC 90 clock hours, 3 occupational credits
- ☐ ACR 0061C - Psychrometrics 90 clock hours, 3 occupational credits
- ☐ ACR 0205C - Compressors 90 clock hours, 3 occupational credits
- ☐ Take Environmental Protection Agency (EPA) Exam 608

Fourth Semester: 9 Occupational Credits

- ☐ ACR 0601C - Heat Pumps II 90 clock hours, 3

occupational credits

- ☐ ACR 0610C - Heat Pumps I 90 clock hours, 3 occupational credits
- ☐ ACR 0815C - Advanced Service Practices 90 clock hours, 3 occupational credits

Fifth Semester: 9 Occupational Credits

- ☐ ACR 0741C - Commercial Refrigeration 90 clock hours, 3 occupational credits
- ☐ ACR 0850C - Commercial Troubleshooting 180 clock hours, 6 occupational credits

Commercial Heating and Air Conditioning Technology Total: 1,350 clock hours, 45 occupational credits

Correctional Basic Recruit, O.C.

Banner Code: BCRA

Occupational Certificate

Minimum Basic Skills Requirements

A student attempting a clock hour certificate program must meet certain minimum skills requirements as established by the state of Florida, Division of Law Enforcement.

Students seeking admission to any of the limited access programs listed in this section must take and pass the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline they are applying for, prior to being admitted to the program.

The certificate in Basic Law Enforcement is designed to assist students seeking to qualify for the State Certification Examination for Law Enforcement Officer in the state of Florida.

To be eligible for these programs a student must:

- ☐ meet minimum requirements as set forth by Florida statutes and Florida Department of Law Enforcement
- ☐ meet general admission requirements. Admissions requirements parallel the employment standards for Law Enforcement as established and modified periodically by the Criminal Justice Standards and Training Commission and,
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline applied for.

(420 clock hours) (14 occupational credits)

Limited Access Program

To be eligible for this program a student must:

- ☐ be at least 19 years of age,

- ☐ be a U.S. citizen,
- ☐ be a high school graduate or have GED,
- ☐ pass a physical exam, and
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test for Correctional Officer.

Required Courses: 420 clock hours, 14 occupational credits

- ☐ CJK 0335 - Responding to Incidents and Emergencies 16 clock hours, .53 occupational credits
- ☐ CJK 0325 - Supervising in a Correctional Facility 40 clock hours, 1.33 occupational credits
- ☐ CJK 0305 - Communications 40 clock hours, 1.33 occupational credits
- ☐ CJK 0031C - First Aid for Criminal Justice Officers 40 clock hours, 1.33 occupational credits
- ☐ CJK 0040C - Criminal Justice Firearms 80 clock hours, 2.67 occupational credits
- ☐ CJK 0051C - Defensive Tactics 80 clock hours, 2.67 occupational credits
- ☐ CJK 0300 - Introduction to Corrections 32 clock hours, 1.07 occupational credits
- ☐ CJK 0315 - Facility and Equipment 8 clock hours, .27 occupational credits
- ☐ CJK 0310 - Officer Safety 16 clock hours, .53 occupational credits
- ☐ CJK 0340 - Officer Wellness and Physical Abilities 30 clock hours, 1 occupational credit
- ☐ CJK 0320 - Intake and Release 18 clock hours, .6 occupational credits
- ☐ CJK 0330 - Supervising Special Populations 20 clock hours, .67 occupational credits

Correctional Basic Recruit Total: 420 clock hours, 14 occupational credits

Cosmetology, O.C.

Banner Code: COSM

Occupational Certificate

(1,200 clock hours) (40 occupational credits)

The certificate in Cosmetology is designed to provide the training to acquire skills and knowledge necessary to become a licensed cosmetologist.

New classes begin each January and August.

This program is based on clock-hour attendance. A student must complete the minimum specified hours to receive his or her certificate. Seating is limited and students are accepted on a first come, first serve basis. To be eligible for this program a student

must:

- ☐ be at least 16 years old and either a high school graduate or have a GED certificate, or be a nonhigh school graduate who has been out of high school at least six months,
- ☐ take the Test of Adult Basic Education (TABE) and score a minimum of 8.0 in language and math and 9.0 for reading by the end of the program,
- ☐ complete the required data for the State Board of Cosmetology, and
- ☐ meet with an advisor from the Cosmetology Dept. for advising.

Transfer students will be tested in each cosmetology area and evaluation credit will be awarded accordingly. Students must make a C or better to continue to the next course in the program. Required courses in program:

Required Courses: 1200 clock hours, 40 occupational credits

- ☐ COS 0510C - Scalp and Hair Care 30 clock hours, 1 occupational credit
- ☐ COS 0301C - Hair Cutting and Shaping 150 clock hours, 5 occupational credits
- ☐ COS 0400C - Hair Styling/ Designing Procedures 150 clock hours, 5 occupational credits
- ☐ CSP 0010C - Manicuring and Pedicuring 90 clock hours, 3 occupational credits
- ☐ COS 0011 - Orientation/ Introduction to Cosmetology 60 clock hours, 2 occupational credits
- ☐ CSP 0004C - Esthetics and Skin Care 90 clock hours, 3 occupational credits
- ☐ COS 0644C - Chemical Hair Restructuring I 120 clock hours, 4 occupational credits
- ☐ COS 0640C - Chemical Hair Restructuring II 120 clock hours, 4 occupational credits
- ☐ COS 0700C - Hair Coloring/ Bleaching I 120 clock hours, 4 occupational credits
- ☐ COS 0760C - Hair Coloring/ Bleaching II 120 clock hours, 4 occupational credits
- ☐ COS 0870C - Salon Management 60 clock hours, 2 occupational credits
- ☐ COS 0963 - Preparation for State Board 90 clock hours, 3 occupational credits

Cosmetology Total: 1200 clock hours, 40 occupational credits

Crossover: Correctional Officer to Law Enforcement Basic Recruit, O.C.

Banner Code: XCLA

Occupational Certificate

Minimum Basic Skills Requirements

A student attempting a clock hour certificate program must meet certain minimum skills requirements as established by the state of Florida, Division of Law Enforcement.

Students seeking admission to any of the limited access programs listed in this section must take and pass the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline they are applying for, prior to being admitted to the program.

The certificate in Basic Law Enforcement is designed to assist students seeking to qualify for the State Certification Examination for Law Enforcement Officer in the state of Florida.

To be eligible for these programs a student must:

- ☐ meet minimum requirements as set forth by Florida statutes and Florida Department of Law Enforcement
- ☐ meet general admission requirements. Admissions requirements parallel the employment standards for Law Enforcement as established and modified periodically by the Criminal Justice Standards and Training Commission and,
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline applied for.

(518 clock hours) (17.27 occupational credits)

Limited Access Program

To be eligible for this program a student must:

- ☐ be at least 19 years of age,
- ☐ be a U.S. citizen,
- ☐ be a high school graduate or have GED,
- ☐ pass a physical exam,
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test for Law Enforcement Officer,
- ☐ be a graduate of a State of Florida community college training center or vocational technical center.

Required Courses: 518 clock hours, 17.27 occupational credits

- ☐ CJK 0001C - Introduction to Law Enforcement 10 clock hours, .33 occupational credits
- ☐ CJK 0012C - Legal 62 clock hours, 2.07 occupational credits
- ☐ CJK 0013C - Interactions in a Diverse Community 40 clock hours, 1.33 occupational credits
- ☐ CJK 0014C - Communications 56 clock hours, 1.87 occupational credits
- ☐ CJK 0064C - Fundamentals of Patrol 35 clock hours, 1.16 occupational credits
- ☐ CJK 0065C - Calls for Service 36 clock hours, 1.20 occupational credits
- ☐ CJK 0077C - Criminal Investigations 50 clock hours, 1.67 occupational credits
- ☐ CJK 0078C - Crime Scene to Courtroom 35 clock hours, 1.16 occupational credits
- ☐ CJK 0092C - Critical Incidents 44 clock hours, 1.47 occupational credits

- ☐ CJK 0087C - Traffic Stops 30 clock hours, 1.0 occupational credits
- ☐ CJK 0084C - DUI Traffic Stops 24 clock hours, .80 occupational credits
- ☐ CJK 0088C - Traffic Crash Investigations 32 clock hours, 1.07 occupational credits
- ☐ CJK 0393 - Cross-over Program Updates 8 clock hours, .27 occupational credits
- ☐ CJK 0020C - Vehicle Operations 48 clock hours, 1.6 occupational credits
- ☐ CJK 0422C - Dart Firing Stun Gun 8 clock hours, .27 occupational credits

Crossover: Correctional Officer to Law Enforcement Basic Recruit Total: 518 clock hours, 17.27 occupational credits

Crossover: Law Enforcement to Corrections Basic Recruit, O.C.

Banner Code: XLEC

Occupational Certificate

Minimum Basic Skills Requirements

A student attempting a clock hour certificate program must meet certain minimum skills requirements as established by the state of Florida, Division of Law Enforcement.

Students seeking admission to any of the limited access programs listed in this section must take and pass the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline they are applying for, prior to being admitted to the program.

The certificate in Basic Law Enforcement is designed to assist students seeking to qualify for the State Certification Examination for Law Enforcement Officer in the state of Florida.

To be eligible for these programs a student must:

- ☐ meet minimum requirements as set forth by Florida statutes and Florida Department of Law Enforcement
- ☐ meet general admission requirements. Admissions requirements parallel the employment standards for Law Enforcement as established and modified periodically by the Criminal Justice Standards and Training Commission and,
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test (FBAT), appropriate to the discipline applied for.

(198 clock hours) (6.6 occupational credits)

Limited Access Program

To be eligible for this program a student must:

- ☐ be at least 19 years of age,
- ☐ be a U.S. citizen,

- ☐ be a high school graduate or have GED,
- ☐ pass a physical exam,
- ☐ successfully complete the Florida Criminal Justice Basic Abilities Test for Law Enforcement Officer,
- ☐ be a graduate of a State of Florida community college training center or vocational technical center.

Required Courses: 198 clock hours, 6.6 occupational credits

- ☐ CJK 0300 - Introduction to Corrections 32 clock hours, 1.07 occupational credits
- ☐ CJK 0305 - Communications 40 clock hours, 1.33 occupational credits
- ☐ CJK 0310 - Officer Safety 16 clock hours, .53 occupational credits
- ☐ CJK 0315 - Facility and Equipment 8 clock hours, .27 occupational credits
- ☐ CJK 0320 - Intake and Release 18 clock hours, .6 occupational credits
- ☐ CJK 0325 - Supervising in a Correctional Facility 40 clock hours, 1.33 occupational credits
- ☐ CJK 0330 - Supervising Special Populations 20 clock hours, .67 occupational credits
- ☐ CJK 0335 - Responding to Incidents and Emergencies 16 clock hours, .53 occupational credits
- ☐ CJK 0393 - Cross-over Program Updates 8 clock hours, .27 occupational credits

Crossover Law Enforcement to Corrections Basic Recruit Total: 198 clock hours, 6.6 occupational credits

Facial Specialty, O.C.

Banner Code: CSPE

Occupational Certificate

(260 clock hours) (8.67 occupational credits)

The Facial Specialty Certificate program provides facial practices which prepare the student to gain employment as a Florida licensed Facial Specialist. Must pass course with **C** or better.

To be considered for this program a student must:

- ☐ be at least 16 years old and either a high school graduate or have a GED certificate, or be a non-high school graduate who has been out of high school at least six months.

Required Courses: 260 clock hours, 8.67 occupational credits

- ☐ CSP 0260C - Esthetics Specialist 260 clock hours, 8.67 occupational credits

Facial Specialty Total: 260 clock hours, 8.67 occupational credits

Fire Science Apparatus Operator, O.C.

Banner Code: FPOA

Occupational Certificate

(80 clock hours) (2.67 occupational credits)

The fire service apparatus operator training program consists of a minimum of 80-hours of training. It is the certification level of training and competency for all individuals performing firefighting duties involving the operations and functions of fire service vehicles. The training courses are delivered by state certified and approved instructors. The fire apparatus operator program content includes, but is not limited to an understanding of hydraulics and fluid dynamics, principles of fire department water supply, nomenclature and operations of fire apparatus, appliances, municipals and rural water systems, maintenance, and safety in operational procedures.

Required Course: 80 clock hours, 2.67 occupational credits

- ☐ FFP 0360C - Fire Science Apparatus Operator 80 clock hours, 2.67 occupational credits

Fire Science Apparatus Operator Total: 80 clock hours, 2.67 occupational credits

Firefighter Minimum Standards, O.C.

Banner Code: FIRF

Occupational Certificate

(438 clock hours) (14.6 occupational credits)

Offering of this program is subject to the approval of the Division of State Fire Marshal, Bureau of Fire Standards and Training. The Firefighter program offers training to prepare an individual to become certified as a firefighter. Students successfully completing the First Responder and Firefighter I courses are eligible to sit for certification as volunteer firefighters. Students successfully completing all three courses are eligible to sit for the state Minimum Standards examination. Passing this examination qualifies an individual for employment as a firefighter. The Emergency Services First Responder course may be waived for those individuals who are licensed as EMTs or Paramedics.

Students must pass the TABE examination at the 10th grade

level for English, Reading, and Math, or be exempt from this requirement, in order to earn the certificate.

To be eligible for admission into this program a student must:

- ☐ Pass a physical exam,
- ☐ Complete a background screen,
- ☐ Submit a supplementary program application, and
- ☐ be at least 18 years of age

Required Courses: 438 clock hours, 14.6 occupational credits

- ☐ FFP 0141C - Emergency Services First Responder 40 clock hours, 1.33 occupational credits
- ☐ FFP 0010C - Firefighter I 206 clock hours, 6.87 occupational credits
- ☐ FFP 0020C - Firefighter II 192 clock hours, 6.4 occupational credits *

Firefighter Minimum Standards Total: 438 clock hours, 14.6 occupational credits

Notes: Students who have completed EMS 1059C or EMS 1119 and EMS 1119L and EMS 1431C may substitute that for FFP 0141C. Students who are current EMTs or Paramedics should request a waiver of FFP 0141C.

*Students must have successfully completed FFP 0010C and be a state certified firefighter to enroll in FFP 0020C.

Minimum Scores of 10 in the reading, math and language sections of the Test of Adult Basic Education (TABE) are required by the end of the program.

Firefighter/Emergency Medical Technician-Combined, O.C.

Banner Code: FFEA

Occupational Certificate

(698 clock hours) (23.27 occupational credits)

Firefighter/Emergency Medical Technician - Combined is a one semester program, offered each term, that prepares the student for employment as a State of Florida certified Firefighter. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Services and the Florida Department of Financial services, Bureau of Fire Standards. The curriculum adheres to the latest U.S. DOT EMT-B National Standard Curriculum. Upon completion, students are eligible to take the state of Florida EMTs certification exam and the State of Florida Firefighter certification exam.

The Firefighter/EMT-Combined course will start each spring and fall semester at the Olustee site.

To be officially considered for this program a student must:

- ☐ Have a high school diploma or GED certificate,
- ☐ Be 18 years of age or older by the beginning of the EMT clinical rotation, Submit a supplementary program application, and
- ☐ Complete a physical examination, immunization requirements and laboratory studies before entering any clinical area,
- ☐ Schedule an appointment to meet with EMS Program Coordinator by calling (386) 754-4303, and
- ☐ Complete all required preparatory courses prior to acceptance into the program.

Meeting with the Program Coordinator provides an opportunity to answer questions and provide the student with a Program Application package. Please bring the following information to your appointment:

- ☐ Proof of Florida residency
- ☐ Copies of HOBET V test scores
- ☐ Proof of health insurance

Students will comply with background screening standards within clinical agencies for student training. In addition, students will be certified drug free by urinalysis.

*In order to meet clinical agency requirements where student training will take place, all students in the Public Service Training Center must now meet state and federal regulations as described by Florida Statutes S.400.211 and 401. An in-depth background screen is required. In addition, Firefighter/EMT students must establish that they are drug free by voluntarily submitting to drug screening analysis; and show proof of immunity of communicable diseases of childhood.

This is a limited access program. A student should not assume admission until officially notified, in writing, by the Program Coordinator.

Required Courses: 698 clock hours, 23.27 occupational credits

- ☐ EMS 0110 - Emergency Medical Technician 300 clock hours, 10 occupational credits
- ☐ FFP 0010C - Firefighter I 206 clock hours, 6.87 occupational credits
- ☐ FFP 0020C - Firefighter II 192 clock hours, 6.4 occupational credits

Firefighter/Emergency Medical Technician-Combined Total: 698 clock hours, 23.27 occupational credits

Nail Specialty, O.C.

Banner Code: CSPN

Occupational Certificate

(240 clock hours) (8 occupational credits)

The Nail Specialty Certificate program provides the student with the skills and techniques needed to become a Florida licensed Nail Specialist. Must pass course with **C** or better. To be considered for this course a student must:

- ☐ be at least 16 years old and either a high school graduate or have a GED certificate, or be a non-high school graduate who has been out of high school at least six months.

Required Courses: 240 clock hours, 8 occupational credits

- ☐ CSP 0013C - Nail Specialist 240 clock hours, 8 occupational credits

Nail Specialty Total: 240 clock hours, 8 occupational credits

Patient Care Assistant, O.C.

Banner Code: PCAT

Occupational Certificate

(290 clock hours) (9.66 occupational credits)

The Patient Care Assistant (PCA) Program is a component of the Patient Care Technician program and a certificate program which prepares a student to provide basic nursing care for the patient in the hospital, long-term care, outpatient clinic, or home health. A student who completes this program is eligible to take the State Certification Exam for the Certified Nursing Assistant.

An in-depth background screen is required for participation in the program.

In addition, students must establish that they are drug free by voluntarily submitting to drug screening analysis. Testing will be done by attended urinalysis for the following drug classes: amphetamines, cannabinoids, cocaine, opiates, and PCP. Instructions for the testing will be given at the beginning of HCP 0001C.

This is a **limited access** program. A student should not assume assured admission until officially registered.

Program Notes:

- ☐ Students must receive a **C** or better in each course in order to continue in the program.
- ☐ Students must have means of transportation to clinical

and home health sites

- ☐ HCP 0430C and HCP 0620C are offered in the Fall and Spring terms.

First Semester: 290 clock hours, 9.66 occupational credits

- ☐ HCP 0001C - Health Careers Core 90 clock hours, 3 occupational credits
- ☐ HCP 0430C - Nursing Assistant and Home Health Aide 125 clock hours, 4.16 occupational credits
- ☐ HCP 0620C - Patient Care Assistant 75 clock hours, 2.5 occupational credits

Patient Care Assistant Total: 290 clock hours, 9.66 occupational credits

Program Notes:

Students must:

- ☐ purchase liability insurance, included in fees
- ☐ purchase a uniform,
- ☐ complete specific medical exams,
- ☐ obtain personal health insurance, or accident insurance.

The following courses qualify as occupational completion points within the patient care assistant program: HCP 0001C Health Careers Core 90 clock hours, 3 occupational credits, HCP 0430C Nursing Assistant and Home Health Aide 125 clock hours, 4.16 occupational credits, HCP 0620C Patient Care Assistant 75 clock hours, 2.5 occupational credits.

Patient Care Technician, O.C.

Banner Code: PCTN

Occupational Certificate

(600 clock hours) (20 occupational credits)

The Patient Care Technician program is a certificate program which prepares a student to provide basic nursing care in the hospital, long-term care, outpatient clinic, or at home. This includes specialty areas such as phlebotomy and electrocardiography. A student who completes HCP 0001C Health Careers Core and HCP 0430C Nursing Assistant and Home Health Aide is eligible to take the State Certification Exam for Certified Nursing Assistant. A student who completes HCP 0001C Health Careers Core and HCP 0780C Allied Health Assistant may take the national certification exam given by the American Society of Phlebotomy Technicians.

An in-depth background screen is required for admission to the program. In addition, students must establish that they are drug and alcohol free by voluntarily submitting to drug and alcohol screening analysis. Testing will be done by attended urinalysis for the following drug classes: amphetamines, cannabinoids, cocaine, opiates, and PCP. Instructions for the testing will be

given at the beginning of HCP 0001C.

Seating is limited and a student should not assume admission until officially registered.

Program Notes:

Students must receive a **C** or better in each course in order to continue in the program. Florida Gateway College reserves the right to make changes in its admission processes.

Students must:

- ☐ Purchase liability insurance, included in fees
- ☐ Purchase a uniform
- ☐ Complete specific medical exams
- ☐ Obtain personal health insurance
- ☐ Have a means of transportation to clinical and home health sites
- ☐ Take the TABE and score a minimum of 10 in reading, language, and math by the end of the program

Required Courses: 600 clock hours, 20 occupational credits

- ☐ HCP 0001C - Health Careers Core 90 clock hours, 3 occupational credits
- ☐ HCP 0430C - Nursing Assistant and Home Health Aide 125 clock hours, 4.16 occupational credits
- ☐ HCP 0620C - Patient Care Assistant 75 clock hours, 2.5 occupational credits
- ☐ HCP 0780C - Allied Health Assistant 150 clock hours, 5 occupational credits
- ☐ HCP 0781C - Advanced Allied Health Assistant 100 clock hours, 3.34 occupational credits
- ☐ HCP 0796 - Patient Care Technician 60 clock hours, 2 occupational credits

Patient Care Technician Total: 600 clock hours, 20 occupational credits

Notes:

- ☐ HCP 0001C Health Careers Core must be the first course taken
- ☐ HCP 0796 Patient Care Technician must be the last course taken
- ☐ HCP 0430C Nursing Assistant and Home Health Aide must be taken before HCP 0620C Patient Care Assistant
- ☐ HCP 0430C Nursing Assistant and Home Health Aide, HCP 0780C Allied Health Assistant, and HCP 0781C Advanced Allied Health Assistant may be taken in any order
- ☐ Recommended course sequence for full time students: First semester, HCP 0001C, HCP 0430C, HCP 0620C; Second semester, HCP 0780C, HCP 0781C; Third Semester, HCP 0796; alternative sequence for full time

students: First semester, HCP 0001C, HCP 0780C, HCP 0781C; Second semester, HCP 0430C, HCP 0620C; Third semester, HCP 0796.

- ☐ Students who have previously completed the Patient Care Assistant program may begin with HCP 0780C or HCP 0781C.

Phlebotomy, O.C.

Banner Code: PBTM

Occupational Certificate

(240 clock hours) (8 occupational credits)

The Phlebotomy portion of the PCT program prepares a student for employment as a phlebotomist. A phlebotomist obtains blood by venipuncture or skin puncture and is an integral part of a clinical laboratory.

This course is a combination of classroom instruction and six weeks in the clinical setting, scheduled over a 16-week period. This program is normally offered during the fall, spring and summer semesters.

Admission Process

Prior to Admission

1. Complete a Florida Gateway College application. Applications are available from the Admissions Office, (386) 754-4287.
2. Complete the Patient Care Technician Program Application and return it to the advisor in Nursing and Health Sciences, Building 103, even if only taking the Phlebotomy portion.

Prior to starting courses for PCT:

1. Students who have completed the steps above will be required **to complete the clinical eligibility requirements listed in the PCT application booklet.**
2. Drug and alcohol screening: Students must test negative on urinalysis for controlled substances of amphetamines, cannabinoids, cocaine, opiates, and PCP. Instructions for the testing will be given at the beginning of HCP 0001C.
3. Students must complete an in-depth background screen, physical examination, immunizations or appropriate lab studies, and
4. Provide copy of accident and health/hospitalization insurance.

A student who completes the program is eligible to take the national certification examination through the American Society of Phlebotomy Technicians.

Required Courses: 240 clock hours, 8 occupational credits

- ☐ HCP 0001C - Health Careers Core 90 clock hours, 3 occupational credits
- ☐ HCP 0780C - Allied Health Assistant 150 clock hours, 5 occupational credits

Phlebotomy Total: 240 clock hours, 8 occupational credits

Practical Nursing, O.C.

Banner Coda: LPNA

Occupational Certificate

(1350 clock hours) (45 occupational credits)

The Practical Nursing (PN) program is a 12-month program designed to assist a student with nursing employment in such areas as a hospital, doctor's office, home health, or long term care facility. The Practical Nursing Certificate program qualifies the student to take the national licensing exam to become a licensed practical nurse. All students who graduate from a practical nursing program and wish to take the Licensed Practical Nurse exam in Florida, will be reviewed by the Florida State Board of Nursing, in accordance with State Law Chapter 464.008 and 464.018.

To be considered for this program a student must:

- ☐ have a high school diploma, GED certificate, or home school equivalent,
- ☐ take the Test of Adult Basic Education (TABE) as outlined in this catalog,
- ☐ apply for general college admission by established deadline on the Academic Calendar,
- ☐ submit a specific PN application to the Nursing Department by the established deadline for a spring start, and
- ☐ complete the Practical Nurse Entrance Test (PNET) by the established deadline. See brochure available from the Nursing and Health Sciences Programs for testing dates.

In order to meet clinical agency requirements where student training will take place, all students in Nursing and Health Sciences Programs must now meet state and federal regulations as described by Florida Statutes S. 400.211. An in-depth background screen is required for admission to the program. Students must be free of offenses that would disqualify one for employment as a Certified Nursing Assistant.

In addition, students must establish that they are drug and alcohol free by voluntarily submitting to a drug and alcohol screening analysis. Screening is required prior to admission when coordinator notifies student. Random screening within the program may be required by clinical agencies. Admission testing will be done by attended urinalysis for the following classes: amphetamines, cannabinoids, cocaine, opiates, and PCP.

This is a limited access program. Applicants must reach required scores on the TABE and PNET to qualify for admission. If there are more qualified applicants than there are available positions, the applicants will be selected through PNET scoring.

In-depth admission information is available in the Nursing and Health Sciences Department, the Admissions Office and the College Web site www.fgc.edu. Florida Gateway College reserves the right to make changes in its nursing admission processes.

First Semester: 517 Clock Hours, 17.24 Occupational Credits

- ☐ HCP 0001C - Health Careers Core 90 clock hours, 3 occupational credits
- ☐ PRN 0001C - Basic Nursing 296 clock hours, 9.87 occupational credits
- ☐ PRN 0080 - Body Structure and Function 60 clock hours, 2 occupational credits
- ☐ PRN 0070 - Basic Nutrition 23 clock hours, .77 occupational credit
- ☐ PRN 0030 - Pharmacology 28 clock hours, .93 occupational credit
- ☐ PRN 0020 - Human Development Across the Life Span 20 clock hours, .67 occupational credit

Second Semester: 345 Clock Hours, 11.5 Occupational Credits

- ☐ PRN 0381C - Med/Surge Life Span I 285 clock hours, 9.5 occupational credits
- ☐ PRN 0500C - Geriatrics 60 clock hours, 2 occupational credits

Third Semester: 488 Clock Hours, 16.26 Occupational Credits

- ☐ PRN 0382C - Med/Surge Life Span II 408 clock hours, 13.60 occupational credits
- ☐ PRN 0100C - Maternal/Infant 54 clock hours, 1.8 occupational credits
- ☐ PRN 0011 - Transition into Practice 26 clock hours, .86 occupational credit

Practical Nursing Total: 1350 clock hours, 45 occupational credits

Program Notes:

- ☐ Class and clinical hours will vary for each term.
- ☐ Clinical calendars may vary from the Critical Dates calendar due to availability of clinical sites.
- ☐ Standardized testing within the program is mandatory.
- ☐ Students must make a C or better to continue to the next course in the program.
- ☐ Students must complete a physical examination, immunization, and laboratory study, including the Hepatavac, after admission into the program.
- ☐ This is a limited access program. A student should not assume admission until officially notified, in writing, by

RV Service Technician Training, O.C.

Occupational Certificate

RV Technician Program: FGC, in relationship with Central Florida RV and the University of South Florida, offers an online training for employees at participating RV dealerships. Successful program graduates receive a certificate of completion from the University of South Florida and are prepared to take the RV Technician Certification Exam. Interested individuals should contact Judy Wilson at (386) 754-4285 for program specifics.

Welding Technology, O.C.

Banner Code: WTVC

Occupational Certificate

(1,050 clock hours) (35 occupational credits)

The Welding Technology program offers training to prepare students to become skilled welders. The total program, including preparation and testing for American Welding Society (AWS) qualification, requires a minimum of 1,050 hours of training. Graduates will be taught techniques that include Oxyfuel Cutting, Plasma Arc Cutting (PAC), and Carbon Arc Gouging (GAC). Welding processes will consist of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), on plate, as well as blueprint reading and welding symbol interpretation. The program prepares students to meet industry standards in structural welding. Seating is limited. Students are accepted on a first come, first serve basis.

To be eligible for this program a student must:

- ☐ be at least 16 years old and either a high school graduate or have a GED certificate, or be a nonhigh school graduate who has been out of high school at least six months
- ☐ take the Test of Adult Basic Education (TABE) and score a minimum of 8.0 for reading, math and language by the end of the program.

Required Courses

- ☐ PMT 0070C - Welding I 210 clock hours, 7 occupational credits
- ☐ PMT 0071C - Welding II 210 clock hours, 7 occupational credits
- ☐ PMT 0072C - Welding III 210 clock hours, 7 occupational credits
- ☐ PMT 0073C - Welding IV 210 clock hours, 7 occupational credits
- ☐ PMT 0074C - Welding V 210 clock hours, 7 occupational credits

**Welding Technology Total: 1,050 clock hours,
35 occupational credits**

In order to successfully graduate from this program a student must:

- ☐ pass courses with a D or better while maintaining a 2.0 GPA
- ☐ pass TABE with a minimum score of 8.0 for reading, math and language. Students may be exempt from TABE test based on completion of college level courses in Math and English with a grade of C or better. Contact advisor for more information. Vice President approval required for exemptions based on college level courses. Students who are exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are also exempt from TABE requirements.

Applied Technology Diplomas

General Information

Applied Technology Diplomas (A.T.D.) are occupational training programs that can be offered by a community college and are guaranteed to transfer to an A.S. degree.

Some applied Technology Diploma programs have limited or selective admission requirements. A student is urged to consult with the specific instructional area which oversees a particular diploma for additional details.

A.T.D. programs at the College are generally designed for full-time or part-time study. Every student is encouraged to complete his or her class schedule with the help of an advisor.

To meet graduation requirements, each Applied Technology Diploma student must:

- ☐ complete the program requirements as outlined in the program section of the catalog,
- ☐ demonstrate competence in reading, math, and language through placement examination. Currently this is the Test of Adult Basic Education (TABE),
- ☐ maintain a 2.0 cumulative grade point average or higher in all A.T.D. program courses, and
- ☐ meet Florida Gateway College's residency requirement by completing a minimum of 25 percent of the program in residence at FGC before graduation from FGC.

A student who owes an obligation to the College will not receive a diploma or transcript until the obligation is resolved.

Applied Technology Diploma Enrollment

Applied Technology Diploma programs at the College are generally designed for full-time or part-time study. A student should contact the Admissions Office for further information.

Applied Technology Diploma Student Registration

Each Applied Technology Diploma student is required to complete his or her class schedule with the assistance of an advisor.

Some A.T.D. programs may be eligible for certain types of financial assistance. A student is urged to consult with the Financial Aid Office to determine if any type of financial assistance is available to him or her.

Applied Technology Diploma Programs

Applied Technology Diplomas

Medical Coder/Biller, A.T.D.

Banner Code: MCDG

Applied Technology Diploma

(37 credit hours)

The program is designed to prepare students for employment in a variety of healthcare settings as entry level coder, medical record coder, coding technician, coding clerks, or medical coder/billers (Industry Title).

The content includes, but is not limited to, medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, healthcare delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

Upon completion of the curriculum, the student will take the certification exam, Certified Coding Associate, CCA.

To be officially considered for this program a student must:

- ☐ be a high school graduate or have a GED,
- ☐ complete a Florida Gateway College application,
- ☐ complete the Test of Adult Basic Education (TABE) with a score of math 10, language 11, reading 11 by the end of the program.

The following is a **suggested** sequence of courses:

Summer Semester: 13 Credit Hours

- ☐ CGS 1570 - Computer Applications 3 credits
- ☐ HSC 2531 - Medical Terminology 3 credits
- ☐ BSC 2085 - Anatomy and Physiology I 3 credits
- ☐ BSC 2085L - Anatomy and Physiology I Lab 1 credit, 3 Lab hours weekly
- ☐ ORI 2000 - Fundamentals of Oral Interpretation 3 credits **or**
- ☐ SPC 1017 - Oral Communications 3 credits **or**
- ☐ SPC 1061 - Introduction to Academic and Professional Speaking 3 credits **or**
- ☐ SPC 2608 - Public Speaking 3 credits

Fall Semester: 12 Credit Hours

- ☐ HIM 1300 - Health Care Delivery Systems 3 credits
- ☐ HIM 1433 - Human Diseases 3 credits
- ☐ HIM 2012 - Legal Aspects of Health Information Technology 3 credits
- ☐ HIM 2282 - ICD-10-CM Coding 3 credits

Spring Semester: 12 Credit Hours

- ☐ HIM 2723 - ICD-10-PCS Coding 3 credits
- ☐ HIM 2273C - Medical Billing and Insurance 3 credits
- ☐ HIM 2283 - Advanced Medical Coding 3 credits
- ☐ HIM 2253 - Current Procedural Terminology (CPT) Coding 3 credits

Medical Coder/Biller Total 37 Credit Hours

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 by 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 SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	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, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually, or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

1. Courses not offered by the receiving institution.
2. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
3. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
4. Applied academics for adult education courses.
5. Graduate courses.
6. Internships, Apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
7. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.)

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Amanda Luke in the Registrar’s Office or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

Course Information

Students are encouraged to review the specific program sections of this catalog to determine which classes are applicable to their academic course of study. Even though the following represents courses available at Florida Gateway College, not all courses are offered each semester. The College reserves the right to offer classes and programs at such time as best fits the institutional scope and mission of the College.

The College publishes a **schedule of class offerings** each semester online which details those classes that are being offered during a particular semester.

The College reserves the right to cancel scheduled classes due to low enrollment or other conditions deemed by the College to justify course cancellations.

The requirements met designation listed for certain courses are as follows:

“**AATR**” indicates that the class is an acceptable A.A. elective credit at Florida Gateway College. A student should contact his or her advisor or the Registrar’s Office for more information concerning A.A. elective credits. It is ultimately a student’s responsibility to confirm with a receiving institution that an elective credit will transfer successfully from Florida Gateway College to the receiving institution.

“**GE**” indicates that the class is an acceptable general education course at Florida Gateway College in the general education area shown for the course.

“**GEC**” indicates that the class is an acceptable general education core course at Florida Gateway College in the general education area shown for the course.

“**GR**” indicates that the class will satisfy the College’s Gordon Rule requirements. Each Gordon Rule class has specific mathematics or writing requirements. All Gordon Rule (**GR**) classes must be passed with a grade of C or better.

“**MC**” indicates that the class is officially identified as a course with multicultural content, and as such, satisfies the common course prerequisite requirement for various majors at some state universities.

The following courses are presently offered by Florida Gateway College. Each class is subject to change, revision, revocation, termination, or amendment. Classes are listed in alphabetic order by course prefix (e.g., ACG 2071, HUM 2020, etc.).

Course Descriptions

ACG 2021 - Introduction to Financial Accounting

4 credits | **Offered:** Fall, Spring, Summer

Requirements Met: AATR

Prerequisite(s): REA 0017 or ENC 0027C and MAT 0028 with a grade of C or better or score out on appropriate placement test.

An introduction to the principles of accounting. The complete accounting cycle is studied. Specifically included are preparation of journal entries, worksheets, financial statements, and a more detailed look at cash, receivables, and fixed assets. Course includes accounting treatment for equity and debt funding, inventory assets and payroll.

ACG 2071 - Introduction to Managerial Accounting

3 credits | **Offered:** Fall, Spring, Summer

Requirements Met: AATR

Prerequisite(s): ACG 2021 with a C or better.

An introduction to managerial accounting concepts and principles. Emphasis is placed on cost reporting, cost control, cost behavior, budgets, special reports, statements, and analytical tools used by management to plan and control the organization.

ACR 0000C - Introduction to Air-Conditioning

180 clock hours, 6 occupational credits | **Offered:** Fall, Spring

Prerequisite(s): Take TABE or have appropriate exemption.

(Students exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are exempt from TABE requirements.)

This course is designed to introduce the student to the history of refrigeration, tools of the trade, safety, and service management work with piping, tubing and fittings, understand the components and accessories. Lab fee.

ACR 0009C - Install, Maintain, & Repair AC

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Students will wire, test, install, and service motors and various electrical components used in the air conditioning, heating and refrigeration industry. Lab fee.

ACR 0022C - Domestic Refrigeration

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Practical study of domestic refrigerators, freezers and window air conditioners, installation and service including defrost and multiple temperatures of capillary tube systems. Lab fee.

ACR 0061C - Psychrometrics

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Study of air, humidity, heat, and movement as it relates to

comfort air conditioning. Psychrometric processes will be charted, measured, and applied. Lab fee.

ACR 0100C - Basic Electricity

180 clock hours, 6 occupational credits | **Offered:** Fall, Spring

The course will cover electric motors and various electrical components. Students will wire, test, install, and service motors and various electrical components used in the air conditioning, heating and refrigeration industry. Lab fee.

ACR 0205C - Compressors

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Students will study the internal chemistry of a refrigeration system and the study of refrigerants, oil, contaminants, dehydration, and burnouts in detail. Lab fee.

ACR 0601C - Heat Pumps II

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

An advanced study of the refrigerant cycle, and the electrical circuitry necessary to provide year round air conditioning. Lab fee.

ACR 0610C - Heat Pumps I

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Students will study oil and gas fired heating systems, combustion, mechanical and electrical components. Lab fee.

ACR 0700C - Central Residential AC

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Study of application, installation and servicing central residential equipment and integrates electrical, psychrometric and mechanical operation. Lab fee.

ACR 0741C - Commercial Refrigeration

90 clock hours, 3 occupational credits | **Offered:** Summer

A comprehensive study of standard and special mechanical components. Component characteristics, operation and application; includes design, construction and analysis of commercial systems. EPA exam. Lab fee.

ACR 0815C - Advanced Service Practices

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Students will study diagnostic procedures and development of job entry competencies in commercial refrigeration and central

residential air conditioning. Lab fee.

ACR 0850C - Commercial Troubleshooting

180 clock hours, 6 occupational credits | **Offered:** Summer
Domestic refrigeration and commercial circuitry, principles of control and interaction of components and defrost systems. Students will design; build and troubleshoot commercial systems. Lab fee.

ACR 0930C - Special Topics HVAC

30 clock hours, 1 occupational credit
Repeatable for Credit: Yes

This course will cover topics of current or special interest in HVAC. The course may be taken up to three times for credit. Topics will cover such areas as: Green in HVAC, Advanced Commercial Refrigeration Installation, Advanced Commercial Refrigeration Service, and Review for HVAC Certification exam. Lab fee.

AMH 2010 - United States History to 1865

3 credits
Requirements Met: AATR, GE, GR
General Education Area: Group 1 Social Science
Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.
Analysis of United States history from 1425 to 1865, including European background, life in the colonies, the Revolution, the constitution, the Federalist era, Jeffersonian and Jacksonian democracy, westward expansion, growth of sectionalism, and the Civil War.

AMH 2020 - United States History from 1865

3 credits
Requirements Met: AATR, GE, GEC, GR
General Education Area: Group 1 Social Science
Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.
Continuation of AMH 2010 from 1865 to present, including Reconstruction, growth of the industrial-commercial system, problems of agriculture, populism, the Progressive movement, World War I, the Depression, and World War II.

AMH 2070 - History of Florida

3 credits
Requirements Met: AATR
Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Analysis of Florida's history, including Spanish heritage, acquisition by the United States, statehood, the Civil War, and modern Florida, emphasizing development of agriculture, tourism, urbanization, and industrialization.

AML 2010 - American Literature I

3 credits
Requirements Met: AATR, GE, GR
General Education Area: Group 2 Communications
Prerequisite(s): ENC 1101 with a grade of C or better.
Critical study of literature from the colonial period to the Civil War, including such writers as Bradford, Taylor, Franklin, Irving, Poe, Hawthorne, Emerson, and Thoreau.

AML 2020 - American Literature II

3 credits
Requirements Met: AATR, GE, GR
General Education Area: Group 2 Communications
Prerequisite(s): ENC 1101 with a grade of C or better.
Continuation of AML 2010, from the Civil War to mid-20th century. Includes concerns, styles, and philosophies of such writers as Melville, Whitman, Dickenson, Twain, Fitzgerald, Steinbeck, Hemingway, and Faulkner.

ANT 2100 - Introduction to Archaeology

3 credits
Requirements Met: AATR, GE, GR
General Education Area: Group 1 Social Science
Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.
Archaeology is the study of past cultures and societies through their material remains. The course will explore different types of archaeology and examine theory, methods, and techniques for investigating, reconstructing, interpreting, preserving, and learning from the past. ANT 2100 will review our cultural chronology from the time of the first people, the earliest Paleolithic ages, to the present: important social, economic, and even ideological questions, such as those on the origins of food production, social inequality, and civilization will be discussed. Two major emphases throughout the course are archaeology-as-anthropology and the relevance of archaeology to modern human society and politics.

ANT 2410 - Cultural Anthropology

3 credits
Requirements Met: AATR, MC, GE, GR
General Education Area: Group 1 Social Science
Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.
An introduction to the varieties of customs and to the patterns of social and cultural life of humankind. It is the study of behavior

that is learned rather than genetically transmitted. Major divisions may include anthropology and culture, sociocultural adaptations, and ethnography. This course may be taught in conjunction with a foreign study experience.

APA 2111 - Accounting I

3 credits | **Offered:** Fall, Spring

Prerequisite(s): REA 0017 or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of theory and practice of accounting for sole proprietor with emphasis on forms and procedures. Designed for semiprofessional and occupational business students.

APA 2144 - Introduction to QuickBooks

3 credits

Prerequisite(s): ACG 2021 or APA 2111.

This is an introductory computer accounting course. QuickBooks Pro is for general ledger procedures, accounts receivable, accounts payable, inventory, fixed assets, payroll, and financial statement preparation. Course is an independent study.

ARH 1000 - Art Appreciation and Introduction to Visual Arts

3 credits

Requirements Met: AATR, GE, GEC, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0015 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Art Appreciation is an introduction to the visual arts through the study of art history, art criticism, aesthetics, and art media. Visual literacy is developed through the study of the art elements and principles of design, the media and processes of art, and the artists, movements, and periods in Western and Non-Western art. This course illustrates the place of art in social and cultural life and encourages students to develop judgment in art analysis and criticism.

ARH 2050 - Art History: Prehistory to Gothic

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0015 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

History and criticism of each of the major visual art forms from the Stone Age through the Low Renaissance.

ARH 2051 - Art History: Renaissance to Modern

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0015 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Course covers Art History from the Low Renaissance through the 20th century.

ART 1201C - Design Fundamentals

3 credits

Requirements Met: AATR

The study of art elements and principles of design as they apply to creative works in various media in two-dimensional design.

This course provides experience in analyzing, creating and critiquing two-dimensional compositions. Lab fee.

ART 1203C - Three-Dimensional Design

3 credits

Requirements Met: AATR

The study and application of art elements and principles of design to produce effective three-dimensional compositions. Various media such as clay, plaster, wood, metal, found materials and/or light will be used to complete creative design projects that encompass three-dimensional space. This course also provides experience in analyzing, creating, and critiquing three-dimensional compositions. Lab fee.

ART 1300C - Drawing I

3 credits

Requirements Met: AATR

Introductory drawing in various media. Lab fee.

ART 1400C - Printmaking

3 credits

Requirements Met: AATR

Graphic work including the study of relief, and stencil painting techniques. Lab fee.

ART 1500C - Painting I

3 credits

Requirements Met: AATR

Introductory painting with acrylic paint. Lab fee.

ART 1930C - Special Topics in Art

1-3 credits

Requirements Met: AATR

Repeatable for Credit: Yes

This course focuses on variable content based on a problem-centered, issue-centered, subject-centered approach and emerging trends in the field of art. Through an in-depth study of specific

artistic processes relative to the assigned special topic, this course provides an awareness and appreciation for major themes, technologies and artists. Visiting artists and field research may be integrated into the course. Media varies by assigned topic. May be taken for credit four times for a maximum of 12 credit hours. Lab fee.

ART 2100C - Introduction to Crafts

3 credits

Requirements Met: AATR

This course is an introduction to the basic process in craft media. Power and hand tools will be used in developing the techniques and creative use of a variety of materials, such as clay, fibers, glass, metals, paper, and woods. Lab fee.

ART 2103C - Intermediate Crafts

3 credits

Requirements Met: AATR

Prerequisite(s): ART 2100C with a grade of C or better.

A continuation of ART 2100C with an introduction to new craft techniques and the relationship between various mixed media projects. Lab fee.

ART 2150C - Jewelry I

3 credits

Requirements Met: AATR

Jewelry I is an introductory course concentrating on the design and production of jewelry and metal art forms. Basic techniques such as fabrication, forming, casting, soldering, polishing, and stone setting are covered. Lab fee.

ART 2151C - Jewelry Casting

3 credits

Requirements Met: AATR

An introductory course concentrating on the design and production of jewelry and metal art forms using models and casting processes, primarily lost-wax. Research, planning and design skills will be incorporated with project production. Students will learn terminology and appropriate use of studio equipment, materials and tools relative to jewelry and metal work. Lab fee.

ART 2330C - Drawing II

3 credits

Requirements Met: AATR

Prerequisite(s): ART 1300C with a grade of C or better.

Study of structure, movement, and rhythm of the human figure. Lab fee.

ART 2501C - Intermediate Painting

3 credits

Requirements Met: AATR

Prerequisite(s): ART 1500C with a grade of C or better.

Continuation of ART 1500C with emphasis on individual themes and ideas. Lab fee.

ART 2701C - Basic Sculpture I

3 credits

Requirements Met: AATR

Study of visual communication with media experimentation in casting, carving, and modeling techniques. Lab fee.

ART 2750C - Ceramics I

3 credits

Requirements Met: AATR

Concentrates on the basic materials, tools, and techniques for hand building ceramic and sculptural ceramic forms. Construction of projects will be implemented through additive methods of pinch, coil, and slab. Students are expected to produce works in clay that are structurally sound, creative in design, and explorative of the medium. Historical and contemporary issues in clay will be integrated into the course activities. Basic surface design, glazing, and firing techniques will be explored to aid students in the completion of their projects. Individual and group critiques will occur throughout the term. Lab fee.

ART 2751C - Ceramics II

3 credits

Requirements Met: AATR

Prerequisite(s): ART 2750C with a grade of C or better.

Intermediate level course involving the study and production of complex ceramic and sculptural forms using hand-building methods and non-commercial molds. Experimentation in surface design, glaze formulation and various firing techniques will be explored. Lab fee.

ART 2752C - Wheel Throwing I

3 credits

Requirements Met: AATR

Study and production of basic stoneware, ceramic vessels and forms utilizing the potter's wheel. Basic surface design, glazing and firing techniques will be explored. Lab fee.

ASL 1140 - American Sign Language I

4 credits

Requirements Met: AATR

Students will learn basic sign vocabulary used by the deaf community, the history and culture of deafness in America, as well as the linguistic structure and visual, conceptual nature of

American Sign Language. The development of basic expressive and receptive conversational sign language skills will be an important class objective

ASL 1150 - American Sign Language II

4 credits

Requirements Met: AATR

Prerequisite(s): ASL 1140 with a C or better.

This is an intermediate level class in sign vocabulary used by the deaf community. The course will emphasize the history and culture of deafness in America, and the linguistic structure and visual, conceptual vocabulary of ASL. The development of intermediate expressive and receptive conversational sign language skills will be an important class objective.

AST 1002C - Astronomy

4 credits

Requirements Met: AATR, GE, GEC

General Education Area: Group 2 Science

Prerequisite(s): MAT 0028 with a C or better or score out on appropriate placement test.

Survey of astronomy; telescopes and instruments, structure and formation of the solar system, stars and solar motions; the Milky Way Galaxy, other galaxies and the nature of the universe. Course includes laboratory component providing an exploration of our universe through exercises involving observations of celestial objects and analysis of observational data. Telescopes, binoculars, and the naked eye are used to observe the sun, the moon, planets, constellations, stars, star clusters, nebulae, and galaxies. Lab fee.

BOT 1000 - Principles of Plant Growth

3 credits

Practical study of plant functions, structures, physiology, reproduction, and environmental relationships.

BOT 2010C - Botany I

4 credits | **Offered:** Alternates years with Zoology

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Survey of vascular plants using live and preserved materials. The structure, function, and natural relationships of plant life will be investigated through field work and laboratory studies. Lab fee.

BSC 1005 - Biological Principles for NonMajors

3 credits

Requirements Met: AATR, GE, GEC

General Education Area: Group 1 Science

Biological principles that familiarize the students with the history, organization, growth, metabolism, and genetics of organisms. The course also includes an overview on cell structure, ecology, and behavior.

BSC 2010C - General Biology I with Lab

4 credits

Requirements Met: AATR, GE, GEC

General Education Area: Group 1 Science

Analysis of the structure, function, and organization of biological molecules into cellular structures, cellular growth, metabolism and its regulation, genetics including growth, replication, mutation and repair mechanisms, biotechnology, and evolution of organisms. Course includes a lab component. Lab fee.

BSC 2011C - General Biology II with Lab

4 credits

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): BSC 2010C with a grade of C or better.

This course is a continuation of BSC 2010C that familiarizes the students with the diversity of organisms, comparative plant and animal physiology, introduction to anatomy, developmental biology, population biology, ecology, and applications to clinical sciences. Course includes a lab component. Lab fee.

BSC 2084C - Essentials of Anatomy and Physiology I

4 credits | **Offered:** Summer

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): Completion of REA 0017, ENC 0025 and MAT 0018 with a grade of C or better or ENC 0027C and MAT 0018 with a grade of C or better or score out on appropriate placement test.

This is an essentials level course in Anatomy and Physiology with a laboratory component, designed for Paramedic and Dental Hygiene students. It is a one semester course with a laboratory component, carrying four semester hours of credit. It is designed to provide the student with a solid background, with emphasis on knowledge required in the clinical setting, and on clinical thinking skills. The course will also be suitable for General Education requirements as well as students desiring to enter other Allied Health disciplines - such as Respiratory Therapy. It is NOT designed for students desiring to enter the Nursing or Physical Therapist Assistant programs. Students wishing to pursue a bachelor's degree in the sciences, entering the Nursing or Physical Therapist Assistant programs should opt for the two semester sequence of Anatomy and Physiology (BSC 2085 & BSC 2085L, BSC 2086 & BSC 2086L). Lab fee.

BSC 2085 - Anatomy and Physiology I

3 credits

Requirements Met: AATR, GE, GEC

General Education Area: Group 1 Science

Prerequisite(s): Completion of REA 0017, ENC 0025 and MAT 0028 or MGF 1100 with a grade of C or better or ENC 0027C and MAT 0028 or MGF 1100 with a grade of C or better

or score out on appropriate placement test.

Corequisite(s): BSC 2085L.

The first course in human anatomy and physiology is a survey of the chemistry, structure, and function of the human body to include the following topics: cells and cytology, tissue and histology, the integumentary system, skeletal system, muscular system, and nervous system. The course is designed for students in the health related, biological, and physical education programs.

BSC 2085L - Anatomy and Physiology I Lab

1 credit, 3 Lab hours weekly

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): Completion of REA 0017, ENC 0025 and MAT 0028 or MGF 1100 with a grade of C or better or ENC 0027C and MAT 0028 or MGF 1100 with a grade of C or better or score out on an appropriate placement test.

Corequisite(s): BSC 2085.

Laboratory exercise which emphasizes the biochemical, physiological, and anatomical principles associated with classroom work. Such laboratory exercises include microscopic observations, experimentation, and the study of skeletal materials and anatomical models, as well as dissections. Lab fee.

BSC 2086 - Anatomy and Physiology II

3 credits

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): Completion of BSC 2085/BSC 2085L with a minimum grade of C.

Corequisite(s): BSC 2086L.

A continuation of the anatomy and physiology sequence about the human body to include the following topics: special senses, endocrine system, circulatory system, lymphatic system and body defenses, respiratory system, digestive system, nutrition and cellular energetics, urinary system, fluid and electrolyte dynamics, reproductive system, and genetics.

BSC 2086L - Anatomy and Physiology II Lab

1 credit, 3 Lab hours weekly

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): Completion of BSC 2085/BSC 2085L with a minimum grade of C.

Corequisite(s): BSC 2086.

Laboratory exercises which are coordinated with the classroom work in BSC 2086 Anatomy and Physiology II. Such laboratory exercises include microscopic observations, experimentation, the study of skeletal materials and anatomical models as well as dissections, and emphasizes the biochemical, physiological, and anatomical principles associated with classroom work. Lab fee.

BSC 2910 - Biology Research

1-3 credits

Requirements Met: AATR

Prerequisite(s): Any BSC, MCB, ZOO, or BOT general education course.

Repeatable for Credit: Yes

This is a course that familiarizes the students with research projects or certain aspects of research carried out under the direct supervision of an instructor. This course is intended to help students acquire skills in applying research principles and obtaining practice in the rigorous data collection and reporting. A paper presentation of research within the content area is required. Students can sign up for 1-3 credit hours for this course, depending on scope of project/study. Course may be repeated up to four times for a maximum of 12 credit hours.

BUL 2241 - Business Law I

3 credits | **Offered:** Fall, Spring

Requirements Met: AATR

Prerequisite(s): REA 0017 or ENC 0027C with a grade of C or better or score out on appropriate placement test.

A study of law as it relates to business matters concerning contracts, sales, bailments, commercial paper, employment, and the uniform commercial code.

CCJ 1000 - Role of Criminal Justice in Crime and Delinquency

3 credits | **Offered:** Spring

Requirements Met: AATR

This course studies the role of agencies within the criminal justice system relative to their responsibilities for prevention, apprehension, conviction, and disposition of individuals who come in contact with agencies of the system. Special emphasis on specific present problem areas in the system are also studied.

CCJ 1020 - Introduction to Criminal Justice

3 credits | **Offered:** Fall, Summer

Requirements Met: AATR

An introduction to philosophical and historical backgrounds of agencies within the criminal justice system is studied. The organization, purpose, and function of the agencies of the criminal justice system in the United States are also presented in this career orientation course.

CCJ 2010 - Introduction to Criminology

3 credits | **Offered:** Spring, Summer

Requirements Met: AATR

This course presents a systematic study of crime, criminals, and criminal behavior incorporating social and behavioral sciences, law and philosophy, providing for advanced work in the upper division of the university system.

CCJ 2052 - History of Criminal Justice

3 credits | **Offered:** Spring

Requirements Met: AATR

Prerequisite(s): CCJ 1000 or CCJ 1020 with a grade of C or better.

The historical development of criminal justice in America is examined in this course. Special attention is devoted to the evolution of the concept of crime and the methods of controlling criminal acts. This course explores the ecclesiastical and philosophical viewpoints in the development of criminal justice throughout history.

CCJ 2940 - Criminal Justice Internship

3 credits

This course will provide an opportunity for the student to observe the criminal justice system in operation. The student will be expected to compare classroom theory with the day-to-day operation of the criminal justice agency to which they are assigned and the roles and responsibilities of the professional in the field. The student will be required to spend a total 100 clock hours, spread over the semester, in the agency.

CET 1178C - Computer Repair and Upgrading

3 credits

Course provides students with theory of operation of computers and peripheral equipment hardware necessary to configure, upgrade and repair personal computer systems. Topics covered: installation, configuration, computer upgrades and peripherals; diagnosis and troubleshooting problems; safety; preventative maintenance procedures, motherboards, processors and memory; printers; portable systems; basic networking; and customer satisfaction. Prepares student for Computing and Technology Industry Association (CompTIA) A+ certification test.

CET 1600C - Introduction to Networks

3 credits

This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers the OSI Model and industry standards, network topologies, IP addressing, including subnet masks, and basic network design. This is the first of a four-part series designed to prepare students for the CISCO Certified Networking Associate Exam (CCNA). Lab fee.

CET 1610C - Routing and Switching Essentials

3 credits

Prerequisite(s): CET 1600C

This is the second of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the

computer-networking field. The course covers beginning router configurations; routed and routing protocols; and an introduction to LAN switching. This is the second of a four-part series designed to prepare students for the CISCO Certified Networking Associate Exam (CCNA).

CET 2179C - Computer Systems Troubleshooting

3 credits

Prepares student for the Computing and Technology Industry Association (CompTIA) A+ certification test. Topics covered include all of the competencies required to be demonstrated on the exam including operating system function, structure, operation and file management; memory management; operating system installation, configuration, and upgrading; diagnosing and troubleshooting operating systems; and network.

CET 2615C - Scaling Networks

3 credits

Prerequisite(s): CET 1610C.

This is the third of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers the advanced router configurations: LAN switching, network management and advanced network design. This is the third of a four-part series designed to prepare students for the CISCO Certified Networking Associate Design Exam (CCNA).

CET 2620C - Connecting and Securing Networks

3 credits

Prerequisite(s): CET 2615C

This is the fourth semester course designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. This course is designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. The course covers the advanced network design projects and advanced network management projects. This is the last of a four-course sequence designed to prepare students for the CISCO Certified Networking Associate Design Exam (CCNA).

CGS 1004 - Computers in Golf Course Management

3 credits

This course is designed to give the student insight into basic computer concepts and productivity tools with an emphasis on the TRIMS software package for golf course management. Lab fee.

CGS 1570 - Computer Applications

3 credits

Requirements Met: AATR

Introduces major software used with today's computers including electronic spreadsheet, database management, and word processing. It includes considerable hands-on experience on the microcomputer.

CGS 1572 - Desktop Publishing & Graphics

3 credits

Requirements Met: AATR

Introduction of major software used for page layout and simple draw (vector-based) type graphics. Common types of publications will be produced which may include print ads and flyers, catalog pages, brochures, and newsletters.

CGS 2511 - Spreadsheets

3 credits

Requirements Met: AATR

Prerequisite(s): Typing skills required.

Nonprogramming course to teach spreadsheet applications using a popular spreadsheet software package. Covers replication, graphics, various functions, transferring data, pivot tables & charts and lists.

CGS 2541 - Database Management

3 credits

Prerequisite(s): Typing skills required.

Teaches database management using a popular database software package. Covers index files, query files, and command language.

CHD 1220 - Child Growth and Development I

3 credits

This course covers the growth and development of the child from conception through age five, including the physical, social, emotional, and mental development of the young child. Required in A.S. degree Early Childhood Education.

CHD 1312 - Infants and Toddlers

3 credits

This course provides the student with information pertinent to the care of infants and toddlers. Special attention is given to selection of developmentally appropriate curriculum.

CHD 1339 - Learning Through Play

3 credits

This course establishes an understanding of the importance of play in the development of children.

CHM 2045 - General Chemistry I

3 credits

Requirements Met: AATR, GE, GEC

General Education Area: Group 2 Science

Prerequisite(s): MAT 1033 with a grade of C or better or score out on an appropriate placement test.

Corequisite(s): CHM 2045L.

This course is the first of the series CHM 2045/CHM 2046 required for science, premedical, and engineering students. An introduction to fundamental principles and laws of chemistry. Topics include atomic structure, bonding, chemical stoichiometry and calculations, states of matter, thermochemistry, periodic properties, and properties of gases, liquids, and solids.

CHM 2045L - General Chemistry I Lab

1 credit, 3 Lab hours weekly

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): MAT 1033 with a C or better or score out on appropriate placement test.

Corequisite(s): CHM 2045.

Introduction to the fundamental laboratory techniques used in studying the properties of inorganic compounds. Lab fee.

CHM 2046 - General Chemistry II

3 credits

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): CHM 2045 and CHM 2045L with a grade of C or better.

Corequisite(s): CHM 2046L.

Continuation of CHM 2045. Topics include equilibria in gases and in solutions, kinetics, thermodynamics, and electrochemistry.

CHM 2046L - General Chemistry II Lab

1 credit, 3 Lab hours weekly

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): CHM 2045 and CHM 2045L with a grade of C or better.

Corequisite(s): CHM 2046.

Continuation of General Chemistry lab and introduction to the principles and techniques of qualitative analysis. Lab fee.

CHM 2210 - Organic Chemistry I

3 credits

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): CHM 2046 and CHM 2046L with a grade of C or better.

Corequisite(s): CHM 2210L.

Introduction to aliphatic and aromatic organic chemistry,

structural theory, reaction mechanisms, and synthetic methods.

CHM 2210L - Organic Chemistry I Lab

1 credit, 3 Lab hours weekly

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): CHM 2046 and CHM 2046L with a grade of C or better.

Corequisite(s): CHM 2210.

Introduction to fundamental operations and purification techniques in organic chemistry. Lab fee.

CHM 2211 - Organic Chemistry II

3 credits

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): CHM 2210 and CHM 2210L with a grade of C or better.

Corequisite(s): CHM 2211L.

Continuation of CHM 2210. This course completes the study of fundamental organic chemistry and includes consideration of carbohydrates, proteins, lipids, and nucleic acids.

CHM 2211L - Organic Chemistry II Lab

1 credit, 3 Lab hours weekly

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): CHM 2210 and CHM 2210L with a grade of C or better.

Corequisite(s): CHM 2211.

Study of synthetic organic reactions. Accompanies CHM 2211. Topics include: IR, UV, visible and NMR spectroscopy. Lab fee.

CHM 2910 - Chemistry Research

1-3 credits

Requirements Met: AATR

Prerequisite(s): CHM 2045 and CHM 2045L

This is a course that familiarizes the students with research projects or certain aspects of research carried out under the direct supervision of an instructor. This course is intended to help students acquire skills in applying research principles and obtaining practice in the rigorous data collection and reporting. A paper presentation of research within the content area is required. Students can sign up for 1-3 credit hours for this course, depending on scope of project/study. Students may repeat this course up to four times for a maximum of 12 credit hours.

CJC 1000 - Introduction to Corrections

3 credits

Prerequisite(s): Completion of ENC 0025 and REA 0017 with a grade of C or better, score out on an accepted placement test or be

exempt from Developmental Education courses.

Introduction to the history, philosophy and practices of corrections. Concepts to be considered will include punishment, imprisonment, probation, parole, treatment organization and management of correctional institutions.

CJC 2162 - Probation, Pardons, and Parole

3 credits | **Offered:** Summer

Requirements Met: AATR

Review of philosophy and development of probation and parole, and examination of probation as a judicial process and parole as an executive function as community based correctional programs and includes a view of the use of pardons.

CJC 2400 - Understanding Criminal Behavior

3 credits | **Offered:** Spring, Summer

Requirements Met: AATR

An examination of the diversity of thought on understanding criminal behavior and reviewing the history of various ways people have responded to crime is made. This course includes an examination of psychological/ philosophical issues upon which treatment of offenders is based, the various schemes used in classifying offenders, and how to evaluate various treatment techniques.

CJE 2600 - Fundamentals of Criminal Investigation

3 credits | **Offered:** Spring

Requirements Met: AATR

This course provides educational theory in the fundamentals of investigation, techniques of collection, preservation and transportation of evidence.

CJE 2640 - Crime Scene Investigation & Crime Laboratory Techniques

3 credits

This course provides a broad survey of criminology with emphasis on crime scene processing, crime laboratory examinations and court testimony. Emphasis will be on scientific techniques of collection, identification, preservation and transportation of physical evidence.

CJJ 2002 - Introduction to Juvenile Justice System

3 credits | **Offered:** Fall, Summer

Requirements Met: AATR

An analysis of sociological issues in defining juvenile delinquency in a changing society, the nature of adolescence, current theories of delinquent behavior and modes of social control applied to juvenile delinquency are all examined.

CJK 0001C - Introduction to Law Enforcement

10 clock hours, .33 occupational credits

This course will enable the student to understand the values and ethics required for criminal justice officers, understand the consequences of sexual harassment, describe the criminal justice system, and describe the structure of criminal justice agencies. Lab fee.

CJK 0012C - Legal

62 clock hours, 2.07 occupational credits

At the conclusion of this course the student will understand the applicable constitutional amendments, determine when a crime has been committed and the elements necessary to make an arrest for that crime, understand the legal rules and concepts of evidence, be able to articulate the legal justification for the use of force, understand civil and criminal liability related to an officer's performance of duties, understand an officer's duties and options in civil (noncriminal) incidents, and be familiar with the legal considerations when dealing with juveniles.

CJK 0013C - Interactions in a Diverse Community

40 clock hours, 1.33 occupational credits

At the end of this course the student will be able to communicate effectively, understand physical and developmental disabilities, interact with persons having mental illness, interact with suicidal persons, interact with juvenile, elderly and homeless persons, recognizing a crisis situation and the officer's duty to respond, and recognize high risk situations.

CJK 0014C - Communications

56 clock hours, 1.87 occupational credits

At the end of this course, students will: prepare and conduct basic interview, gather information, take notes, identify signs of deception, obtain statements, identify types of reports, forms, and logs, including: crime, incident, use of force, disciplinary, traffic crash, organize information, chronologically, categorically, write reports, apply appropriate grammar and mechanics, apply agency procedures, evaluate report prior to submission, and draft probable cause affidavits.

CJK 0020C - Vehicle Operations

48 clock hours, 1.6 occupational credits

This course is available only to students who are accepted into the Basic Law Enforcement Certificate program. Course includes: Module 2 of CJST curriculum. High liability course involving defensive driving lectures and practical driving on a driving range. Lab fee.

CJK 0031C - First Aid for Criminal Justice Officers

40 clock hours, 1.33 occupational credits

This course is available only to students who are accepted into the Basic Law Enforcement certificate program. Course includes Module 3, Units 1 through 4, of the Criminal Justice Standards and Training Application-based Law Enforcement Basic Recruit Training program. This is a high liability course involving medical first aid training with both lecture and applied training. This course will also introduce prospective officers to recognizing and responding appropriately to emergency situations. Lab fee.

CJK 0040C - Criminal Justice Firearms

80 clock hours, 2.67 occupational credits

This course is available only to students who are accepted into the Basic Law Enforcement Certificate program. Course includes Module 4 of the new Criminal Justice Standards and Training Applied Basic Law Enforcement program. This is a high liability course involving firearms training with both lecture and applied training. Lab fee.

CJK 0051C - Defensive Tactics

80 clock hours, 2.67 occupational credits

This Basic Recruit High Liability Course is designed to provide training for persons seeking certification as a law enforcement officer, correctional officer, or correctional probation officer in the State of Florida. Lab fee.

CJK 0064C - Fundamentals of Patrol

35 clock hours, 1.16 occupational credits

At the end of this course, students should be able to use radio equipment properly, identify the uses of mobile computer devices, and understand the uses of FCIC/NCIC/NLETS and other electronic database resources. Understand community-oriented policing and how it is implemented as a problem-solving model, and identify the SARA problem-solving model and its application in real life situations. Understand officer safety issues, identify and avoid fatal errors, identify and manage stress, and maintain mental and physical fitness. Prepare to patrol, know what a BOLO is and how to create and cancel a BOLO, respond to a call, approach a suspect, set up a perimeter, conduct a building search, make an arrest, transport a prisoner, and process the prisoner at a detention facility.

CJK 0065C - Calls for Service

36 clock hours, 1.20 occupational credits

At the end of this course, students should be able to: respond to calls for service, including well-being and security checks, building alarms, environmental hazards, transportation requests, animal complaints, death notifications, and special event security. Respond to disturbances, including crowd control, civil disturbances, civil standbys, and disorderly or irate people. Respond to court orders, including arrests and civil processes,

and assist with the execution of search warrants. Respond to calls concerning vehicle fires, unattended, abandoned, or disabled vehicles, and roadway obstructions or damage. Enforce parking violations, impound a vehicle, direct vehicle traffic, and direct pedestrian traffic.

CJK 0077C - Criminal Investigations

50 clock hours, 1.67 occupational credits

At the end of this course students should be able to conduct an initial investigation of crimes against persons, society, property, and economic crimes.

CJK 0078C - Crime Scene to Courtroom

35 clock hours, 1.16 occupational credits

At the end of this course, students should be able to: process a crime scene, conduct a follow-up investigation, and provide testimony in different types of court proceedings.

CJK 0084C - DUI Traffic Stops

24 clock hours, .80 occupational credits

At the end of this course, students should be able to understand the problem of and solutions for DUI, identify the DUI laws and related legal issues, identify the signs of alcohol or drug impairment, conduct a DUI traffic stop, follow the three-phase process of a DUI contact, demonstrate proficiency in conducting the Standardized Field Sobriety Tests, make an arrest decision based on specific clues, accurately complete the required documentation for a DUI arrest, and provide clear and convincing evidence of DUI in court testimony.

CJK 0087C - Traffic Stops

30 clock hours, 1.0 occupational credits

At the end of this course, students should be able to: safely pull over a vehicle, identify and articulate the stop/violation, obtain necessary information from the driver/passenger, safely complete the stop, safely effect an arrest, and accurately complete the required documentation for a traffic stop.

CJK 0088C - Traffic Crash Investigations

32 clock hours, 1.07 occupational credits

At the end of this course, students should be able to define and explain the terms and legal considerations associated with crash investigations. Respond to a crash scene safely. Assess a crash scene properly. Secure a safe work environment at a crash scene. Provide emergency medical assistance to injured people at a crash scene, if necessary. Obtain pertinent information about a crash to determine how and why it occurred. Identify crimes revealed during a crash investigation, if any. Return a crash scene to normal as quickly as possible. Complete driver exchange of information properly. Take appropriate enforcement action. Document a crash correctly in appropriate crash report form.

CJK 0092C - Critical Incidents

44 clock hours, 1.47 occupational credits

At the end of this course, students should be able to do the following: complete and pass Unit 1, IS-100.LEb Introduction to the Incident Command System and Unit, IS-700.a National Incident Management (NIMS), An Introduction understand local emergency response plans, law enforcement duty-to-act requirements, and the role of law enforcement officers as first responders. Know how to respond to an active shooter incident, Plan for response to a natural disaster, Identify weapons of mass destruction (WMD) and properly respond to a WMD incident, including IEDs and VBIEDs. Be aware of hazardous material class, name or identification number.

CJK 0096C - Criminal Justice Officer Physical Fitness Training

60 clock hours, 2.00 occupational credits

This course is the Officer Physical Fitness Section of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission Basic Law Enforcement Recruit Training Program. This is Course 16.

CJK 0100 - Interpersonal Skills I

62 clock hours, 2.07 occupational credits

Community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed including juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically disabled, and substance abusers. Intervention techniques for various situations including suicide, domestic violence, and other crises are studied. Emphasis also placed on cultural/ human diversity. Lab fee.

CJK 0200 - Overview of Corrections

14 clock hours, .46 occupational credits

This course will enable the student to understand the requirements for completing the basic recruit training program, understand the importance of ethics, and values, understand professionalism and follow the chain of command, understand the retention and limitation of inmate rights as they pertain to HIPAA, PREA, the Baker Act Privileged Communication, Contraband, as well as Search and Seizure, have an understanding of the laws and rules concerning contraband, be able to articulate the legal justification for the use of force. Lab fee.

CJK 0205 - Law Enforcement Cross-Over to Correctional Responding to Incidents and Emergencies

12 clock hours, .4 occupational credits

This course will enable the student to identify and interpret the response to an emergency, describe the elements of an emergency plan and level of response, identify standard procedures and

equipment used when responding to emergencies.

CJK 0270 - Criminal Justice Legal I

46 clock hours, 1.53 occupational credits

Provides an introductory overview of the criminal justice system and a history of law. The foundation and basic components of law are studied, with special focus upon correctional officer application. Court procedure and testimony are also examined.

CJK 0280C - Criminal Justice Officer Physical Fitness Training

40 clock hours, 1.33 occupational credits

This course is the Officer Physical Fitness Section of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission Corrections Basic Recruit Training Program.

CJK 0285 - Criminal Justice Legal II

22 clock hours, .73 occupational credits.

Constitutional law and its application to the public and officers are examined. Law, including evidence procedures, probable cause, arrest law, search and seizure, and various statutory laws that are common to correctional officers is studied. Emphasis is given to elements of various crimes and civil law applications. Correctional officer civil and criminal liabilities are also covered. Lab fee.

CJK 0286 - Criminal Justice Communications

42 clock hours, 1.40 occupational credits

The correctional report writing process, from the interview, statements and note taking, through the final report product, is covered, with practical exercises included. Interpersonal skills, communication equipment, radio codes, and telephone procedures are also covered. Lab fee.

CJK 0291 - Correctional Cross-over to Law Enforcement Human Interaction and Communications

56 clock hours, 1.86 occupational credits

Course covers understanding how to respond to a crisis, recognize characteristics of different disabilities, and responding to calls related to substance abuse.

CJK 0293 - Overview of Law Enforcement

64 clock hours, 2.13 occupational credits

This course will enable the student to understand the values and ethics required for criminal justice officers, understand the consequences of sexual harassment, describe the criminal justice system, describe the structure of criminal justice agencies, understand the Fourth Amendment related to search and seizure,

know what constitutes a lawful arrest, understand the Fifth and Sixth Amendments related to the interrogation of suspects, determine when a crime has been committed and the elements necessary to make an arrest for that crime, and understand the legal rules and concepts of evidence. Lab fee.

CJK 0294 - Correctional Cross-over to Law Enforcement Patrol II

20 clock hours, .67 occupational credits

Course covers understanding of the Incident Command System, crowd control procedures, the methamphetamine epidemic, and responding to bomb threats and weapons of mass destruction.

CJK 0295 - Correctional Cross-over to Law Enforcement Officer Wellness

35 clock hours, 1.17 occupational credits

Course covers improving the understanding of various elements of wellness, nutrition, weight control, stress management, and lifelong fitness. Lab fee.

CJK 0296 - Reporting Procedures

32 clock hours, 1.07 occupational credits

This course will enable the student to prepare and conduct basic interview, identify types of reports, forms, and logs, organize information, and write reports.

CJK 0297 - Interactions in Crisis Situations

10 clock hours, .33 occupational credits

This course will enable the student to identify a crisis situation, recognize an officer's duty to recognize, respond and intervene safely and professionally and understand the options available to the officer, and provide the most appropriate intervention. The student will learn to interact with a person threatening suicide, assess the risk of suicide, and provide services and stabilize the situation. The student will understand how to use the Baker Act for an involuntary examination and understand how to use the Marchman Act for an involuntary admission.

CJK 0300 - Introduction to Corrections

32 clock hours, 1.07 occupational credits

Course covers a program overview, values and ethics, chain-of-command, criminal justice system components, constitutional rights, inmate rights, legal issues, use of force, and civil liability. Lab fee.

CJK 0305 - Communications

40 clock hours, 1.33 occupational credits

Course covers interacting with inmates, staff, and visitors, identifying causes of miscommunication, understanding non-

verbal cues, using the telephone, using radio equipment, conducting interviews, taking notes, and report writing.

CJK 0310 - Officer Safety

16 clock hours, .53 occupational credits

Course covers maintaining safety and security, recognizing the potential dangers of being manipulated, and locating and controlling contraband.

CJK 0315 - Facility and Equipment

8 clock hours, .27 occupational credits

Course covers common equipment, hazardous equipment, equipment accountability, equipment storage, procedures for issuing and receiving equipment, identifying different weapons, types of security equipment, identifying sensitive supplies, standards for security and inspections, methods of entering, exiting, and moving within a facility, the importance of good sanitation and health.

CJK 0320 - Intake and Release

18 clock hours, .6 occupational credits

Course covers processing a subject into a facility, searching an inmate, inventory an inmate's property, items issued to inmates, fingerprinting a subject, NCIC/FCIC, getting information from an inmate, legal issues of criminal histories, classification process, inmate security levels, releasing an inmate, and inmate detainees.

CJK 0325 - Supervising in a Correctional Facility

40 clock hours, 1.33 occupational credits

Course covers supervising the daily operations of a correctional facility, the inmate discipline process, recognizing inmate needs, using observational skills, accurately counting and reporting inmate numbers, supervising the dining process, and processing mail.

CJK 0330 - Supervising Special Populations

20 clock hours, .67 occupational credits

Course covers effectively supervising diverse special population inmates, maintaining officer safety and professionalism, and maintaining care and custody of special populations.

CJK 0335 - Responding to Incidents and Emergencies

16 clock hours, .53 occupational credits

Course covers responding to emergencies, elements of an emergency plan, inmate escapes, medical emergencies, riots, hostage incidents, facility assaults, fires, hazardous materials, bomb threats, natural disasters, crime scene control, reporting techniques, and chain-of-custody.

CJK 0340 - Officer Wellness and Physical Abilities

30 clock hours, 1 occupational credit

Course covers improving the student's score on the final fitness evaluation and adopting a foundation for lifelong fitness.

CJK 0351 - Law Enforcement Cross-over to Correctional Procedures

14 clock hours, .47 occupational credits

At the end of this course, students should be able to understand the classification process for placing inmates in appropriate housing areas, know inmate security levels, understand the process for releasing an inmate, explain how to check for any outstanding holds or detainers on an inmate, and identify standard procedures and equipment used when responding to emergencies.

CJK 0352 - Law Enforcement Cross-over to Corrections Officer Safety

14 clock hours, .47 occupational credits

At the end of this course, students should be able to understand the identification requirements of their facility, recognize the potential danger of being manipulated and deceived, and locate and control contraband.

CJK 0353 - Law Enforcement Cross-over to Corrections Supervising Special Populations

14 clock hours, .47 occupational credits

At the end of this course, students should be able to observe, identify, and effectively supervise diverse special population inmates within a housing unit in a correctional setting, maintain officer safety and a high level of professionalism when supervising special population inmates in a correctional setting, and maintain care, custody, and control of special population inmates within a housing unit in a correctional setting.

CJK 0354 - Law Enforcement Cross-over to Corrections Officer Wellness

12 clock hours, .40 occupational credits

This course is designed to provide the Cross-Over recruit with an understanding of various elements of wellness to include; nutrition, weight control, stress management, and lifelong fitness. Lab fee.

CJK 0392 - Cross-over Handgun Transition Course

24 clock hours, .80 occupational credits

This course is designed to provide the Cross-Over recruit with a transition from the use of a revolver to a semi-automatic

handgun. Students must demonstrate proficiency for both day and night time use. Lab fee.

CJK 0393 - Cross-over Program Updates

8 clock hours, .27 occupational credits

This course is designed to provide the Cross-Over recruit with an understanding of updated content from the applicable basic recruit training program.

CJK 0422C - Dart Firing Stun Gun

8 clock hours, .27 occupational credits

This course is the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission Dart Firing Stun Gun course. Lab fee.

CJL 2001 - Criminal Law and Process

3 credits | **Offered:** Summer

Requirements Met: AATR

The complexities of the criminal justice process and organization, including the following of a violator from the time of the commission of an offense through the entire criminal justice system, are examined.

CJL 2062 - Constitutional Law

3 credits | **Offered:** Fall

Requirements Met: AATR

Prerequisite(s): CCJ 1000 or CCJ 1020 with a grade of C or better.

This course studies the nature, sources, and types of criminal law. It includes studies of the United States Constitution, Federal Statutes, and case law which interprets the United States Constitution and Federal Statutes.

CJL 2080 - Comparative Legal Systems

3 credits | **Offered:** Fall

Requirements Met: AATR

Prerequisite(s): CCJ 1000 or CCJ 1020 with a grade of C or better.

This course provides some balance and appreciation for the Anglo-American system of criminal justice. It includes various foreign systems of criminal justice selected to give a comparative view of the American system.

CJL 2101 - Criminal Law

3 credits | **Offered:** Summer

Requirements Met: AATR

Prerequisite(s): CCJ 1000 or CCJ 1020 with a C or better.

The State Constitution and statutory and case law of the state of Florida are studied.

CNT 2401 - Introduction to Network Security

3 credits

Prerequisite(s): CET 1600C

This course will provide a fundamental understanding of network security principles and implementation. The student will learn the technologies used and principles involved in creating a secure computer networking environment. The student will learn about various threats and their countermeasures. A variety of security topologies, technologies, and concepts will be discussed.

COP 1000 - Introduction to Programming

3 credits

Requirements Met: AATR

This is an introductory computer course aimed primarily at computer programming majors. It covers fundamental computer and programming concepts including algorithm development, operating systems, and basic computer literacy.

COP 1332 - Visual Basic

3 credits

Requirements Met: AATR

Prerequisite(s): Any COP course.

This course will introduce the students to the popular professional computer programming language. Visual BASIC is an object oriented programming language in which the programs are event driven and involve the use of forms and controls with properties.

COP 1334C - Beginning C++ Programming

3 credits

Requirements Met: AATR

Prerequisite(s): MAT 0028 with a grade of C or better or score out on an appropriate placement test or COP 1000 with a grade of C or better.

Introduction to programming using the C++ language. Involves a variety of problem-solving techniques in the C++ language using computer lab facilities. Involves top-down program design, loops, arrays, lists and tables, functions, text processing, file manipulation, and simulation techniques.

COP 1800 - JAVA

3 credits

Requirements Met: AATR

Prerequisite(s): Complete MAT 0028 with a C or score out on appropriate placement test.

Introduction to programming using the JAVA language. Involves a variety of problem-solving techniques in the JAVA language using computer lab facilities. Involves developing JAVA applets and applications using object-oriented program design, and visual development using JAVA's Abstract Windows Tool kit (AWT).

COP 2335C - Intermediate C++ Programming

3 credits

Requirements Met: AATR

Prerequisite(s): COP 1334C with a grade of C or better.

This course continues to build the student's programming proficiency from the basics learned in COP 1334C.

COP 2830 - Basic Web Page Programming

3 credits

Requirements Met: AATR

Prerequisite(s): COP 1000 or a higher COP course with a C or better.

This course is designed to introduce the student to basic web development tools and design techniques. Topics will include hypertext mark-up language (HTML), scripting using one or more scripting languages, and using a web page development software package. Upon completion of this class, the student should have the capability to design and create a simple web site.

COS 0011 - Orientation/ Introduction to Cosmetology

60 clock hours, 2 occupational credits | **Offered:** Fall, Spring

Prerequisite(s): Take TABE or have appropriate exemption.

(Students exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are exempt from TABE requirements.)

Corequisite(s): COS 0301C, COS 0400C.

Required Grade: Pass with a C or better.

Professional ethics required of the cosmetologist, includes study of Florida law, care and use of equipment, personality, hygiene, and personal projection.

COS 0301C - Hair Cutting and Shaping

150 clock hours, 5 occupational credits | **Offered:** Fall, Spring

Prerequisite(s): Take TABE or have appropriate exemption.

(Students exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are exempt from TABE requirements.)

Corequisite(s): COS 0400C, COS 0011.

Required Grade: Pass with a C or better

Development of knowledge and skill in the use of scissors and razor for basic shaping and styling of hair on both male and female, as well as safety precautions. Lab fee.

COS 0400C - Hair Styling/ Designing Procedures

150 clock hours, 5 occupational credits | **Offered:** Fall, Spring

Prerequisite(s): Take TABE or have appropriate exemption.

(Students exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are exempt from TABE requirements.)

Corequisite(s): COS 0301C, COS 0011.

Required Grade: Pass with a C or better

Development of knowledge and skill in molding, setting, pin curls, roller curls, press styling, iron curling, hot combs, and blower techniques. Includes study of artistry in hair styling, style client, for both male and female, safety precautions, related anatomy and physiology. Study of the types of wigs and hair pieces, methods of cleaning, styling, shaping, and conditioning, for males and females if student desires. Lab fee.

COS 0510C - Scalp and Hair Care

30 clock hours, 1 occupational credit | **Offered:** Fall, Summer

Prerequisite(s): Take TABE or have appropriate exemption.

(Students exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are exempt from TABE requirements.)

Required Grade: Pass with a C or better.

Study of hair treatments, scalp treatment, manipulations, related chemistry, and light therapy. Hair and scalp treatment techniques for both male and female. Study of related anatomy and physiology, draping, scientific hair brushing technique, shampooing manipulations, rinsing, production information, safety precautions, and related chemistry for both male and female. Lab fee.

COS 0640C - Chemical Hair Restructuring II

120 clock hours, 4 occupational credits | **Offered:** Spring, Fall

Prerequisite(s): COS 0301C with a grade of C or better.

Corequisite(s): COS 0700C.

Required Grade: Pass with a C or better.

Study and analysis of hair in regard to procedures of permanent product information and cold wave chemistry. Techniques for both male and female. Study of the methods for chemical straightening of normal and tinted hair, and product control techniques for both male and female. Related chemistry. Lab fee.

COS 0644C - Chemical Hair Restructuring I

120 clock hours, 4 occupational credits | **Offered:** Spring, Summer

Prerequisite(s): COS 0301C with a grade of C or better.

Corequisite(s): COS 0700C.

Required Grade: Pass with a C or better.

Study and analysis of hair in regard to procedures of permanent product information and cold wave chemistry. Techniques for both male and female. Study the methods for chemical straightening of normal and tinted hair, and product control techniques for both male and female. Related chemistry. Lab fee.

COS 0700C - Hair Coloring/ Bleaching I

120 clock hours, 4 occupational credits | **Offered:** Summer, Spring

Prerequisite(s): COS 0644C with a grade of C or better.

Required Grade: Pass with a C or better

Study and analysis of hair and the chemistry of color, permanent coloring, bleaching, frosting, streaking, toners, and corrective

work, as well as safety precautions. Hair coloring techniques for both males and females. Lab fee.

COS 0760C - Hair Coloring/ Bleaching II

120 clock hours, 4 occupational credits | **Offered:** Fall, Summer

Prerequisite(s): COS 0700C with a grade of C or better.

Corequisite(s): COS 0870C, COS 0963.

Required Grade: Pass with a C or better.

Includes the study and procedures of hair lightening and toning techniques (deleting natural pigment & adding artificial color to the hair). Includes safety precautions. Lab fee.

COS 0870C - Salon Management

60 clock hours, 2 occupational credits | **Offered:** Fall, Summer

Prerequisite(s): COS 0644C with a grade of C or better.

Corequisite(s): COS 0760C, COS 0963.

Required Grade: Pass with a C or better.

Practice in the operation of a salon, including developing a resume, employee interviews, shop management, equipment care, sales development, and employability skills required to succeed in the industry.

COS 0920 - Review for the State Board

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring, Summer

Prerequisite(s): COS 0963 with a grade of C or better.

Required Grade: Pass with a C or better.

Repeatable for Credit: Yes

Review of all subjects to prepare for a retake of the state licensing exam. May be repeated three times for credit.

COS 0963 - Preparation for State Board

90 clock hours, 3 occupational credits | **Offered:** Fall, Summer

Prerequisite(s): COS 0644C with a grade of C or better.

Corequisite(s): COS 0760C, COS 0870C.

Required Grade: Pass with a C or better.

Review Bacteriology/Sanitation/Sterilization, Chemical Hair Restructuring 1, Chemical Hair Restructuring 2, Hair Shaping, Scalp and Hair Care, Hair Coloring/Bleaching, Hair Styling/Designing Procedures, Esthetics and Skin Care 1, Esthetics and Skin Care 2, Manicuring and Pedicuring, Salon Management, and Florida Law Booklet.

CRW 2001 - Creative Writing

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Communications

Prerequisite(s): ENC 1101 with a grade of C or better.

Practice in writing poems and short stories, critical analysis of student writing by class instructor, guidance in how to publish,

and publication of best student work in college literary magazine.

CRW 2200 - Magazine Writing

3 credits

Requirements Met: AATR

Prerequisite(s): ENC 1101 with a C or better.

Repeatable for Credit: Yes

A course for student writing as it relates to the literary magazine. Critical emphasis on the analysis of article writing and practice on independent writing/editing projects. Students will work on the production of the FGC literary magazine, how!! May be taken a maximum of four semesters for credit.

CSP 0004C - Esthetics and Skin Care

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Corequisite(s): COS 0640C.

Required Grade: Pass with a C or better.

Study of facial treatment, and related anatomy and physiology. Techniques of makeup, lash and brow tints, eyebrow arches, safety precautions. Lab fee.

CSP 0010C - Manicuring and Pedicuring

90 clock hours, 3 occupational credits | **Offered:** Fall, Spring

Prerequisite(s): Take TABE or have appropriate exemption.

(Students exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are exempt from TABE requirements.)

Corequisite(s): COS 0011

Study of manicuring and pedicuring techniques for both male and female, hot oil, plain, electrical and nail information and safety precautions. Lab fee.

CSP 0013C - Nail Specialist

240 clock hours, 8 occupational credits | **Offered:** Fall, Spring

Required Grade: Pass with a C or better.

Study of manicuring and pedicuring techniques for both male and female, hot oil, plain, electrical and nail information and safety precautions. Lab fee.

CSP 0260C - Esthetics Specialist

260 clock hours, 8.67 occupational credits | **Offered:** Fall, Spring

Required Grade: Pass with a C or better.

Study of facial treatment and related anatomy and physiology. Techniques of make-up, lash, and brow tints, eyebrow arches, safety precautions. Lab fee.

DEP 2001 - Child Development

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Social Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Development of language, personality, intelligence, and motor functions from the prenatal period through early childhood, with emphasis on development of cognitive systems through learning and maturation.

DEP 2004 - Human Growth and Development

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Social Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

This course is a study of the ongoing changes which take place in human behavior from conception to death. The emphasis is on the entire life span.

DIG 1710C - Introduction to Game Production

3 credits

Requirements Met: AATR

It's the job of the game producer to handle the project management side of game development, including scheduling, team management, and acting as an intermediary between the developer and publisher. This course will introduce students to the knowledge and skills needed to succeed in this diverse and challenging role.

DIG 1711C - Game Design and Gameplay

3 credits

Requirements Met: AATR

Video games require a considerable amount of specialized knowledge and skills to develop. In this course, students will learn what goes into a modern game. They will explore many key elements of game design including how to think of and expand on fun and innovative game ideas. Finally, they will put their knowledge to use by creating an original game idea and using it to write pitch and design documents.

DIG 2040C - History of Video Games

3 credits

Requirements Met: AATR

The video game industry has enjoyed an interesting and diverse history, from its early beginnings with Tennis for Two and Computer Space!, through the golden age of Atari, and onward into the days of Nintendo, Sega, Sony, and Microsoft. Students will learn the origins of major game developers, past and present,

and experience the classic games that inspired the hits of today.

DIG 2430C - Digital Storytelling for Video Games

3 credits

Requirements Met: AATR

Story has become an increasingly important element of modern video games but writing for games is much different than writing for books, movies, or TV. In this course, students will learn the basics of story writing and the specific challenges of writing for video games. They'll explore the different types of interactive storytelling used in video games, along with the unique advantages and disadvantages of each.

DIG 2721C - Applied Game Design I

3 credits

Prerequisite(s): DIG 1711C with a grade of C or better.

Building on the students' previous knowledge, this course provides a detailed look at the more complex elements of game design including level design, game mechanics, and gameplay balance. Students will apply their skills by working in teams to design and create small original games and/or game mods.

EAP 1580 - Advanced Combined Skills I

4 credits

Emphasizes individualized instruction and language laboratory to develop skills in listening comprehension, reading comprehension, oral communication, and composition necessary to prepare the non-native speaker of English for college level study. Involves both classroom (3 hours) and language laboratory (minimum of 1 hour). Students should anticipate daily homework assignments. Assignments will include exercises in grammar, vocabulary, writing, reading, and some research.

EAP 1680 - Advanced Combined Skills II

4 credits

Focuses on the non-native speaker of English who is in need of intensive work on vocabulary development and composition skills of a sufficient level to anticipate the successful entry into college level course work. Involves both classroom (3 hours) and language laboratory (minimum of 1 hour). Students should anticipate daily homework assignments. Assignments will include exercises in grammar, vocabulary, writing, reading, and some research.

ECO 2013 - Macroeconomics

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 2 Social Science

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

The study of economics principles, analysis of national income, national production and distribution, money and banking, public finance, and financial literacy.

ECO 2023 - Microeconomics

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Social Science

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Microeconomics. The study of theories of production, price determination, and resource allocation. In addition, the economics of inequality, poverty, and comparative economic systems are studied.

EDF 1005 - Introduction to the Teaching Profession

3 credits

Requirements Met: AATR

Prerequisite(s): REA 0017 or ENC 0027C with a grade of C or better or score out on an appropriate placement test.

This is a survey course including historical, sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Student will be provided information on the Florida Educator Accomplished Practices, Common Core Standards and the Professional Educator Competencies. Students are required to complete a minimum of 20 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.

EDF 2085 - Introduction to Diversity for Educators

3 credits

Requirements Met: AATR, MC

Prerequisite(s): REA 0017 or ENC 0027C with a grade of C or better or score out on an appropriate placement test.

Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, and socioeconomic status, and religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Common Core Standards, and the Professional Educator Competencies. A minimum of 20 hours of field-based experience working with diverse populations of children and youth in schools or similar setting is required. The field experience should not be via virtual modes of film or Internet.

EDP 2002 - Educational Psychology

3 credits

Requirements Met: AATR

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

This course studies the developmental changes in language, personality, physical growth, and social life status associated with students in an educational setting. It explores the influences on the teacher and the way teachers think about the instructional process.

EEC 1001 - Introduction to Early Childhood Education

3 credits

Corequisite(s): CHD 1220, EEC 2300.

The student will gain knowledge of the eight areas of competency required by the Child Care Professional Certificate and demonstrate mastery in each area through their EEC 1001 coursework and through an official observation of the student in their early childhood classroom. The student will gain knowledge of state rules and regulations regarding child care programs, child growth and development, and developmentally appropriate practice concerning children ages birth through eight. Lab fee.

EEC 1309C - Early Childhood Education Foundations

3 credits

This course provides the student with knowledge of philosophy, theories, and instructional practices of early childhood education. Methods of teaching will include lectures, class discussions, audio/visual presentations, outside speakers, individual or group activities, and field assignments.

EEC 1600 - Guidance for Young Children

3 credits

This course includes the study of principles, methods, guidance and discipline techniques used to promote positive social development in young children; influence of environment and developmental level of child on social behavior.

EEC 1601 - Observing and Recording Child Behavior

3 credits

This course is designed to increase objectivity and proficiency in observing and interpreting children's behavior.

EEC 1941 - Internship-Early Intervention

1 credit

Corequisite(s): EEC 2949C

Course provides student with practical application hours in a child care setting. Hours will be documented on a log sheet and verified by a mentor teacher.

EEC 2002 - Foundations of Child Care and Education Administration

3 credits

This course is to provide the student with a foundation for management of child care and other early education programs. This course is designed to meet Florida educational requirements for the foundational level child care and education administrator credential.

EEC 2200 - Language and Literacy in Early Childhood

3 credits

Prerequisite(s): EEC 1309C, pass with a D or better.

This course establishes an understanding of emergent literacy foundations and sequences development across multiple domains and influential factors based on the high scope philosophies.

EEC 2300 - Cognitive Experiences for Young Children

3 credits

This course includes the study of techniques of creating and maintaining a safe, healthy, learning environment for children. The course stimulates the effective skills in advancing physical, cognitive, communication, social, emotional, and creative skills for young children.

EEC 2401 - Home and Community

3 credits

This course is comprehensive in scope, emphasizing skills and concepts of parenting which include: adjustment to parental roles, parent-child communication, cultivating strong families, alternate family structures, working with families, agencies and legislation affecting children and family.

EEC 2930 - Special Topics for Child Care Administrators

3 credits

Repeatable for Credit: Yes

This course will serve as a vehicle to either deepen students' knowledge of subjects addressed in early childhood education introductory courses or explore issues outside the traditional curriculum. Permission from early childhood coordinator required. The course may be taken up to four times for credit.

EEC 2949C - Internship-Child Development

2 credits

Prerequisite(s): CHD 1220 with a C or better.

On-the-job training in associate of science degree. The student is under the supervision at work of a qualified supervisor appointed

by the respective agency, who works with the FGC instructor regarding student's knowledge, comprehension, dependability, initiative, cooperativeness, OJT performance. The FGC instructor will evaluate the OJT experience in consultation with the agency supervisor regarding OJT performance and project paper on approved project submitted two weeks prior to close of semester. Lab fee.

EEC 3214 - Designing and Implementing a Blended Curriculum

3 credits

This course examines developmentally appropriate education materials, strategies and environments for young children. Explores an integrated approach to curriculum planning and scheduling which emphasizes active learning.

EEC 3400 - Parents as Teachers/Field Experience

3 credits

This course identifies child-rearing practices and teacher-parent relationships for children from birth through elementary school in relation to academic success.

EEC 3403 - Special Needs of Children and Their Families

3 credits

The purpose of this course is to focus on understanding family problems, children's behavior and intervention methods.

EEC 3511 - Infant and Toddler Curriculum

3 credits

This course will address the design, implementation and evaluation of curriculum that promotes the growth and development of cognitive, physical, social, emotional and communication skills of children birth to three years. Both typical and atypical development will be discussed. This course is designed to prepare early childhood professionals to work appropriately and effectively with very young children and their families.

EEC 3704 - Education and Development of Young Children

3 credits

This course provides knowledge of infant, toddler and young child's physical, intellectual, social, and emotional development and educational enhancement.

EEC 3731 - Health, Nutrition and Safety of Young Children

3 credits

The purpose of this course is to provide participants with knowledge of appropriate health, safety, and nutritional practices implemented in developmentally appropriate educational programs for children ages birth through eight. The course will also focus on proper emergency procedures, and the recognition and prevention of childhood diseases as well as child abuse and neglect.

EEC 4211 - Integrated Math and Science in Early Childhood

3 credits

This course provides students with knowledge of beginning sequential science and mathematical concepts for the appropriate stages of cognitive development of young children. Emphasis will be placed on how science and mathematics are integrated throughout the curriculum and become valued functional tools.

EEC 4227 - Creative Arts for Preschool Education/Field Experience

3 credits

This course is designed to increase understanding of the development of creativity and the importance of creative experiences from birth through four years of age. Emphasis is placed on creating and adapting meaningful, challenging, engaging and developmentally supportive learning experiences in art, music, movement, and dramatics. This course requires 15 field experience hours in an early childhood setting. The course incorporates methods to promote creativity into all aspects of the curriculum.

EEC 4241 - Integrated Music and Movement

3 credits

This course promotes the skills, concepts, creativity, and enjoyment in music, art, dramatic play, and movement to create expressive learning activities for young children. The role of the teacher includes instructional strategies for integration, assessment, and concept development to encourage growth and participation for all students. This course includes a field experience component.

EEC 4266 - Early Intervention

3 credits

This course provides comprehensive coverage of curricula and educational programs for infants and toddlers.

EEC 4276 - Young Children with Special Needs

3 credits

This course is designed to provide early childhood specialists/teachers with a clear understanding of the characteristics and needs of young children who have been identified as requiring special needs.

EEC 4314 - Behavior Management in Preschool/Field Experience

3 credits

The purpose of this course is to understand, prevent and respond to challenging behavior in preschool age children.

EEC 4613 - Assessment and Evaluation of Young Children

3 credits

This course is designed to provide a comprehensive knowledge base concerning assessment of young children. Areas of emphasis include development of skills in selection, use, and interpretation of developmentally appropriate form, informal, and holistic instruments and procedures, measurement terms and principles, procedures and legal requirements for record keeping, use of technology in assessment, and managing an assessment team.

EEC 4661 - Early Childhood Education Theory and Practice

3 credits

The purpose of this course is the study of early childhood education and services for young children and families. It includes early childhood historical, philosophical, and sociological perspectives, learning theories and field-based experiences.

EEC 4706 - Language and Emergent Literacy

3 credits

The purpose of this course is the study of the acquisition of language in young children and the development of basic communications skills in the language arts curriculum, infancy through age 8 years.

EEC 4940 - Internship Early Childhood/Field Experience

3 credits

This course is a practical application in a clinical setting of knowledge acquired in the classroom. Hours may vary. Levels may vary within an institution. Lab fee.

EET 1035C - DC/AC Circuits

3 credits

Prerequisite(s): MAT 0028 with a grade of C or better or score out on appropriate placement test.

This course provides an introduction to the basic theory, terminology, analysis and practical applications for designing and building electrical circuits, both with and without common electronic components. The topic coverage will include AC and DC circuit theory, analysis and calculations, theory of operation for common basic electrical and electronic components, and use of field-based electrical measuring instruments such as the multi-meter.

EEX 2010 - Intro to Exceptional Child Education

3 credits

Requirements Met: AATR

Prerequisite(s): MAT 0028, ENC 0025, and REA 0017 with a grade of C or better, or test out of prerequisites, or exempt from developmental education.

This introductory course is designed to familiarize pre-service and in-service teachers with issues related to the instruction of students with special needs. Pre-service and in-service teachers will learn the history of special education (to include litigation and legislation) as well as an overview of exceptionalities. Pre-service and in-service teachers will also learn about assistive technologies for the classroom.

EEX 2013 - Survey of Disabling Conditions in Young Children

3 credits

This course introduces students to examples of atypical child development and disabling conditions in young children and issues related to the care and education of exceptional children.

EME 2040 - Introduction to Technology for Educators

3 credits

Requirements Met: AATR

Prerequisite(s): REA 0017 or ENC 0027C with a grade of C or better or score out on an appropriate placement test.

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Common Core Standards, the Professional Educator Competencies, and the National

Educational Technology Standards.

EMS 0110 - Emergency Medical Technician

300 clock hours, 10 occupational credits

This course prepares students for employment as emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The content includes but is not limited to : patient assessment, airway management, cardiac arrest, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices. Lab fee.

EMS 1119 - Emergency Medical Technician

6 credits

Corequisite(s): EMS 1119L and EMS 1431C

Introduction to Emergency Medical Technician, covers Modules 1 to 7 of the U.S. Department of Transportation National Standard Curriculum for Emergency Medical Technician - Basic. Emergency Medical Technician-Basic Lab (EMS 1119L) and EMT Hospital/Field Experience (EMS 1431C) are required corequisites and satisfy additional educational requirements set by the Florida Department of Education (Health CORE) and the Florida Department of Health, Bureau of Emergency Medical Services (64E-2 FAC). Lab fee.

EMS 1119L - Emergency Medical Technician Lab

3 credits | **Offered:** Spring

Corequisite(s): EMS 1119 and EMS 1431C.

Introduction to Emergency Medical Technician covers psychomotor components of Modules 1 to 7 of the U.S. Department of Transportation, National Standard Curriculum for Emergency Medical Technician - Basic. Emergency Medical Technician-Basic (EMS 1119) and EMT Hospital/Field Experience (EMS 1431C) are required corequisites and satisfy additional Educational requirements set by the Florida Department of Education (Health CORE) and the Florida Department of Health, Bureau of Emergency Medical Services (64E-2 FAC). Lab Fee.

EMS 1335C - Emergency Vehicle Operator Course (EVOC)

1 credit

Repeatable for Credit: Yes

This course is designed to meet Florida state (Florida Statute 401.281, 316.003 (1) F.S.), and Florida Administrative Code 64J-1.013 requirements for safe emergency vehicle operations. This 1 credit hour course combines both didactic and practical (driver training) aspects of instruction in preparation for emergency vehicle operations. The goal of this course is to provide participants with the skills and knowledge necessary to operate their ambulances so that the vehicle, equipment, crew, and patients will be delivered safely and efficiently and the safety of the public will be assured during all phases of the delivery of Emergency Medical Service involving the ambulance. May be taken three times for credit.

EMS 1354C - Emergency Field Operations

1 credit

Repeatable for Credit: Yes

The course will meet the requirements of Hazardous Waste Operations and Emergency Response (HAZWOPER) STANDARD-First Responder Awareness. May be taken three times for credit.

EMS 1431C - EMT Hospital/Field Experience

3 credits | **Offered:** Fall, Spring

Corequisite(s): EMS 1119L

Emergency Medical Technician-Basic covers objectives from Modules 1 to 7 of the U.S. Department of Transportation, National Standard Curriculum for Emergency Medical Technician – Basic as they are applied to patients in the hospital and field settings. This course includes a minimum of three 12 hour clinical shifts for a total of 36 hours of hospital emergency room experience, and a minimum of three 12 hour rescue shifts for a total of at least 36 hours of rescue experience which must include a minimum of 5 emergency responses with patient transports on designated units. Emergency Medical Technician-Basic Lab (EMS 1119L) is a required corequisite and satisfies additional educational requirements set up by the Florida Department of Education (Health CORE) and the Florida Department of Health, Bureau of Emergency Medical Services (64E-2 FAC). Lab fee.

EMS 1930C - Special Topics in EMS

1 credit | **Offered:** As needed

Repeatable for Credit: Yes

EMS 1930C is a 1 credit class that centers around topics of current or special interest to students or instructors. Topics of focus may vary from semester to semester based on the needs of the student or program requirements. May be taken two times for credit. Lab Fee.

EMS 1931C - Special Topics-Incident Management

1 credit

Prerequisite(s): ICS 100 and ICS 200 certifications

Repeatable for Credit: Yes

EMS 1931C is a 1 credit class that provides instruction related to the management of the patient within components of the Incident Management System (IMS). Upon completion, entry-level students will fulfill requirements needed to be certified in ICS-300: Intermediate ICS for Expanding Incidents and ICS-400: Advanced ICS Command and General Staff-Complex Incidents. May be taken three times for credit.

EMS 2271C - Paramedic I

8 credits | **Offered:** Fall, Spring

Prerequisite(s): Must be a certified Florida EMT, BSC 2084C, or BSC 2085/BSC 2085L and BSC 2086/BSC 2086L with a grade of C or better.

Corequisite(s): EMS 2435L.

Required Grade: Pass with a C or better.

First semester theory course teaching the role and function of the paramedic, ethical and legal aspects of EMS, overview of anatomy and physiology, patient assessment skills, fluid and electrolytes, use of blood and related hazards, shock and management of shock, IV therapy, respiratory systems indices and pathophysiology, management of respiratory problems, and recognition and implications of emotionally disturbed patients. Advanced Extrication and BTLS/PHTLS will be included as part of the course schedule for the fall semester and must be successfully completed to receive credit for EMS 2271C - Paramedic I. Lab Fee. Liability insurance fee.

EMS 2272C - Paramedic II

8 credits | **Offered:** Spring, Summer

Prerequisite(s): EMS 2271C, EMS 2435L with a C or better.

Corequisite(s): EMS 2436L.

Required Grade: Pass with a C or better.

Second semester course teaching a review of anatomy and physiology of the cardiovascular system, pathophysiology, and management techniques. Reading formal EKGs and recognizing dysrhythmia, using dosage and therapy used in prehospital situations, and communications by telemetry (voice and EKG). ACLS and PEP/PALS will be included as part of the spring semester and must be successfully completed to receive credit for EMS 2272C - Paramedic II. Lab Fee.

EMS 2273C - Paramedic III

3 credits | **Offered:** Fall, Summer

Prerequisite(s): EMS 2272C, EMS 2436L with a grade of C or better.

Corequisite(s): EMS 2458L, EMS 2437L.

Third semester course teaching anatomy and physiology, assessment of the patient, history taking, and physical examination procedures and pathophysiology and management of patients with specific problems. Specifically includes central nervous system, soft tissue and musculoskeletal injuries, medical

emergencies, OB-Gyn emergencies, and pediatric-neonatal management techniques. Lab Fee.

EMS 2311 - Management of EM Services

3 credits

Pre/Corequisite(s): EMS 2273C with a grade of C or better. EMS 2311 is a 3 credit hour class that is designed to prepare managers in the EMS profession. Topics include leadership and administrative skills, legal issues, budgeting and personnel management.

EMS 2346C - Critical Care Paramedic

5 credits

Pre/Corequisite(s): Must have successfully completed the paramedic program or be currently enrolled in the last semester of the paramedic program. This 75 hour course is designed to prepare experienced paramedics to successfully pass the Critical Care Paramedic Certification exam administered by the Board for Critical Care Transport Paramedic Certification. Subject matter experts will cover topics such as flight physiology, lab analysis, hemodynamic monitoring and specialized devices such as intra-aortic balloon pumps and left ventricular assist devices. Lab fee.

EMS 2435L - Paramedic I Clinical

6 credits | **Offered:** Fall, Spring

Corequisite(s): EMS 2271C.

Clinical field experience in specific hospital areas corresponding with theory presented in EMS 2271C using Advanced Life Support Techniques. Lab fee.

EMS 2436L - Paramedic II Clinical

8 credits | **Offered:** Spring, Summer

Prerequisite(s): EMS 2271C, EMS 2435L with a grade of C or better.

Corequisite(s): EMS 2272C.

Clinical field and continuing experience of skills taught in EMS 2271C & EMS 2435L. Lab Fee.

EMS 2437L - Paramedic III Clinical

1 credit | **Offered:** Fall, Summer

Prerequisite(s): EMS 2271C, EMS 2272C, EMS 2435L, EMS 2436L with a grade of C or better.

Corequisite(s): EMS 2273C, EMS 2458L.

Clinical experience in specified areas of prehospital and hospital care, including: ICU, OB-Gyn, Pediatric-Neonatal, ER, etc., utilizing skills learned in EMS 2271C, EMS 2272C, EMS 2435L and EMS 2436L. Lab Fee.

EMS 2458L - Paramedic III Field Internship

4 credits | **Offered:** Fall, Summer

Prerequisite(s): EMS 2271C, EMS 2435L, EMS 2272C, EMS 2436L with a grade of C or better.

Corequisite(s): EMS 2273C, EMS 2437L.

In-field ambulance experiences, bringing together all previously learned classroom, lab, and clinical skills. Lab Fee.

EMS 2761C - EMS Instructor

3 credits | **Offered:** Spring

This is an introductory course for EMS instructors or training officers focusing on program design, teaching methods, student objectives and basic testing/measurement techniques as they apply to EMS training.

ENC 0015 - Principles of Writing I

3 credits

Prerequisite(s): PERT score of 50-89 or other appropriate college entrance test score.

Pre/Corequisite(s): SLS 1501 with a grade of C or better. Students who have previously passed SLS 1101 have met this requirement.

This course introduces students to the modes and process of writing. It is an extensive study of sentence and paragraph structure, grammar, and punctuation. Successful completion of this course will prepare students for ENC 0025 Principles of Writing II. This course includes a mandatory one hour per week in the Collegewide Learning Lab. Lab fee.

ENC 0025 - Principles of Writing II

3 credits

Prerequisite(s): ENC 0015 with a C or better, a PERT score of 90-98 (tested prior to 10/22/13); 90-102 (tested 10/22/13 and after), or other appropriate college entrance score.

Pre/Corequisite(s): SLS 1501 with a grade of C or better. Students who have previously passed SLS 1101 have met this requirement.

This course is an extensive study of paragraph and essay structure, grammar, and punctuation. Successful completion of this course will prepare students for ENC 1101 Freshman Composition I. This course includes mandatory one hour per week in the Collegewide Learning Lab. Lab fee.

ENC 0027C - Fundamentals of Reading and Writing

4 credits - 3 lecture hours, 1 lab hour

Prerequisite(s): Completion of REA 0007 and ENC 0015 with a grade of C or better, or score between 84 and 103 (prior to 10/22/13) 84 and 105 (10/22/13 and after) on the reading portion of the PERT and a score between 90 and 98 (prior to 10/22/13) 90 and 102 (10/22/13 and after) on the writing portion, or exempt from Developmental Education. Student may also take this course if they have previously attempted a college level ENC

course.

An integrated reading and writing course designed for students needing upper level developmental reading and writing courses in order to enroll in ENC 1101 or who have previously attempted a college level ENC course. This course will focus on reading comprehension, vocabulary skills, grammar, paragraph, and essay skills. In addition, this course will address the connection between reading and writing through reading response activities.

ENC 0055 - Developmental Writing Module

1 credit

Prerequisite(s): ENC 0025 with a grade of C or better, PERT score of 98-102 (if taken on or after 10/22/13) or 94-98 (if taken before 10/22/13), or exempt from developmental education.

Repeatable for Credit: Yes

This is a laboratory course designed to develop grammar, usage, and paragraph and essay structure. Upon completion of this course, students who are not exempt from developmental education must achieve college placement test scores or complete ENC 0025 with a grade of a C or better in order to enroll in ENC 1101. May be taken 3 times for credit.

ENC 1101 - Freshman Composition I

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 1 Communications

Prerequisite(s): Completion of ENC 0025 and REA 0017 with a grade of C or better or ENC 0027C with a grade of C or better or score out on an accepted placement test.

This course requires documentation of collegiate-level essay writing. Students will study structure, mechanics, and content development as a process in attaining comprehension and applicative mastery of the essay; study and demonstrate critical-thinking skills especially in relation to analysis and assessment of subject matter; and practice and use research skills including evidence of understanding the avoidance of plagiarism, especially as these skills relate to library use and beyond.

ENC 1101L - Freshman Composition I Lab

1 credit

Requirements Met: AATR, GE

General Education Area: Group 2 Communications

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better, appropriate test score, or exempt from developmental education.

This is a laboratory course to foster success in Freshman Composition I concepts and provide opportunities for basic skills application of Collegiate-level essay writing. This course requires Collegiate-level essay writing. Students will study structure, mechanics, and content development as a process in attaining comprehension and applicative mastery of the essay.

ENC 1102 - Freshman Composition II

3 credits

Requirements Met: AATR, GE, GEC, GR, MC

General Education Area: Group 2 Communications

Prerequisite(s): Completion of ENC 1101 with a grade of C or better.

This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of imaginative literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from imaginative literature in its forms (poetry, short story, drama) and conventions. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

ENC 1210 - Technical Writing

3 credits

Requirements Met: AATR

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Practical writing course dealing with abstracts, resumes, short reports (travel, lab, progress, etc.), proposals, and research. Use of graphic materials appropriate to professional papers and presentations are also included.

ENL 2012 - British Literature I

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Communications

Prerequisite(s): Completion of ENC 1101 with a grade of C or better.

This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of nonfictional and imaginative British literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from a study of a part of British culture (A.D. 43-1789) and literary movements. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

ENL 2022 - British Literature II

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Communications

Prerequisite(s): Completion of ENC 1101 with a grade of C or better.

This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of nonfictional and imaginative British literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from a study of a part of British culture (1789-present) and literary movements. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and

demonstrated through a completion of ENC 1101.

EPI 0001 - Classroom Management

3 credits

This module explores the area of discipline in the classroom setting, including various policies, procedures and approaches to discipline used by teachers and administrators of schools. There is an emphasis on Florida schools and the local districts served by this institution. While there are no prerequisites, students should be aware that reading and writing are important parts of the course. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

EPI 0002 - Instructional Strategies

3 credits

This module explores instructional strategies appropriate for the classroom setting. Various philosophies and approaches to instruction will be investigated, with emphasis on Gardner's learning styles, Bloom's taxonomy and other modern teaching trends. While there are no prerequisites, students should be aware that reading and writing are important parts of the course. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

EPI 0003 - Technology

3 credits

This module is designed to introduce productivity software, interactive media (including communications hardware), education software, and instructional applications to the educator. Creating multimedia presentations, using the Internet in an educational setting, and exploring educational technology issues in the social, ethical, and legal arenas will be covered. While there are no prerequisites, students should be aware that reading and writing are important parts of the course. This is a required module for alternative certification process as mandated by the state of Florida. Lab Fee.

EPI 0004 - The Teaching Learning Process

3 credits

This module prepares the participant to set up a classroom, establish classroom policies and procedures, create objective-based lesson plans, utilize various presentation styles and strategies, develop and administer various forms of assessment, integrate sunshine state standards into lesson development, establish and maintain cooperative relations with parents, research professional literature to seek best practices, and hone the craft of effective instruction. A major focus will be ethical and legal obligations of the teaching profession. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

EPI 0009 - Foundations of Language and Cognition

3 credits

This course teaches language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This instruction is grounded in scientifically-based research and meets state requirements for competency one of the Florida Reading Endorsement.

EPI 0010 - Foundations of Research Based Practices In Reading

3 credits

This module provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary and comprehension. It provides knowledge of the reading components as well. Instruction is grounded in scientifically-based reading research as a mechanism to inform instructional practice. This course provides the state of Florida Reading Endorsement Competency 2. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

EPI 0011 - Foundations of Assessment

3 credits

This course is designed to teach the role of assessments in guiding reading instruction and instructional decision making for reading progress of struggling readers. Foundations of assessments meets state requirements for competency three of the Florida Reading Endorsement.

EPI 0020 - Professional Foundations

2 credits

This course teaches the foundation for becoming a productive member of the teaching profession. Topics will include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

EPI 0030 - Diversity in the Classroom

2 credits

This module provides exposure to the variety of backgrounds and cultures found in a typical classroom. Participants will develop an understanding of how social class, religion, language, gender, ethnicity, physical differences and prejudices have an impact on how a student learns. This class meets the requirements for ESOL Domain 1: Cross Cultural Communications. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

EPI 0940 - Field Experience

1 credit

Prerequisite(s): EPI 0945 with a grade of C or better.

This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0020 Module. Lab Fee.

EPI 0945 - Field Experience

1 credit

This course provides the field experience and exposure to a variety of experiences to broaden knowledge and understanding of various subclasses in our society. This is a required module in the alternative certification process as mandated by the state of Florida.

ETD 1320 - Basic 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.

ETI 1110 - Principles of Quality Assurance

3 credits

This course is designed to present the total quality control function in industry. The latest concepts and techniques will be studied in light of modern manufacturing requirements and current technological developments.

ETI 1420 - Manufacturing Materials and Processes

3 credits

This course is designed to provide the students with an introduction to the basic properties of materials, principles and processes in the metal working and plastics field and tools and machinery involved in the manufacturing of metals and plastics. This course covers non-chip producing and chip producing manufacturing processes.

ETI 1701 - Industrial Safety

3 credits

Covers practical and operational health and safety procedures and practices as defined by OSHA regulations that are applicable to advanced manufacturing facilities. Handling and disposal of hazardous materials will also be emphasized.

ETI 1949L - Manufacturing Internship

3 credits

Prerequisite(s): EET 1084C or EET 1035C and ETI 1420 and ETI 1701 and ETS 1542C with a grade of C or better.

This course is intended to teach the student to apply theoretical principles to a real-life situation under the academic supervision of the program director. Students employed in industry will be required to select a problem from outside their area of expertise. Other students can arrange to work in any area manufacturing facility for a minimum of 90 clock hours. A formal report is required.

ETM 1010C - Mechanical Measurements and Instrumentation

3 credits

Prerequisite(s): EET 1084C or EET 1035C with a grade of C or better.

This course provides the basic foundation for both mechanical and electronic measurements 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, gauges, and other types of measuring equipment. This 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.

ETM 2315 - Hydraulics and Pneumatics

2 credits

Corequisite(s): ETM 2315L

This course is an introduction to the basic hydraulic and pneumatic systems and devices found in advanced manufacturing facilities. Underlying scientific principles and their practical applications will be covered. The laboratory will reinforce the principles learned through hands-on experiments.

ETM 2315L - Hydraulics and Pneumatics Lab

1 credit

Corequisite(s): ETM 2315

This course is an introduction to the basic hydraulic and pneumatic systems and devices found in advanced manufacturing facilities. Underlying scientific principles and their practical applications will be covered. The laboratory will reinforce the principles learned through hands-on experiments. Lab fee.

ETS 1511C - Motors and Controls

3 credits

Prerequisite(s): EET 1084C or EET 1035C and ETS 1542C with a grade of C or better.

This course provides the theory of operation of Direct (DC) and Alternating Current (AC) Motors. Motor components, forces

and NEMA ratings and nameplate information will be identified and defined. Inverter and PWM drives will be explained as well as AC to DC rectifiers and signal regeneration for 3 phase systems. A laboratory for AB Power Flux menu navigation will be included. Lab fee.

ETS 1535C - Automated Process Control

3 credits

Prerequisite(s): Completion of Engineering core requirements; ETM 1010C with a grade of C or better.

This course includes instruction in PID Loop Development and Tuning, RSLogix 5000, Fuzzy Logic Design and Development, Ladder Logic Programming and Troubleshooting, Data Highway and Ethernet applications. Students will work with trainers and software simulations to build the concepts of PID in the classroom, followed by extensive hands-on lab work. Foundations in Ladder Logic, PLCs and automation will be reinforced with specific training in RSLogix, Rockwell Fieldbus, Data Highway, and Ethernet networking applications for process control systems. Lab fee.

ETS 1542C - Programmable Logic Controllers I

3 credits

Prerequisite(s): EET 1084C or EET 1035C with a grade of C or better.

This course covers fundamental ladder logic, programmable controller theory and application techniques, and design and troubleshooting of PLC-based systems in classroom presentations, lab construction and redesign, simulation trainers and multi-modal software learning labs. Basic instruction sets are presented and reinforced by computer-based training simulations. Hands-on replication of PLC functions is created in the lab with Rockwell/Allen Bradley and comparable PLC components.

ETS 1544C - Programmable Logic Controllers 2

3 credits

Prerequisite(s): ETS 1542C with a grade of C or better.

This course is a continuation of ETS 1542C for students who are familiar with basic PLC operations and concepts. Students learn the skills required to physically connect, operate, maintain and troubleshoot logic controllers in a simulated industrial environment. Topics covered include program control instructions, analog input data, data manipulation instructions, and data handling and memory functions.

ETS 2531C - Human-Machine Interfaces and System Graphics

3 credits

Prerequisite(s): ETS 1544C with a grade of C or better.

This course teaches the knowledge and skills needed to configure a computer display depicting a graphical representation of a process and its control elements using human machine interface (HMI) software package(s) and HMI hardware. Topics include

designing process graphics, designing alarm indicators, setting up trending graphs, establishing data logging files, linking the various process input to the graphic objects created, and linking the process inputs and outputs for display and data logging.

ETS 2676C - Introduction to Robotics

3 credits

Prerequisite(s): EET 1084C or EET 1035C with a grade of C or better.

This course teaches the basic principles of industrial electronics, computers, automated equipment, sensors, servo systems, stepper motors, relays and controllers. Students will gain practical experience by building and programming a basic robotic system.

EUH 2000 - Western Civilizations 1

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 1 Social Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Introductory survey of basic social and political institutions of ancient New Eastern and early modern European history. Topics include Ancient Egypt, Greece, and Rome; rise of Christianity, Judaism, and Islam; early development of Europe from the fall of Rome through the Middle Ages. Chronologically, the course will cover from ancient times through the 16th Century.

EUH 2001 - Western Civilizations II

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Social Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Introductory survey of basic social and political institutions of modern European history. Topics include nation building in Europe: Reformation, Renaissance and Enlightenment; Absolutism and Mercantilism; revolutions of late 18th and 19th Centuries; unification of western European nations; world wars; and the Cold War. Chronologically, the course will cover from the 16th Century through the 20th Century.

EUH 2032 - Survey of The Holocaust, 1933 - 1945

3 credits

Requirements Met: AATR, MC

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

This course will present an overview of the systematic destruction of Jews and other European ethnic minorities between 1933 and 1945.

EVR 1001 - Introduction to Environmental Science

3 credits

Requirements Met: AATR, GE, GEC

General Education Area: Group 2 Science

This course of study provides the student with an overview of current environmental concerns and the management of these concerns. Emphasis is on the application of biological, physical, and chemical methods to the understanding of and solutions to environmental problems. The student will gain insight into the natural interactions among living things and physical aspects of the environment.

EVR 1001L - Introduction to Environmental Science Lab

1 credit

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Pre/Corequisite(s): EVR 1001 with a grade of C or better.

This course is the laboratory component for EVR 1001 Introduction to Environmental Science. The lab incorporates the exploration of global climate change, minerals and mining, landscape ecology, petroleum depletion, and alternative fuels with the understanding of the earth's environment. Lab fee.

EVR 3373 - Wetland Resources

3 credits

Restoration planning, endangered species reintroduction, disturbed land reclamation, ecosystem restoration, invasive species control, challenges of climate change on ecological restoration.

EVR 3859 - Environmental Regulation and Compliance

3 credits

Deals with purpose of federal, state, and local environmental law and its impact on Florida and the larger world community. Reason for protection of environment, compliance with legislation, and the concept of due diligence are emphasized. This course has extensive use of case studies approach to illustrate application of law.

EVR 4032 - Environmental Ethics

3 credits

Discussion of various local, state and federal laws on the environment and ethical dilemmas and moral issues. Study of the rules or standards governing the conduct of industry in accordance with accepted principles of right and wrong environmental practices.

EVR 4035 - Environmental Law

3 credits

Evolution of environmental law on international, federal, state, and local levels in relation to the development of environmental issues, technologies and attitudes. Florida-oriented issues such as the everglades clean-up will be emphasized in the course with integrated lectures and class projects.

EVR 4949 - Environmental Studies Practicum

3 credits

Repeatable for Credit: Yes

Practical application in a clinical setting of knowledge acquired in the classroom. May be taken a maximum of two times for credit.

EVS 1026C - Chemistry and Biology of Natural Waters

4 credits

This course provides an introduction to the biological and chemical processes present in water and wastewater treatment systems. It emphasizes the unit operations and analysis of water and wastewater treatment processes. Attention is placed on the assessment of natural waters with regard to raw water quality and the impact of wastewater effluent.

EVS 1181 - Conventional and Pretreatment Water Technology

3 credits

Prerequisite(s): EVS 1026C, EVS 2005

This course covers the technologies required to produce safe drinking water as well as the pretreated water required for advanced water treatment technologies. Technologies covered include clarification, media filtration, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acid washes, scale inhibitors, sulfite compounds, ultraviolet irradiation, ozone treatment, and softening.

EVS 1183 - Introduction to Water Treatment Systems

3 credits

This course introduces the student to a career field in water treatment technologies, and it prepares students to work safely in a water treatment laboratory and facility. The course introduces the student to water treatment techniques, and it prepares the student to understand the technologies found in the water treatment industry.

EVS 2005 - Treatment of Water and Wastewater

4 credits

This course examines the mathematical, chemical, physical, and biological treatment of water and wastewater. It emphasizes unit operations analysis of water treatment systems, and the field

evaluation of their operation.

EVS 2179C - Water Analysis and Monitoring

3 credits

Prerequisite(s): EVS 1026C and EVS 2005

This course covers the standard laboratory procedures and on-stream analysis for the measurements of silica, organic compounds, ions, particles, and microorganisms. It prepares the student for water and wastewater analysis and monitoring utilizing laboratory equipment, and it outlines the application of laboratory data to the effective management of water sheds and the disposal of wastewater effluent to the natural environment. Lab fee.

EVS 2891 - Hydrology and Quality of Water

4 credits

Prerequisite(s): EVS 1026C, EVS 2005

This course of study is a comprehensive survey of water resources considering both quantity and quality. The emphasis of study is concerned with standard techniques of sampling and monitoring, especially for ground water, but also covering surface water. Analytical procedures are examined as they relate to field investigations and modeling studies.

EVS 2892 - Comparative Sampling and Analysis Methods

3 credits

Prerequisite(s): EVS 2179C

This course is designed to introduce students to the methodologies involved with analyzing environmentally significant substances including heavy metals and toxic materials found in water, wastewater, industrial discharges, and hazardous waste streams.

EVS 2893C - Environmental Sampling and Analysis I

5 credits

Prerequisite(s): EVS 1026C, EVS 2005 and EVS 2179C

This course is designed to introduce students to the theory and the methodology of analyzing environmentally significant organic substances in water, wastewater, hazardous waste, soil, sediment, and air samples. This course provides for 150 hours of practicum experience at a wastewater treatment facility, water treatment facility, solid waste disposal facility, or environmental laboratory approved by the instructor. Lab fee.

EVS 2894C - Environmental Sampling and Analysis II

5 credits

Prerequisite(s): EVS 1026C, EVS 2005, EVS 2179C, and EVS 2893C.

This course is a continuation of EVS 2893C, and it is concerned with the methodologies involved with analyzing environmentally

significant inorganic substances in water, wastewater, hazardous waste, soil, sediment, and air samples. This course provides for 150 hours of practicum experience at a wastewater treatment facility, water treatment facility, solid waste disposal facility, or environmental laboratory approved by the instructor. Lab fee.

EVS 2895C - Environmental Sampling and Analysis III

5 credits

Prerequisite(s): EVS 2894C, EVS 2179C

This course is a continuation of EVS 2894C where advanced methods of analyzing environmentally significant inorganic substances in water, wastewater, hazardous waste, and industrial waste streams are discussed. This course provides for 150 hours of practicum experience at a wastewater treatment facility, water treatment facility, solid waste disposal facility or environmental laboratory approved by the instructor. Lab fee.

EVS 2930 - Special Topics: Wastewater Treatment Operator C Course

4 credits

This course is the preparation for the student to pass the state certification examination for Wastewater Treatment Plant Operator C. Wastewater processes and laws are covered as well as a review of necessary topics associated with wastewater treatment in order to prepare the student for obtaining a job in the industrial or municipal wastewater treatment industry. Case studies, process flows and problem solving, workshops, types of wastewater treatment facilities are presented during the course.

EVS 2931 - Special Topics: Water Treatment Operator C Course

4 credits

This course is the preparation for the student to pass the state certification examination for Water Treatment Plant Operator C. Drinking water processes and laws are covered as well as a review of necessary topics associated with drinking water treatment in order to prepare the student for obtaining a job in the industrial or municipal water treatment industry. Case studies, process flows and problem solving, workshops, types of water treatment facilities are presented during the course.

EVS 2942L - Environmental Science Technology Practicum

1-4 credits

Prerequisite(s): EVS 1026C, EVS 2005, and either EVS 2930 or EVS 2931

Repeatable for Credit: Yes

This course provides the student a practicum experience at a wastewater treatment facility, water treatment facility, or environmental laboratory. It is designed to provide a practical application of the knowledge acquired in the classroom concerning water and wastewater treatment technology and laboratory analysis to actual work settings. Students earn credits

based on the number of hours worked in a practicum placement approved by the instructor as follows: 150 hours - 1 credit; 300 hours - 2 credits; 450 hours - 3 credits; or 600 hours - 4 credits. May be taken up to a maximum of 12 credit hours. Lab fee.

EVS 3043 - Introduction to Water Resources

3 credits

This course provides an introduction to the science and management of water resources, including hydrology, water quality, water use and water management.

EVS 3044 - Water Resource with Application in GIS

3 credits

This course is an introduction to water resources with applications in geographic information systems software. Prior GIS experience is not required, but familiarity with windows is. In this course students will learn the basics of water resource science and management as well as the basics of GIS software. Topics to be studied include the basics of: GIS software, hydrologic science; and global, regional and local water resource management issues. Special emphasis will be placed on the water resources of Florida.

EVS 3113 - Water Technologies

3 credits

Core course is the introductory component of the program which deals with basic scientific principles and concepts related to water technologies. Completion of core program will prepare students for a variety of entry level jobs in the water technology field.

EVS 4813 - Control of Waterborne Diseases

3 credits

Introduction to epidemiology concepts as they apply to waterborne diseases. Course includes discussions of prevention and control, diagnostics for each waterborne disease, along with existing treatments.

EVS 4882 - Environmental Decision Making

3 credits

Identification and presentation of tools that aid the environmental decision making process. Some of the tools covered in this course include software, policy approaches, risk assessment, environmental databases, and focus groups among others. Particular emphasis will be placed on subnational environmental decision making.

EVS 4905 - Directed Reading/Directed Independent Study

3 credits

This course focuses the learner on specific topics related to water and wastewater. Specific emphasis will be placed on the use of technology within these fields. Course topics will vary depending on student interest and focus.

EVS 4920 - Colloquiums/Symposiums/Workshops

3 credits

Repeatable for Credit: Yes

Special sessions centering around a specific topic or designed to enhance specific professional skills. Topics may vary. Topics are selected on the basis of what is new or currently relevant in the field. May be taken a maximum of two times for credit.

FFP 0010C - Firefighter I

206 clock hours, 6.87 occupational credits

Pre/Corequisite(s): FFP 0141C

The Firefighter I Training Program, which includes NFPA Firefighter I and Florida specific requirements, consists of a minimum of 206-hours of training. It is the certification level of training and competency for all individuals performing firefighting duties in the hot zone in the State of Florida. Training courses are delivered by state certified and approved instructors. Lab fee.

FFP 0020C - Firefighter II

192 clock hours, 6.4 occupational credits

Prerequisite(s): FFP 0010C with a grade of C or better and state certification.

The Firefighter 2 Training Program, which includes NFPA Firefighter 2 and Florida specific requirements, consists of a minimum of 192-hours of training. It is the certification level of training and competency for all individuals performing firefighting duties in the hot zone in the State of Florida. Training courses are delivered by state certified and approved instructors.

FFP 0141C - Emergency Services First Responder

40 clock hours, 1.33 occupational credits

Pre/Corequisite(s): CPR Certification

This survey course based on the National Highway Traffic Safety Administration curriculum for first responders at scenes of accident and/or illness is designed to prepare the student for emergency care of a victim, providing the skills and knowledge of care prior to 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. This course is designed to instruct a student to the level of Emergency Medical Responder, who serves as a vital link in the chain of the health care team. In

addition to class meetings and weekly quizzes and assignments, students are required to demonstrate mastery of all psychomotor skills in the skills lab. The course meets the requirements of the Florida Department of Health, Bureau of Emergency Medical Services (64J-1 FAC). Lab fee.

FFP 0360C - Fire Science Apparatus Operator

80 clock hours, 2.67 occupational credits

The fire service apparatus operator training program consists of a minimum of 80-hours of training. It is the certification level of training and competency for all individuals performing firefighting duties involving the operations and functions of fire service vehicles. Training courses are delivered by state certified and approved instructors. The fire apparatus operator program content includes, but is not limited to, an understanding of hydraulics and fluid dynamics, principles of fire department water supply, nomenclature and operations of fire apparatus, appliances, municipal and rural water systems, maintenance, and safety in operational procedures. The course curriculum must be completed, in its entirety, for an individual to be eligible to test for certification under Florida Statute 633.34. The curriculum has been established by the State Fire Marshals Office Bureau of Fire Standards & Training. Students should refer to the current college catalog regarding other academic regulations and be governed accordingly.

FIL 2001 - Introduction to American Cinema

3 credits

Requirements Met: AATR

Provides students with an introductory course in film studies. Presents a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. This course will explore how Hollywood films work technically, aesthetically, and culturally, to challenge and reinforce the fabric of America's self-image.

FIN 2003 - Introduction to Small Business Finance

3 credits | **Offered:** Fall, Spring, Summer

A course that covers the core financial aspects of business entrepreneurship in any legal form of a small business.

The course includes a basic review of Financial Reporting and detailed study of: break-even analysis, working capital management, time value of money and capital budgeting.

FIN 2104 - Personal Finance

3 credits | **Offered:** Spring

Requirements Met: AATR

Pre/Corequisite(s): SLS 1501 with a grade of C or better.

A personal finance management course to cover money management, financial planning, credit, insurance, and investment and retirement planning.

FRE 1120 - Beginning French I

4 credits - 3 lecture hours, 1 lab hour

Requirements Met: AATR

This is a course for absolute beginners. In this course all four language skills (listening, speaking, reading, and writing) are developed. The class is taught in French, following the natural approach. On completion of this and the subsequent course, FRE 1121, most students will have attained a "survival" proficiency in French. Includes mandatory two hours per week in Learning Lab.

FRE 1121 - Beginning French II

4 credits - 3 lecture hours, 1 lab hour

Requirements Met: AATR

Prerequisite(s): FRE 1120 with a C or better.

This course builds upon previously acquired skills and provides direct participation in development of proficiency in understanding speaking, reading, and writing French. The class is taught in French, following the natural approach. On completion of this course, most students will have attained a "survival" proficiency in French. Includes mandatory two hours per week in Learning Lab.

GCO 1001 - Introduction to the Golf Industry

3 credits

This course is a survey of the golf course business including an overview of the history of the game, its' rules and proper etiquette. It will include discussion of the various business models, golf course design philosophies, maintenance facility design, equipment preventative maintenance, and materials storage. Basics of personal supervision and multicultural awareness in the workplace will be covered. Introductory computer skills of keyboarding, word processing, and spread sheets will be included.

GCO 1201 - Basic Golf Course Mechanics I

4 credits

Basic study of principles of mechanics as applied to golf course equipment, emphasizing small and multicylinder engines and electric motors. Lab fee.

GCO 1202 - Basic Golf Course Mechanics II

4 credits

Prerequisite(s): GCO 1201 with a D or better.

Continuation of study of basic mechanics as applied to golf course equipment, emphasizing power trains, fuel, ignition and cooling systems, and hydraulic drives and controls. Lab fee.

GCO 1211C - Turf Equipment Diagnosis I

3 credits

The study of problems that effect the proper operation of golf course equipment and developing a systematic approach to diagnosing and repairing the problem. Lab fee.

GCO 1212C - Turf Equipment Diagnosis II

3 credits

Prerequisite(s): GCO 1211C with a D or better.

The advanced study of the diagnosis of turf equipment problems with emphasis on electrical and hydraulic problems. Lab fee.

GCO 1220 - Sharpening and Grinding

3 credits

Principles and practices of sharpening tools and equipment used in golf course operations, with special emphasis on grinding and lapping mowers. Lab fee.

GCO 1243C - Introduction to Regulatory Compliance and Welding

4 credits

Students will learn the regulatory agencies involved in shop management, the proper handling of hazardous waste, and basic welding safety and techniques. Lab fee.

GCO 1400C - Turfgrasses for Golf and Landscaping

3 credits

Identification, evaluation, establishment, and maintenance of turfgrasses used in golf and landscape facilities.

GCO 1402 - Turfgrass Science

3 credits

The advanced study of establishment and maintenance practices for turfgrasses primarily used on golf courses.

GCO 1472C - Reel Mower Adjustment, Maintenance, and Evaluation

2 credits

This course will prepare students for proficiency in adjusting and maintaining various reel units and in evaluating proper reel mower performance. Lab fee.

GCO 1481 - Sports Turf Management

3 credits

This is an optional course for students in Golf Course Operations and Landscape Technology. Students learn the tools, materials, and techniques for the proper management of turf and nonturf

areas on athletic fields.

GCO 1611 - Golf Course Shop Management I

3 credits

Elements of golf course equipment shop management including shop safety and OSHA regulations, shop tools and equipment, overall shop maintenance, and development of equipment inventory and buyer's guide files. Lab fee

GCO 1612 - Golf Course Shop Management II

3 credits

Prerequisite(s): GCO 1611 with a D or better.

Setting up and maintaining an effective shop records system, establishing, stocking, and maintaining a parts and supply inventory system, and planning an effective preventive maintenance system for golf course equipment. Lab fee.

GCO 1942L - Turf Equipment Management Internship

6 credits

Prerequisite(s): GCO 1212C with a D or better.

Supervised training in equipment and shop management at selected golf courses. Certain division restrictions and requirements apply. 12 week internship

GCO 2431 - Golf and Landscape Irrigation

3 credits

The study of the design, operation, and maintenance of modern golf course and landscape irrigation systems including water requirements, supply, and distribution.

GCO 2441 - Integrated Pest Management I

3 credits

Study of insect and nematode pests on golf courses emphasizing modern pest management techniques including integrated pest management, environmental regulations, and safety.

GCO 2442C - Integrated Pest Management II

3 credits

Study of disease and weed pests on golf courses emphasizing modern pest management techniques including integrated pest management, environmental regulations, and safety.

GCO 2471 - Sustainable Golf Course Management

3 credits

Detailed study of the logistics of day-to-day maintenance programs as they relate to the overall management of golf course facilities.

GCO 2482 - Turf Equipment Management Seminar

1 credit

This is an advanced course for Turf Equipment Management students who are pursuing the A.S. degree in which topics pertinent to the operation of a modern golf course maintenance facility will be discussed by FGC faculty and guest speakers from industry.

GCO 2601 - Materials Calculations

3 credits

Calculation of materials used in golf course and landscape operations, including pesticides, fertilizers, irrigation, grasses, plant materials and soil amendments, determination of areas and volumes, weights and measures, and calibration of equipment for materials application.

GCO 2632 - Golf Course Organization and Administration

3 credits

Detailed analysis of golf course and landscape operations, including personnel, planning, budgeting, purchasing, records, labor management, and other administrative functions.

GCO 2931 - Golf Course Industry Seminar

1 credit

The study of golf course industry tools, techniques, practices, and problems as presented by leading industry authorities.

GCO 2944L - Golf Course Operations Internship

5 credits

Supervised training in basic golf course maintenance procedures at selected golf courses. Certain division restrictions and requirements apply. 12 week internship.

GEB 1011 - Introduction to Business

3 credits | **Offered:** Fall, Spring

Requirements Met: AATR

A thorough overview course on all aspects of the world of business. Emphasis on the interaction of human relations, management, marketing, finance and banking, ethics and social responsibility, global issues, accounting, insurance, and the legal aspects of business.

GEB 1941 - Introductory Business Internship

1 credit | **Offered:** As needed

Requirements Met: AATR

Repeatable for Credit: Yes

This is a one-hour course featuring applied work in a professional field. Included in the requirements is an eight hour day with a professional in the career in which the student is interested. May be repeated for a maximum of three credit hours.

GEB 1949 - Business Internship

2 credits

Prerequisite(s): GEB 2430 with a grade of C or better.

This course will allow the student practical application that reflects the business discipline. The student will work 80 hours in a local business.

GEB 2214 - Business Communications

3 credits

Requirements Met: AATR

Prerequisite(s): Keyboarding and computer skills required.

Course provides student with the skills necessary to communicate both verbally and with written expression in the business world. Includes business correspondence, short reports, documents used in the employment process, and effective use of visuals. Includes grammar review. Transferable AA or AS elective.

GEB 2430 - Business Ethics

3 credits

Requirements Met: AATR

Prerequisite(s): GEB 1011 with a grade of C or better.

This course will survey the different origins of ethics and value systems and their influence on cultural development. Awareness of ethical dilemmas along with management context subject to analysis and decision making in the workplace will be analyzed.

GEB 2931 - Advanced Seminar in Business

3 credits | **Offered:** As needed

Requirements Met: AATR

Repeatable for Credit: Yes

Provides an opportunity for travel study or other in-depth research of topics not offered in other courses or on topics of special current significance. Students may repeat the course (focusing on a different topic) for an additional three hours of credit. Required group travel may be used as an instructional paradigm.

GLY 1000C - Geology with Lab

4 credits

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

A study of the history and processes of the physical features

of the Earth, its internal dynamics and its surficial weathering, erosion, and sedimentary processes. Laboratory component includes examination of mineral, rock, and fossil specimens, interpretation of topographic maps and aerial photographs. Selected area field trips exemplifying some common geomorphic processes may be involved.

GLY 1001 - Earth Science

3 credits

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Elementary study of topics from meteorology, geology, and astronomy, including the atmosphere, various weather phenomena, gas laws, types of rocks, surface features of earth and processes which caused them, internal structures of earth, earth-moon system, solar system, and other stellar systems.

GRA 1103C - Graphic Design Basics

3 credits

Requirements Met: AATR

This is an introductory level studio course in the fundamentals of graphic design and visual communication. This includes terminology, history, and techniques for production utilizing traditional and electronic skills, tools, and equipment. The development of creative problem solving as it relates to the design process will be emphasized. Lab fee.

GRA 1117C - Introduction to Computer Graphics

3 credits

Requirements Met: AATR

This course is an introduction to the computer as a tool for creating graphic design and artwork. Students will learn the fundamentals of operating a desktop computer and peripheral devices. Students will examine current industry-standard desktop publishing, vector-based drawing, and image editing software. Design concepts featuring capabilities of computer graphics will be studied. Lab fee.

GRA 1206C - Typography

3 credits

Requirements Met: AATR

Prerequisite(s): GRA 1103C, GRA 1117C, GRA 2151C, CGS 1572, and PGY 2801C with a grade of C or higher or permission of instructor.

An introduction to the fundamentals and principles of typography including typographic history, recognition of type families, hand and computer generation and manipulation of type and creative typography. Basic letter form design, measurement systems, and compositional principles used in designing with type will be emphasized. Lab fee.

GRA 2122C - Desktop Publishing with Quark

3 credits

Requirements Met: AATR

Prerequisite(s): GRA 1103C and GRA 1117C with a grade of C or better.

This course is an intermediate course in electronic publishing. Students will work with a page layout application to design, layout, illustrate and typeset publications, advertisements, brochures, flyers, and newsletters. Students will import text and graphics from other programs and sources. Lab fee.

GRA 2151C - Computer Illustration with Illustrator

3 credits

Requirements Met: AATR

Prerequisite(s): GRA 1103C and GRA 1117C with a grade of C or better.

This course is an introduction to an industry-standard vector graphics program used to create and manipulate graphic images. Adobe Illustrator fundamental concepts and features are introduced and applied to a variety of graphics applications. Lab fee.

GRA 2181C - Portfolio

4 credits

Requirements Met: AATR

Prerequisite(s): CGS 1572, GRA 1103C, GRA 1117C, GRA 1206C, GRA 2151C, GRA 2203C, and PGY 2801C with a grade of C or better or instructor's permission.

This course is a portfolio development course. Professional business practices in communications are covered. Students will design and produce a portfolio of projects demonstrating proficiency in computer graphics. Lab fee.

GRA 2203C - Digital Prepress

3 credits

Requirements Met: AATR, CO

Prerequisite(s): GRA 1103C, GRA 1117C, GRA 2151C, CGS 1572, and PGY 2801C with a grade of C or better or instructor's permission.

This course covers the current techniques for the preparation of digital files for print reproduction. Using industry standard software students will develop skills in the process of designing, creating, and preparing documents and artwork for commercial printing. They will learn industry standards and requirements for file preparation and management, image formatting, color separation, type specification, resolution, color models, and other press related topics. Lab fee.

GRA 2751C - Web Design 1

3 credits

Requirements Met: AATR

Prerequisite(s): Basic computer skills needed.

This course covers the basics of web page design and Internet architecture. Students are introduced to concepts and procedures for planning web sites as well as the design process and how it functions. Students will learn how to create for the world-wide web with industry-standard web creation applications. They will also integrate elements from other graphic software programs in an attractive and functional manner.

GRA 2940 - Graphic Design Internship

3 credits

Prerequisite(s): GRA 2181C with a grade of C or better.

This course is designed to provide students with practical experience in the application of graphic design knowledge acquired in the classroom. The intern will work in a professional setting in graphic design, desktop publishing, prepress or Web design to gain insight into the actual function and operation of the workplace. The student will be required to perform duties usually associated with the graphic design profession, work a minimum of 150 (unpaid) hours, maintain a journal documenting job responsibilities, secure samples of his/her work, and satisfy employer and faculty evaluations.

HCP 0001C - Health Careers Core

90 clock hours, 3 occupational credits | **Offered:** Spring

An introductory course to health occupations and the healthcare delivery system. Meets the Department of Education requirement of 90 contact hours. Overview of the following principles are included: interpersonal and communication skills, legal and ethical responsibilities, wellness and illness concepts, safety and security procedures, response in emergency situations, infection control procedures, computer literacy skills, employability skills and blood borne disease precautions including AIDS. Lab fee.

HCP 0430C - Nursing Assistant and Home Health Aide

125 clock hours, 4.16 occupational credits

Prerequisite(s): HCP 0001C with a C or better. Be free of offenses on background check.

This course prepares students for certification testing as a nurse aide and as a home health aide. Once certified, graduates can work in nursing home or community agencies such as home health and hospitals. Topics covered in the course include continuation of topics introduced in the HCP 0001C Health Careers Core course and in addition: perform physical comfort and safety functions; provide biological, psychological, and social support; perform supervised management functions; and specific services related to the home health aide. A clinical lab is a component of this course. Lab fee.

HCP 0620C - Patient Care Assistant

75 clock hours, 2.5 occupational credits

Pre/Corequisite(s): HCP 0430C or HCP 0300 with a C or better. Students enrolled in this course must have already completed the HCP 0001C Health Careers Core, HCP 0430C Nursing

Assistant and Home Health Aide and HCP 0300 Home Health Aide courses or already be certified as such. Upon completion of this course, graduates are qualified to be tested for the certified nursing assistant licensure if they have not already done so previously. Patient care assistants are qualified to work in nursing home, hospital, and other healthcare facilities such as home health agencies. Topics included in this course are nursing assistant skills related to care of the adult patient in hospital settings. A clinical lab is a component of this course. Laboratory fee included.

HCP 0780C - Allied Health Assistant

150 clock hours, 5 occupational credits

Pre/Corequisite(s): HCP 0001C with a C or better.

Required Grade: Pass with a C or better

This course prepares students for employment in the phlebotomy field. Phlebotomists obtain blood by venipuncture or skin puncture and are an integral part of the clinical laboratory. Topics include techniques of withdrawing venous blood, maintaining sterility, and storage techniques. Not open to students who have passed MLT 0042 in the past 5 years. Lab fee.

HCP 0781C - Advanced Allied Health Assistant

100 clock hours, 3.34 occupational credits

Pre/Corequisite(s): HCP 0001C with a C or better.

Required Grade: Pass with a C or better.

This course provides skills and clinical experiences specific to the allied health area of Electrocardiography. Students who successfully complete this course will be prepared to work as an electrocardiography aide or electrocardiograph monitor technician. Lab fee.

HCP 0796 - Patient Care Technician

60 clock hours, 2 occupational credits

Prerequisite(s): HCP 0620C, HCP 0780C and HCP 0781C with a C or better.

Required Grade: Pass with a C or better.

This course is designed to focus on the organizational and management skills to practice in a clinical setting. Students enrolled in this course must have completed all modules in the patient care technician program.

HIM 1300 - Health Care Delivery Systems

3 credits

Required Grade: Pass with a C or better.

This course provides an overview of the health care delivery systems at the national, state, and local level including: the organizations that provide health care, applicable regulations and standards, reimbursement methods use, professionals that provide the services, as well as ethical issues and resources.

HIM 1433 - Human Diseases

3 credits

Prerequisite(s): HSC 2531 with a grade of C or better.

This course prepares HIT students to understand the nature of disease and its treatment, studying common human diseases and conditions including etiology, signs and symptoms, diagnosis, treatment including pharmacology, prognosis and prevention.

HIM 2012 - Legal Aspects of Health Information Technology

3 credits

Required Grade: Pass with a C or better.

This course is an in-depth study of federal, state and local laws that govern the preparation and use of health records and health information in the health care delivery systems.

HIM 2211 - Information Systems for Health Information Technology

3 credits

Prerequisite(s): CGS 1570 with a grade of C or better.

Required Grade: C or better required.

This course provides an overview of knowledge and understanding of the various computer health information systems that are encountered in health information departments. Topics for discussion include clinical data repositories (including the various registries), community health information networks, telemedicine, transcription, the computerized patient record, voice recognition technology and optical disc scanning. Students must attain a minimum grade of C in all required courses.

HIM 2214 - HIT Statistics

3 credits

Prerequisite(s): HIM 1300 with a grade of C or better.

This course provides an understanding and application of acceptable Health Information Technology terminology, definitions, formulas necessary to compute rates, percentages, averages from patient data. Presentation techniques along with data collection and analysis will be applied.

HIM 2253 - Current Procedural Terminology (CPT) Coding

3 credits | **Offered:** Spring

Prerequisite(s): HSC 2531, BSC 2085 and BSC 2085L with a grade of C or better.

This course addresses the use of the Current Procedural Terminology (CPT) to report procedures done in many healthcare settings. This includes coding conventions, sequencing, modifiers, and rules for correct coding. This course prepares students to assign CPT codes supported by medical documentation with entry level proficiency.

HIM 2254 - Intermediate CPT Coding

3 credits

Prerequisite(s): HIM 2253 and HSC 2531 with a grade of C or better.

Required Grade: C or better required.

This course offers an overview on an intermediate level of coding principles, characteristics and conventions of coding using the Physicians Current Procedure Terminology (CPT) coding nomenclature. This course is an intermediate course that focuses on administrative responsibilities within Health Information Technology. Students must attain a minimum grade of C in all required courses.

HIM 2272 - Healthcare Reimbursement

4 credits

Prerequisite(s): HIM 2282 with a grade of C or better.

Prepares students to compare and contrast healthcare payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Students assign Diagnosis-Related Groups (DRGs), Ambulatory Payment Classifications (APCs), and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software.

HIM 2273C - Medical Billing and Insurance

3 credits | **Offered:** Spring

Prerequisite(s): HIM 2282 with a C or better.

Pre/Corequisite(s): HIM 2253 with a C or better.

This course is an introduction to health insurance claims processing, carrier requirements, state and local regulations, billing for physician office, hospital, and ambulatory surgery services. Topics covered include: electronic billing, confidentiality, managed care systems, workers' compensation, Medicare and Medicaid. Hands-on practice with medical billing software is emphasized.

HIM 2282 - ICD-10-CM Coding

3 credits | **Offered:** Fall

Prerequisite(s): HSC 2531, BSC 2085 and BSC 2085L with a grade of C or better.

The principles of disease nomenclatures (system of names used in an art or science) and classifications (grouping), with an emphasis on official coding guidelines, will be covered in this basic medical coding course. The student will code and sequence diagnostic and procedure codes using the ICD-9/10-CM coding classification system.

HIM 2283 - Advanced Medical Coding

3 credits | **Offered:** Spring

Prerequisite(s): HIM 2282 with a C or better.

This course in medical coding will teach advanced procedures and practices of ICD-9-CM and CPT coding.

HIM 2500 - Quality Assurance and Compliance

3 credits

Prerequisite(s): HIM 1300, HIM 2273C, HIM 2282, HSC 2531 and OST 1135 with a grade of C or better.

Required Grade: Pass with a C or better.

This course offers an overview to investigate the components of quality management programs in health care including clinical quality improvement, utilization management and risk management, as well as the medical staff and credentialing. Quality management in health information management departments is explored through case studies.

HIM 2512 - Supervision and Organizational HIT

3 credits

Prerequisite(s): HSC 2531 with a grade of C or better.

Required Grade: Pass with a C or better.

This course offers health information management department management, departmental design and supervisory principles and practices within the context of the health care organization.

HIM 2723 - ICD-10-PCS Coding

3 credits

Prerequisite(s): HSC 2531, BSC 2085 and BSC 2085L with a grade of C or better.

This course addresses the use of the International Classification of Diseases Procedure Coding system (ICD10 PCS) to report procedures done in hospitals. This includes coding conventions, sequencing, and rules for correct coding. This course prepares students to assign ICD10 PCS codes supported by medical documentation with entry level proficiency.

HIM 2800 - Health Information Technology Internship I

3 credits

Prerequisite(s): HIM 1300, HIM 2012 and either HIM 2253 or HIM 2282 with a grade of C or better.

Required Grade: C or better required.

This course provides students with a supervised experience of Health Information Management services in an external setting as well as virtual simulations.

HIM 2810 - Health Information Technology Internship II

3 credits

Prerequisite(s): HIM 2800 with a grade of C or better.

Required Grade: C or better required.

This course is a continuation of HIM 2800 - Health Information Technology Internship I. This course provides students with a supervised experience of Health Information Management services in an external setting as well as virtual simulations. Students must attain a minimum grade of C in all required courses.

HIM 2960 - RHIT Exam Preparation

1 credit

Prerequisite(s): HIM 2512

This course is designed to assist students in the preparation for the Registered Health Information Technologist exam (RHIT). Objectives will include the application process, test format, reference material, and learning skills/materials.

HSC 0003C - Introduction to Health Professions

90 clock hours, 3 occupational credits

This is an introductory course to health occupations and the healthcare delivery system. An overview of the following principles are included: interpersonal and communication skills, legal and ethical responsibilities, wellness, and illness concepts, safety and security procedures, response in emergency situations, infection control procedures, computer literacy skills, employability skills and blood borne disease precautions including AIDS.

HSC 2149 - Pharmacology for Healthcare Professionals

3 credits | **Offered:** Spring

Requirements Met: AATR

Prerequisite(s): PRN 0080 or BSC 2084C or BSC 2086 and BSC 2086L with a C or better.

This course provides practical knowledge of pharmacology for the allied health professional. The course will provide the student with general principles of pharmacological, drug action, and therapy. Topics will include drug classifications, common usages, indications, and contraindications of drugs prescribed for patients. This course is designed as an introductory course for a variety of allied health professionals.

HSC 2524 - Human Diseases

3 credits | **Offered:** Spring

Prerequisite(s): PRN 0080 or BSC 2084C or BSC 2086 and BSC 2086L with a C or better.

This is an introductory pathology course. It will cover the etiology, diagnosis, and possible treatment of human diseases. The course organization will be based on the diseases of the body organ systems. In each section there will be an introduction to the anatomy and physiology, typical symptoms, and diagnostic tests associated with each body system.

HSC 2531 - Medical Terminology

3 credits | **Offered:** Fall, Spring

Requirements Met: AATR

This course is designed to provide the student with an introduction to medical terms and abbreviations used by healthcare professionals. The purpose of this course is to enable students to recognize, comprehend, and utilize medical terms with proper spelling and pronunciation.

HUM 2020 - Introduction to Humanities

3 credits

Requirements Met: AATR, GE, GEC, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of the major artistic disciplines in the humanities, including their composition, functions, cultural significance, and expression of the human condition.

HUM 2210 - World Humanities: Prehistory to the 11th Century

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Explores humanity's cultural achievements from Prehistory to the 11th century - focusing on the visual arts, architecture, literature, music, and the performing arts - within their historical, social, religious, and philosophical contexts, with an emphasis on the development and influence of Western culture.

HUM 2230 - World Humanities: The 11th to the 18th Century

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Explores humanity's cultural achievements from the 11th to the 18th century - focusing on the visual arts, architecture, literature, music, and the performing arts - within their historical, social, religious, and philosophical contexts, with an emphasis on the development and influence of Western culture.

HUM 2250 - World Humanities: The 18th to the 21st Century

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Explores humanity's cultural achievements from the 18th to the 21st century - focusing on the visual arts, architecture, literature, music, and the performing arts - within their historical, social, religious, and philosophical contexts, with an emphasis on the development and influence of Western culture.

HUM 2310 - Mythology in the Arts

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

This course explores the mythology of various world cultures and provides a broad overview of the artworks, architecture, music, and literary works that they have inspired.

HUM 2551 - Philosophy and Religion

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 2 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of development of man's creative efforts, emphasizing philosophy and religion. Introduction to philosophy through study of epistemology and ethics in classical philosophy. Introduction to major religions of the world and application of philosophy to religious concepts.

HUN 1201 - Human Nutrition

3 credits | **Offered:** Summer, Spring, Fall

Requirements Met: AATR

Prerequisite(s): BSC 2085 and BSC 2085L or BSC 2084C and ENC 1101 with a grade of C or better.

Study of basic principles of normal nutrition for all age levels and diet modifications. Students will acquire the basic principles of nutrition as they relate to a healthy lifestyle and to disease processes across the life span of humankind. Emphasis will be placed on the food nutrients, the food pyramid, and the dietary guidelines for Americans. Cultural and economic factors and how they affect the eating habits of people will be addressed. Students will be required to do a personal diet analysis, presentation of nutritional subject, plan a menu for a family/self and/or plan a menu for a person with a compromised health situation, and research current medications for nutritionally at risk clients.

HUN 2410 - Child Nutrition and Health

3 credits

This course covers the methods of meeting physical needs of young children through nutrition and good health practices, recognition of childhood diseases and care of the child with special needs.

IDH 2001 - Honors Seminar I: Leadership Development

2 credits

Requirements Met: AATR

Prerequisite(s): Registration is by permission of instructor or Vice President of Academic Programs or his proxy or admissions to Honors Program, if established.

This honors course is the exploration of current global-cultural issues to further intellectual growth of student participants; the course also includes a service component. The course is formatted as a seminar course—student led classes—under professorial guidance. Research topics are chosen by student participant under guidance from the instructor; topics chosen are based on consideration of both their local significance, as well as global-cultural implications. The course results in the development of a student portfolio that documents his/her intellectual growth, leadership, service, personal transformation and/or global-cultural awareness.

IDH 2002 - Honors Seminar II: Methodology Seminars

1 credit

Requirements Met: AATR

Prerequisite(s): IDH 2001 with a grade of B or better.

This course is an honors seminar and continuation of IDH 2001. Therefore, the course is designed to further student exploration of current global-cultural issues important to intellectual growth of student participants. Portfolio development is continued from IDH 2001, and a minimum of 20 hours service is required

IDH 2920 - Honors Colloquia

1 credit

Requirements Met: AATR

Prerequisite(s): IDH 2002 with a grade of B or better.

Repeatable for Credit: Yes

This course is a continuation of IDH 2002 and involves student led colloquia or lectures based on learning as demonstrated in portfolio. Therefore, the course is designed to further student exploration of current global-cultural issues important to intellectual growth of student participants. Portfolio development is continued from IDH 2002, and a minimum of 20 hours service is required. May be taken for credit two times.

IDS 2151 - Environmental Education

3 credits | **Offered:** Seminar, offered as needed

Requirements Met: AATR

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Current and relevant topics concerning the environment in general and the environment of the surrounding area in particular.

IPM 2290C - Pest Control Business Management

3 credits

Students will learn safety and compliance in the handling, storage, and disposal of pesticides, Certified Pest Control Operator (Lawn and Ornamental) duties and responsibilities, state laws pertaining to commercial pest control, and business management practices.

LDE 2000C - Basic Landscape Design

2 credits

Study, practice, and analysis of landscape design, emphasizing residential and commercial properties.

LIT 2110 - World Literature I

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Communications

Prerequisite(s): ENC 1101 with a grade of C or higher.

Critical study of literature from Homer to Neoclassicism.

LIT 2120 - World Literature II

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 2 Communications

Prerequisite(s): ENC 1101 with a grade of C or higher.

Critical study of literature from Neoclassicism to modern writers.

LIT 2140 - Contemporary World Novel

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 2 Communications

Prerequisite(s): ENC 1101 with a grade of C or higher.

Study of the modern British and American novel. Features lectures on the history of the novel beginning with Samuel Richardson to the present, a review of the contemporary novel scene, and methods of conducting literacy research on a given novelist.

MAC 1105 - College Algebra

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisite(s): MAT 1033 with a C or better or score out on appropriate placement test.

A review of algebraic techniques and operations; the study of equations and inequalities; linear, quadratic and rational functions; absolute value, radical, exponential and logarithmic functions; systems of equations and inequalities; and applications.

MAC 1114 - Trigonometry

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisite(s): MAC 1105 with a grade of C or higher or appropriate scores on appropriate placement test.

Study of the trigonometric functions, angles, and real numbers; identities and formulas; solutions of triangle; graphs of trigonometric and inverse trigonometric functions; vectors; complex numbers in trigonometric form; parametric equations; and polar coordinates.

MAC 1140 - Precalculus

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisite(s): MAC 1105 with a grade of C or better or score out on appropriate placement test.

The study of algebraic principles and properties including radicals, exponents, complex numbers, absolute values, linear and quadratic equations, inequalities, exponential and logarithmic functions, equations, and other relations and functions; graphs of linear, quadratic, polynomial, rational, exponential and logarithmic functions; roots of higher degree polynomials; systems of equations and inequalities; linear programming; matrices and determinants; conics, applications, sequences and series; and the Binomial Theorem.

MAC 2233 - Survey of Calculus

4 credits

Requirements Met: AATR, GE, GR

General Education Area: Mathematics

Prerequisite(s): C or higher in MAC 1105 or MAC 1140 or score out on appropriate placement test.

This course includes the study of functions; limits; continuity; derivatives of algebraic, logarithmic, and exponential functions; interpretations of the derivative; applications of the derivative to optimization, growth, decay, business, and social science problems; integrals of algebraic, exponential, and logarithmic functions; introduction to methods of integration, including numerical estimation, and applications of the integral.

MAC 2311 - Calculus I

4 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisite(s): C or higher in MAC 1140 and MAC 1114.

First of the three-course Integral Calculus sequence including function review; analytic geometry; limits and continuity; differentiation and integration of algebraic, and transcendental functions; the Fundamental Theorem; and applications in maxima and minima, curve sketching, related rates and economics, area, and the definite integral.

MAC 2312 - Calculus II

4 credits

Requirements Met: AATR, GE, GR

General Education Area: Mathematics

Prerequisite(s): C or higher in MAC 2311.

Continuation of MAC 2311 with emphasis on the definite integral with applications, inverse functions, techniques of integration; infinite series, polar coordinates with applications and conic sections in both polar and Cartesian coordinate systems, parametric equations, and vectors, and the geometry of space.

MAC 2313 - Calculus III

4 credits

Requirements Met: AATR, GE, GR

General Education Area: Mathematics

Prerequisite(s): C or higher in MAC 2312.

A continuation of MAC 2312 Calculus II with emphasis on vectors and the calculus of vector-valued functions, quadric surfaces, differentiation and integration of functions of two or three variables, vector analysis, and first-order differential equations.

MAN 1942 - Supply Chain Management Internship

2 credits | **Offered:** As needed

Prerequisite(s): ENC 1101, MTB 1103 or MAT 1033 with a grade of C or better and TRA 2154 with approval of program director.

This course provides a selected and planned work-based experience that will provide students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objective. Work site, supervision and objectives are to be approved by the program director. Depending upon course credit, a minimum of 75 clock hours of work site training and supervision are required to complete the internship. In addition to on-site work, the student will meet with the Internship Instructor during the internship period and complete all requirements.

MAN 2021 - Principles of Management

3 credits | **Offered:** Fall, Spring

Requirements Met: AATR

Study of concepts, terminology, principles, and theories that are the substance of management. Covers planning, organizing, staffing, motivating and controlling in business environments.

MAN 2043 - Principles of Quality Management

3 credits | **Offered:** Fall, Spring

This course is an introduction to the principles, techniques and basic tools of quality and business process improvement used by organizations. Topics include continuous process improvement, performance measures, Statistical Process Control, benchmarking, and the use of various management tools used

to achieve continuous process improvements and customer satisfaction. Emphasis will be placed on understanding how the tools are implemented to aid in quality and process improvement in the supply chain.

MAN 2500 - Operations Management

3 credits | **Offered:** Fall, Spring

This course introduces students to operations management techniques including their application to functional areas of the business enterprise and operations control. Topics include the design and management of production operations, including productivity, strategy, capacity planning, location, layout, resource management, just-in-time systems, materials requirement planning, and project management. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.

MAN 2930 - Special Topics in Supply Chain Management

1-3 credits | **Offered:** Reserved for independent study to fulfill specialized requirements

Prerequisite(s): TRA 2154

This course uses current events, journal articles, guest lecturers and case studies to frame discussion of current issues, problems, and systems in logistics and supply chain management.

MAN 4402 - Human Resources Management Law and Employee Relations

3 credits

This course provides an overview of U.S. employment law at both the federal and state levels. It reviews employment at will and wrongful discharge, employment torts, privacy, discrimination law, worker's compensation, occupational safety and health, unemployment, federal compensation laws, and the law of noncompetition and trade secrets. It is designed for individuals preparing for careers in human resource management, labor relations, or dispute resolution.

MAP 2302 - Elementary Differential Equations

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Mathematics

Prerequisite(s): MAC 2312 with a grade of C or better.

The study of first order differential equations, higher-order linear differential equations, systems of linear differential equations, the Laplace transform, numerical methods, and applications.

MAR 2011 - Principles of Marketing

3 credits | **Offered:** Fall, Spring

Requirements Met: AATR

Using a unique blend of lectures, videos, case studies, class projects, readings, research, and student presentations, this course will emphasize the necessity of marketing in today's business environment. Particular emphasis will be placed on marketing research, selection of a target market, development of an appropriate marketing mix, and promotion and advertising of goods and services.

MAT 0018 - Arithmetic with Algebra

3 credits

Prerequisite(s): PERT score of 50-95 or other appropriate college entrance test score.

Pre/Corequisite(s): SLS 1501 with a grade of C or better.

Students who have previously passed SLS 1101 have met this requirement.

The purpose of this course is to develop student proficiency in arithmetic, basic geometry and some algebra topics. Study includes operations with integers, fractions, decimals, and percents; geometric figures and their measures; pre-algebra topics including properties of rational numbers, operations of rational numbers, simplification of polynomials, and equation-solving techniques. Successful completion of this course will prepare students for MAT 0028 - Elementary Algebra. **This course includes a mandatory one hour per week in the Collegewide Learning Lab.** Lab fee.

MAT 0028 - Elementary Algebra

3 credits

Prerequisite(s): MAT 0018 with a C or better, PERT score of 96-112 (tested prior to 10/22/13); 96-113 (tested 10/22/13 and after), or appropriate college entrance test score.

Pre/Corequisite(s): SLS 1501 with a grade of C or better.

Students who have previously passed SLS 1101 have met this requirement.

The purpose of this course is to develop the student's proficiency in elementary algebra. Study includes operations on real numbers, solving linear equations and inequalities in one variable, operations on polynomials, including factoring, integer exponents, radicals, graphing techniques, and applications. Successful completion of this course will prepare the student for instruction in MAT 1033, Intermediate Algebra. **This course includes a mandatory one hour per week in the Collegewide Learning Lab.** Lab fee.

MAT 0055 - Developmental Math Module

1 credit

Prerequisite(s): MAT 0028 with a grade of C or better or PERT scores of 109-113 (if taken on or after 10/22/13) or 108-112 (if taken before 10/22/13), or exempt from developmental education.

This is a laboratory course designed to develop skills in Exponents & Polynomials; Integers; Factoring; Radicals; Rational Numbers; Linear Equations; and Graphing. Upon completion of this course, students who are not exempt from developmental education must achieve college level college

placement test scores or complete MAT 0028 with a grade of C or better to enroll in MAT 1033. May be taken 3 times for credit.

MAT 1033 - Intermediate Algebra

4 credits

Requirements Met: AATR

Prerequisite(s): MAT 0028 with a grade of C or higher or score out on appropriate placement test.

This course includes a review of linear and absolute value equations and inequalities and factoring polynomials, the study of quadratic equations and inequalities, rational exponents and their properties, radicals, complex numbers, rational expressions and equations, graphing linear functions and interpreting graphs, solving systems of linear equations and inequalities, an introduction to functions, function notation, function operations, and composite functions and applications.

MAT 1033L - Intermediate Algebra Lab

1 credit

Requirements Met: AATR

Prerequisite(s): MAT 0028 with a grade of C or better, appropriate test scores, or exempt from developmental education.

This is a laboratory course to foster success in intermediate algebra concepts, provide opportunities for basic skills application of Absolute Value Equations and Inequalities and factoring Polynomials, the Study of Quadratic Equations and Inequalities, Rational Exponents and their Properties, Radicals, Complex Numbers, Rational Expressions and Equations, Graphing Linear Functions and Interpreting Graphs, Solving Systems of Linear Equations and Inequalities, introduction to Functions, Function Notation, Function Operations, and Composite Functions and Applications. This course will provide the student the opportunity to ask questions in a small-class setting allowing the instructor to assist the student.

MCB 2010 - Microbiology

3 credits

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): Completion of BSC 2010C, BSC 2085, BSC 2085L, or BOT 2010C or ZOO 2010C.

Corequisite(s): MCB 2010L.

Study of microbiology which includes history, biochemistry, microbial anatomy, microbial growth and metabolism, microbial genetics, genetic engineering, pathogenicity, immunology, and microbial diseases.

MCB 2010L - Microbiology Lab

1 credit, 3 Lab hours weekly

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): Completion of BSC 2010C, BSC 2085, BSC

2085L, or BOT 2010C or ZOO 2010C.

Corequisite(s): MCB 2010.

Study of microbial staining techniques, isolation methods, microbial identification, genetic engineering, and aseptic techniques. Lab fee.

MGF 1100 - Quantitative Literacy

3 credits

Requirements Met: AATR

Prerequisite(s): MAT 0018 with a C or better, PERT score of 96-113 (tested 10/22/13 and after); 96-112 (tested prior to 10/22/13), or exempt from developmental education.

This course is designed to prepare you for successful completion of MGF 1106 or MGF 1107 only, and is NOT a pre-requisite course for MAC 1105 or STA 2023. This course touches on number sense, solving linear equations, problem solving, graphing, quantitative reasoning, and spatial reasoning.

MGF 1106 - Mathematics for Liberal Arts I

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisite(s): MAT 1033 or MGF 1100 with a grade of C or higher or score out on appropriate placement test.

Study includes: sets and Venn diagrams, systematic counting principles, permutations and combinations, probability, descriptive statistics, logic, geometry, measurements, and history of mathematics.

MGF 1107 - Mathematics for Liberal Arts II

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisite(s): MAT 1033 or MGF 1100 with a grade of C or higher. or score out on appropriate placement test.

The study of numbers and number systems, elementary number theory, linear and quadratic relations, functions, graphs and their applications, exponential and logarithmic functions, financial mathematics, and history of mathematics. Students will participate in collaborative investigations relating to the major topics of study.

MNA 2345 - Principles of Supervision

3 credits | **Offered:** Spring

Requirements Met: AATR

Understanding and dealing with supervisory areas such as motivating employees, managing time, communicating ideas, making decisions, and handling discipline. Centers on case studies and application in real-life situations.

MNA 3037 - Project Management and Planning

3 credits

This class is a general introductory class in project management designed to give students an exposure in the general project management concepts. This course is meant to provide students with a framework on which to build project management knowledge that relates to their own specific subset of knowledge. The class will give students a platform on which to rest the knowledge that they gain throughout the rest of the program.

MTB 1103 - Business Mathematics

3 credits | **Offered:** Fall, Spring

Requirements Met: AATR

Prerequisite(s): MAT 0018 with a grade of C or better or score out on appropriate placement test.

A study of mathematical problems involved in business, including interest, payrolls, taxes, depreciation, discounts, notes, insurance and inventory. In addition to a review of basic math computations.

MUH 2019 - History of American Popular Music

3 credits

Requirements Met: AATR, GR, GE

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

This course is an introduction to American Popular music from the late 19th Century to the recent past. No music performance skills are required

This course concerns both cultural awareness and critical thinking skills, as detailed in the following learning outcomes that each student should meet by the end of the course:

- 1) Students will demonstrate the ability to synthesize readings, audio examples, group discussions, and other course material resulting in a logical and coherent understanding of the given topic.
- 2) Students will begin to develop the necessary skills to both objectively analyze and subjectively appreciate select various works of American Popular music based on repeated listening.
- 3) Students will demonstrate the ability to provide a basic analysis and interpretation of select works of music by discussing their major elements using the appropriate vocabulary.
- 4) Students will demonstrate the ability to recognize and/or identify stylistic traits, major themes, cultural significance, and social function of select works of American Popular music.
- 5) Topics for study and discussion will include (A) musical instruments and performance techniques, (B) singing styles and related vocal techniques, (C) genres and forms, and (D) aspects of culture, society, history and geography as they relate to the music of the United States in that era.

MUH 2111 - Music History and Literature I

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Stylistic and historical survey of Western music from antiquity through the Classical period with attention to the technique of listening analytically to music.

MUH 2112 - Music History and Literature II

3 credits

Requirements Met: AATR, GE, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Continuation of MUH 2111. Survey of Western music from the Romantic period through the 20th century.

MUL 1010 - Music Appreciation

3 credits

Requirements Met: AATR, GE, GEC, GR, MC

General Education Area: Group 1 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Nontechnical approach to the enjoyment of listening to music, requiring little or no musical background.

MUN 1031 - Rock Ensemble 1

1 credit

Requirements Met: AATR

Repeatable for Credit: Yes

This course is the study and performance of commercial music and is open to instrumentalists (any instruments) and singers. Emphasis is placed on learning a wide variety of popular music styles heard on radio, television, soundtracks and web-based music distribution systems. May be taken for credit three semesters.

MUN 1120 - Concert Band

1 credit

Requirements Met: AATR

Repeatable for Credit: Yes

The Concert Band is a performance ensemble comprised of students of FGC. The Concert Band will rehearse and perform a variety of general and popular band literature written for winds and percussion. Participation in the ensemble allows for the continued growth and development of both individual and ensemble performance skills. Opportunities are also provided for

the study of music in a variety of cultural and historical contexts.
May be taken for credit four semesters.

MUN 1310 - College Choir

1 credit, 3 hours weekly

Requirements Met: AATR

Repeatable for Credit: Yes

Choral ensemble performing a wide variety of choral music.

Open to all students and may be taken for credit four semesters.

MUN 1340 - Collegiate Consort

2 credits, 3 hours weekly

Requirements Met: AATR

Repeatable for Credit: Yes

Ensemble of auditioned singers who perform a variety of choral music from jazz to madrigals. May be taken four semesters.

MUN 1710 - Jazz Band

2 credits

Requirements Met: AATR

Repeatable for Credit: Yes

Preparation and performance of literature from the contemporary large group repertoire. Course emphasizes big band jazz performance of a variety of popular music styles, meters, sight-reading, and improvisation in a big band setting. Members will get a chance to learn from and perform with experienced musicians in a semi-formal environment. No experience necessary, open to all students. Contact the instructor for audition information. Participation at all scheduled performances is required. May be taken for credit four semesters.

MUN 1810 - Steel Band Ensemble

1 credit

Requirements Met: AATR

Repeatable for Credit: Yes

Students will rehearse and perform a variety of music written or arranged for Steele Band. This ensemble will perform traditional works for Steele Band as well as jazz/pop and classical transcriptions. Number of performers, amount of rehearsal time, and technical skill required will vary depending on the selected piece. May be taken for credit three semesters.

MUS 1600 - Fundamentals of Music

3 credits

Requirements Met: AATR

This course is designed to teach the basics of reading musical notes, rhythms, scales, and the analysis of chords. It will be taught through a process of lecture and inclusive lab environment. This course will provide students a solid background in the fundamentals of music theory: foundations of music reading, analysis and writing as well as signs and terminology.

MUT 1121 - Music Theory I

4 credits, 5 hours weekly

Requirements Met: AATR

Prerequisite(s): Basic knowledge of musical notation.

Study of materials and structures of music, including ear training, sight-singing, and keyboard harmony.

MUT 1122 - Music Theory II

4 credits, 5 hours weekly

Requirements Met: AATR

Prerequisite(s): MUT 1121.

Continuation of materials covered in MUT 1121.

MUT 2126 - Music Theory III

4 credits, 5 hours weekly

Requirements Met: AATR

Prerequisite(s): MUT 1122.

Continuation of materials covered in MUT 1122.

MUT 2127 - Music Theory IV

4 credits, 5 hours weekly

Requirements Met: AATR

Prerequisite(s): MUT 2126.

Continuation of materials covered in MUT 2126.

MVB 1211 - Trumpet

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 1212 - Horn

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 1213 - Trombone

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman
Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 1214 - Baritone

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman
Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 1215 - Tuba

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman
Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 1311 - Trumpet

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen
Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVB 1312 - Horn

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen
Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab

fee: \$125.

MVB 1313 - Trombone

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen
Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVB 1314 - Baritone

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen
Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVB 1315 - Tuba

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen
Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVB 2221 - Trumpet

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore
Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 2222 - Horn

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 2223 - Trombone

1 credit, .5 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 2225 - Tuba

1 credit, .5 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVB 2321 - Trumpet

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore

Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVB 2322 - Horn

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore

Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVB 2323 - Trombone

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore

Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVB 2325 - Tuba

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore

Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVK 1111 - Class Piano I, II

1 credit

Requirements Met: AATR**Repeatable for Credit:** Yes

Study of basic piano skills, music reading, and beginning piano literature requiring little or no keyboard experience. May be taken for credit two semesters.

MVK 1211 - Applied Secondary Piano

1 credit

Requirements Met: AATR**Repeatable for Credit:** Yes

This course is designed to teach elementary to advanced keyboard skills, depending on the student's level of proficiency at the outset of the course. It will include scales, cadences, sight-reading, basic ear training, theory, technique and interpretation. May be taken for credit two semesters. Lab fee: \$75.

MVK 1311 - Applied Principal Piano

1 credit

Requirements Met: AATR**Repeatable for Credit:** Yes

This course is designed for the piano student with advanced keyboard skills. It will include scales, arpeggios, cadences, sight-reading, ear training, theory, technique, and interpretation. Student will be required to accompany choir or voice lessons weekly. May be taken for credit two semesters. Lab fee: \$125.

MVK 2121 - Class Piano III and IV

1 credit

Requirements Met: AATR

Prerequisite(s): Prerequisite: MVK 1111

Repeatable for Credit: Yes

Continuation of materials covered in MVK 1111. May be taken for credit two semesters.

MVK 2221 - Piano

1 credit

Requirements Met: AATR

Repeatable for Credit: Yes

This course is a continuation of MVK 1211 and is designed to teach intermediate to advanced keyboard skills. It will include scales, cadences, arpeggios, sight-reading, basic ear training, theory, technique, and interpretation. May be taken for credit two semesters. Lab fee: \$75.

MVK 2321 - Piano

2 credits

Requirements Met: AATR

Repeatable for Credit: Yes

This course is a continuation of MVK 1311 and is designed for the piano student with advanced keyboard skills. It will include scales, arpeggios, cadences, sight-reading, ear training, theory, technique, and interpretation. Student will be required to accompany choir or voice lessons weekly. May be taken for credit two semesters. Lab fee: \$125

MVP 1211 - Percussion

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVP 1311 - Percussion

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVP 2221 - Percussion

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVP 2321 - Percussion

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Sophomore

Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVS 1216 - Guitar

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVS 1316 - Guitar

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVS 2226 - Guitar

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVS 2326 - Guitar

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Sophomore

Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre.

Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVV 1111 - Class Voice I, II

1 credit, 3 hours weekly

Requirements Met: AATR

Repeatable for Credit: Yes

Study of the rudiments of vocal music: breathing, diction, and development of tone. Technical development includes study of interpretation, tone production, pronunciation, and vocal expression. May be taken for credit two semesters.

MVV 1211 - Voice

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVV 1311 - Voice

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVV 2221 - Voice

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVV 2321 - Voice

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Sophomore

Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre.

Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 1211 - Flute

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 1212 - Oboe

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 1213 - Clarinet

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 1214 - Bassoon

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 1215 - Saxophone

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lesson (Secondary) Freshman

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 1311 - Flute

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 1312 - Oboe

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 1313 - Clarinet

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 1314 - Bassoon

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in

areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 1315 - Saxophone

2 credits, 1 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Principal) Freshmen

Musical instruction designed for college students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Lessons introduce freshmen to collegiate study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 2221 - Flute

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 2222 - Oboe

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 2223 - Clarinet

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore

Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 2225 - Saxophone

1 credit, .5 hour private instruction/week

Requirements Met: AATR

Repeatable for Credit: Yes

Applied Music Lessons (Secondary) Sophomore
Musical instruction designed for college students majoring in areas outside of musical performance. Lessons will include study of techniques, musicianship and repertoire. May be taken for credit two semesters. Lab fee: \$75.

MVW 2321 - Flute

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore
Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 2322 - Oboe

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore
Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 2323 - Clarinet

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore
Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

MVW 2325 - Saxophone

2 credits, 1 hour private instruction/week

Requirements Met: AATR**Repeatable for Credit:** Yes

Applied Music Lessons (Principal) Sophomore
Musical instruction designed for students majoring in areas of: Music Performance; Music Education; or Musical Theatre. Sophomores continue study of their instrument/vocal techniques; musicianship along with appropriate literature/repertoire. May be taken for credit two semesters. Lab fee: \$125.

NSP 1052 - Pharmacology Review

2 credits

Prerequisite(s): NUR 1142 with a grade of C or better.

Review of principles learned previously in NUR 1142. Includes essential concepts and principles of pharmacology as applied in the nursing management of patient care. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course.

NSP 1710C - Nursing Process I Review

8 credits

Prerequisite(s): Admission to the LPN-RN Fast Track program, LPN-RN Traditional Program, or Registered Nursing program. NUR 1213C with a C or better.

This course is a review of principles learned previously in NUR 1213C - Nursing Process I. This course includes a study of nursing care for adult clients with specific medical surgical problems. Clinical practice involves providing nursing care for adult clients experiencing these disease processes whether acute or chronic condition. Lab fee. Liability fee.

NUR 1009 - Transition to Professional Nursing

2 credits

Prerequisite(s): Admission to the Paramedic to RN Bridge Program (BRPA-AS)

Pre/Corequisite(s): NUR 1142 and HUN 1201 with a grade of C or better.

This transition course introduces the role of the registered nurse to the paramedic. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity), professional behavior, communication, clinical decision-making, caring interventions, teaching and learning, collaborating, managing care activities from the integrated framework for clinical practice.

NUR 1020C - Nursing Foundations

10 credits

(6 lecture credit hours, 1 lab credit hour, 3 clinical credit hours)

Prerequisite(s): Admission to Registered Nursing Program. BSC 2085, BSC 2085L, ENC 1101, HUN 1201, and MAC 1105 or MGF 1106 with a grade of C or better.

Pre/Corequisite(s): BSC 2086 and BSC 2086L.

Study of nursing fundamentals, designed to develop understanding, knowledge and skills for nursing care of patients of all ages. Includes concepts of health needs, nursing process, asepsis, body mechanics, nutrition, drug calculation, drug administration and nursing history. Lab fee.

NUR 1023C - Nursing Foundation Review

8 credits

Prerequisite(s): Admission to LPN-RN Fast Track program, LPN-RN Traditional program, or Registered Nursing Program.

NUR 1020C with C or better.

This course is a review of principles learned previously in NUR 1020C Nursing Foundations. Lab fee. Insurance fee.

NUR 1051C - Career Transition to Nursing

13 credits

(10 lecture credit hours, 1 lab credit hour, 2 clinical credit hours)

Prerequisite(s): Admission to Paramedic to RN bridge program. ENC 1101, DEP 2004, HUN 1201, MAC 1105 or MGF 1106, BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, and PHI 2600 or HUM 2020, HUM 2210, HUM 2230 or HUM 2310 with a grade of C or better.

This course introduces the experienced paramedic or health care providers to the functional and professional roles of the registered nurse. The course provides a study of the information, skills, nursing process, and evidence-based practices use to care for adult clients with specific medical surgical problems. The clinical focus is on using increasingly complex skills and interventions within these roles to assist the adult patient in regaining optimal health. Lab fee.

NUR 1142 - Pharmacology

2 credits | **Offered:** Summer

Prerequisite(s): ENC 1101, MAC 1105 or MGF 1106 or higher level math, and BSC 2085 and BSC 2085L with a grade of a C or better.

Essential concepts and principles of pharmacology as applied in the nursing management of patient care. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course.

NUR 1204C - Transition to Adult Health I

9 credits | **Offered:** Spring

(7 lecture credit hours, .5 lab credit hour, 1.5 clinical credit hours)

Prerequisite(s): Admission to the LPN-RN Fast-Track program and BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, DEP 2004, ENC 1101, HUN 1201, MAC 1105 or MGF 1106, and PHI 2600 or HUM 2020, HUM 2210, HUM 2230 or HUM 2310 with a grade of C or better.

Introduces the experienced Licensed Practical Nurse to the functional and professional roles of the registered nurse, nursing process, assessment of basic needs, and unmet needs that occur in response to imbalances in homeostasis affecting the biological systems and human dimensions. Students review basic interventions and learn more complex interventions to assist patients to promote, maintain, or restore homeostasis. The professional roles of the nurse as provider of care and beginning manager of care are also emphasized. The clinical focus is on using increasingly complex skills and interventions within these roles to assist the adult patient in regaining optimal health. Lab fee.

NUR 1213C - Nursing Process I

10 credits

(6 lecture credit hours, .5 lab credit hour, 3.5 clinical credit hours)

Prerequisite(s): Admission to LPN-RN Traditional program or Registered Nursing Program. NUR 1020C, BSC 2086, BSC 2086L, with a grade of C or better.

Pre/Corequisite(s): DEP 2004 with a grade of C or better.

This course includes a study of nursing care for adult clients with specific medical surgical problems. Clinical practice involves providing nursing care for adult clients experiencing these disease processes whether acute or chronic conditions. Lab fee.

NUR 1214L - Clinical Skills

2 credits

Prerequisite(s): Admission to LPN-RN Fast Track program, LPN-RN Traditional program, or Registered Nursing program. NUR 1213C or NSP 1710C with a C or better.

Corequisite(s): NUR 1520C.

Required Grade: C or better required.

Students will provide and manage nursing care for a group of adult clients in an acute care facility by applying the previously learned nursing process and practicing advanced technical skills. Lab fee.

NUR 1520C - Mental Health

3 credits | **Offered:** Summer

Prerequisite(s): Admission to the LPN-RN Fast Track program, the LPN-RN Traditional program, the Paramedic to RN program, or the Registered Nursing program, and NUR 1213C or NSP 1710C or NUR 1204C with a C or better.

Application of nursing principles and behavioral concepts basic to the care of patients who have experienced problems in living. Emphasis on therapeutic response. Lab fee.

NUR 2241C - Nursing Process II

12 credits

(8.5 lecture credit hours, 3.5 clinical credit hours)

Prerequisite(s): Admission to the LPN-RN Traditional program or the Registered Nursing program. NUR 1213C and DEP 2004 with a grade of C or better.

The focus of this course is on the theoretical application of the nursing process to selected complex medical surgical conditions affecting the adult client. Related pathophysiological and psychosocial concepts, principles of nutrition and communication, and pharmacology and critical care aspects are included as they apply to the selected conditions. Decision-making and management theory is emphasized. Lab fee.

NUR 2243C - Nursing Process II Review

9 credits

Prerequisite(s): Admission to the LPN-RN Fast Track program, LPN-RN Traditional program, or Registered Nursing program.

NUR 2241C with a grade of C or better and permission of Director of Nursing Programs.

The focus of this course is on the theoretical application of the nursing process to selected complex medical surgical conditions affecting the adult client. Related pathophysiological and psychosocial concepts, principles of nutrition and communication, and pharmacology and critical care aspects are included as they apply to selected conditions. Decision making and management theory is emphasized. Lab fee. Liability insurance fee.

NUR 2261C - Transition to Adult Health II

11.5 credits

(9 lecture credit hours, 2.5 clinical credit hours)

Prerequisite(s): Admission to LPN-RN Fast Track program or Paramedic to RN program. NUR 1051C and NUR 1204C with a grade of C or better.

The focus of this course is continue transition of LPNs, paramedics and other health care providers on the theoretical application of the nursing process to selected complex medical surgical conditions, and mental health problems affecting the adult client. Related pathophysiological and psychosocial concepts, principles of nutrition and communication, and pharmacology and critical care aspects are included as they apply to the selected conditions. Lab fee.

NUR 2310C - Pediatric Nursing

5 credits | **Offered:** Spring

(3.5 lecture credit hours, 1.5 clinical credit hours; 52.5 contact hours lecture, 67.5 contact hours clinical)

Prerequisite(s): Admission to the LPN-RN Fast Track program, LPN-RN Traditional program, or Registered Nursing program. NUR 2241C or NUR 2243C with a C or better.

Corequisite(s): NUR 2420C.

Study of growth of children from infancy through adolescence with emphasis on response to disease and other stress conditions. Lab fee.

NUR 2412C - Transition: Maternal, Infant, Child, Adolescent

6 credits

(5 lecture credit hours, 1 clinical credit hour)

Prerequisite(s): Admission to the LPN-RN Fast Track program, the LPN-RN Traditional program, the Paramedic to RN program, or the Registered Nursing program. NUR 2241C or NUR 2261C with a grade of C or better.

Corequisite(s): NUR 2804C or NUR 2801C.

Pre/Corequisite(s): PHI 2600 (preferred) or HUM 2020, HUM 2210, HUM 2230 or HUM 2310 with a grade of C or better.

Application of the nursing process in meeting the health-care needs of women, children, and families. Roles of the nurse as a provider of care, communicator, teacher, manager, and member of the health-care profession provide the framework for clinical application and evaluation. Areas of study focus on reproduction,

pregnancy (with emphasis on labor and delivery and complications of childbirth), growth and development of children from birth through adolescence (with emphasis on responses to disease and other stress conditions). Lab fee.

NUR 2420C - Maternity Health

5 credits | **Offered:** Spring

(3.5 lecture credit hours, 1.5 clinical credit hours; 52.5 contact hours lecture, 67.5 contact hours clinical)

Prerequisite(s): Admission to the LPN-RN Fast Track program, LPN-RN Traditional program, or Registered Nursing program. NUR 2241C or NUR 2243C with a grade of C or better.

Corequisite(s): NUR 2310C.

Study of reproductive aspects of life as they affect the entire family. Develop principles underlying nursing during normal maternity cycle. Lab fee.

NUR 2801C - Transition Nursing Roles and Leadership

3.5 credits

(1.5 lecture credit hours, 2 clinical credit hours)

Prerequisite(s): NUR 2261C with a grade of C or better.

Corequisite(s): NUR 2412C

This course focuses transitioning of LPNs, paramedics and other health care providers on concepts, principles, and theories of leadership, management, role development and administration in a variety of culturally diverse health care delivery systems. It is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers. Lab fee.

NUR 2804C - Nursing Roles and Leadership

4 credits

(2 lecture credit hours, 2 clinical credit hours)

Prerequisite(s): Admission to LPN-RN Traditional program or Registered Nursing program and NUR 2241C with a grade of C or better.

Corequisite(s): NUR 2412C

This course focuses on concepts, principles, and theories of leadership, management, role development and administration in a variety of culturally diverse health care delivery systems. It is designed to develop beginning leadership skills for the associate degree nursing students that are necessary to manage clients and health care workers. Lab fee.

NUR 3065C - Nursing Assessment with Clinical

3 credits

This course teaches advanced knowledge and skills of physical assessment. Students practice assessment techniques, perform history taking, demonstrate general and focused assessment, and correlate diagnostic findings with clinical conditions.

Lab fee.

NUR 3125 - Pathophysiology

3 credits

This course teaches the advanced study of pathophysiology and symptomatology across the life span with a focus on alterations in physiologic function and manifestations of disease. Emphasis is placed on relating signs, symptoms and diagnostic findings to common health alterations. Students will also gain an understanding of nursing intervention to promote adaptation to disease and the promotion of wellness.

NUR 3145 - Pharmacology

3 credits

This course teaches pharmacotherapeutics, pharmacodynamics, and pharmacokinetics as they relate to nursing practice. Providing up-to-date knowledge of major drug classifications, this course will help the nurse to manage client medication regimens more effectively utilizing the nursing process and the study of various drug classifications.

NUR 3164 - Nursing Research and Informatics

3 credits

Prerequisite(s): MAC 1105 and STA 2023 with a grade of C or better.

This course teaches the relationship of nursing research and the utilization of evidence-based practice. This course explores the research process as a foundation for acquiring skills needed to access, critically appraise, and synthesize research literature. An approach to information technology is also examined in this course. Concepts on Healthcare informatics, trends, and exploring innovative strategies and applications are introduced.

NUR 3826 - Ethical and Legal Issues in Health Care

3 credits

This course emphasizes legal and ethical decision-making in the professional nursing role. Personal beliefs and values are explored to examine the continuing influence that the law, legal issues, and the field of ethics have on the professional practice of nursing.

NUR 3846 - Nursing Theory

3 credits

This course critically analyzes nursing theory and foundation for reasoning in nursing practice. It focuses on the evolution and application of nursing knowledge. The concepts of nursing theory are explored. The nature and specific characteristics of nursing theory are discussed, including perspectives on essential elements of theories at various levels. The purpose of this course is to examine theories and their contribution to the advancement of nursing as a discipline.

NUR 4636C - Community Health

4 credits

Prerequisite(s): NUR 3846 with a grade of C or better.

Pre/Corequisite(s): NUR 3164 with a grade of C or better.

This course explores the nursing role in promoting public health. Emphasizing key issues and responsibilities of community-based nursing are explored. Principles of epidemiology, community assessment, and population-focused practice are examined.

NUR 4655 - Nursing in Diverse Cultures

3 credits

This course explores the health-related practices, values, and beliefs among varied cultural groups as they influence nursing. Personal beliefs and values in relationship to health and illness are examined with a focus of providing culturally competent nursing care to people from diverse groups. Lab fee.

NUR 4827C - Leadership and Management in Professional Nursing

3 credits

Pre/Corequisite(s): NUR 3164, NUR 3826, NUR 3846, NUR 4636C, NUR 4655, and NUR 4837 with a grade of C or better.

This course teaches principles of nursing leadership and management with an emphasis on decision making, priority setting, delegating, communicating, team building, and managing fiscal and human resources. The focus is on preparation of the professional nurse for leadership responsibilities in collaboration with the interdisciplinary healthcare environment. Leadership experiences will be provided in a variety of clinical settings.

NUR 4837 - Health Care Policy and Economics

3 credits

This course examines global, economic, organizations, and political contexts within which professional nursing practice occurs. Students acquire knowledge and skills necessary for understanding the evolution of health service organization, the development of healthcare policy, and the dynamic interrelationship among socioeconomic and political systems influencing health care and nursing practice. Theoretical perspective, research findings, experience and application to nursing practice will be identified.

ORH 1517 - Landscape Plants

3 credits

Identification and study of plant materials used in landscape operations in the southeastern United States, including ground covers, vines, shrubs, and trees.

ORH 1838C - Landscape Engineering

2 credits

Modules in drafting, surveying, and drainage.

ORH 2011L - Horticulture Lab

1 credit

This course will provide practical, hands-on experience in various operations such as pest identification and control, scouting techniques, irrigation repair, spreader and sprayer calibration, and other procedures essential to the operation of golf courses. Lab fee.

ORH 2835 - Landscape Estimating and Contracting

3 credits

Techniques and systems used in contract/bid preparation in the landscape industry including writing contracts and specifications, labor, equipment, and materials cost analysis, and accounting processes.

ORH 2842C - Landscape Installation and Maintenance

3 credits

The study of the principles and procedures involved in properly installing and maintaining plant materials in the landscape.

ORH 2935 - Irrigation Auditing

3 credits

This course covers the basics of performing an audit on golf course and landscape irrigation systems. Students will learn how to inspect and tune-up hydrozones and controllers, perform a system test, estimate evapotranspiration, determine available soil water, determine maximum allowable depletion, precipitation rates, and hydrozone schedules. Students will be offered the opportunity to become Irrigation Auditors, and to take a national Certified Irrigation Auditor test offered by the Irrigation Association (IA).

ORH 2941L - Landscape Technology Internship

5 credits

Supervised training in basic landscape operations at selected landscape sites. Certain division restrictions and requirements apply. 12 week supervised internship

ORI 2000 - Fundamentals of Oral Interpretation

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 3 Communications

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or

better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Examination of contemporary theories and fundamental principles of oral interpretation, with emphasis on valuation and application through oral performances of selected prose, drama, and poetry.

OST 1135 - Medical Keyboarding I

3 credits | **Offered:** Fall

Introduction to the touch system in computer keyboarding/ document processing and the application of the basic skills to business letters, reports, and tabulated problems. Emphasis on medical reports, forms, and manuscripts using Microsoft Word functions for creating, editing, and formatting documents.

OST 1384 - Introduction to Customer Service

3 credits | **Offered:** As needed

This course is an introduction to the basics of customer service technology. Emphasis is on enhancing customer relations skills, building a rapport with customers, and improving communication and negotiating skills. Students will learn how to respond to customer requirements and to efficiently handle difficult situations.

OST 1581 - Professional Development in the Work Environment

3 credits

This course is designed to provide techniques for the development of "people" skills essential for job success. Topics include developing a positive self-image, a professional self-image, ethics, time management, human relations and communication skills, organizational dynamics, interpersonal development skills, employability skills, conflict management skills, and professional development.

OST 2335 - Applied Business Communications

3 credits | **Offered:** Fall, Spring

A course with emphasis on effective writing in business communications. Stress on clarity, conciseness, and directness in handling a variety of written business communications.

OST 2402 - Medical Office Procedures

3 credits | **Offered:** Fall

In-depth study of office and administrative procedures and the principles of office automation. Simulations of medical office environment using electronic equipment, is presented in this course. Emphasis is placed on the practical aspects of the tasks performed by administrative support personnel.

OST 2611 - Medical Transcription I

4 credits | **Offered:** Spring

Prerequisite(s): HSC 2531 and OST 1135.

This course teaches students to become productive medical transcribers by using authentic physician dictations in “on-the-job” situations designed to develop high levels of knowledge and skill.

OST 2612 - Medical Transcription II

4 credits | **Offered:** Summer

Prerequisite(s): OST 2611.

As a continuation of OST 2611 Medical Transcription I, this course is designed to further develop, improve, and refine the transcription skills learned in the previous course.

PAD 3034 - Public Administration and Public Policy

3 credits

Political-administrative dimensions of government planning, personnel, and finance at the federal, state, and local levels. The problems of political interests, values, and objectives in public administration.

PAD 4052 - Public Management Practices

3 credits

This course covers the normative environment of public agencies, public management concepts and techniques, organizational dynamics, resource management, and application of public administration theory to practice.

PAD 4223 - Public Budgeting

3 credits

Public budgeting and related financial management processes at the federal, state and local levels. budgeting techniques, sources of revenue, governmental accounting, budgeting and interest groups.

PAD 4351 - Environmental Policy and Management

3 credits

Survey of the political and administrative nature of environmental quality. Includes the historical and contemporary context of policy development and implementation. Emphasizes factors in the decision-making process and institutions of government. Includes contemporary problems and reform issues. To fully analyze the relationship between water management, environmental conditions and public policy, examples are drawn from around the world, ranging from local watershed management to international river basin planning, highlighting integrative approaches.

PGY 2401C - Introduction to Photography

3 credits

Requirements Met: AATR

Study of film development and basic darkroom printing techniques. 35 millimeter camera required. Lab fee.

PGY 2404C - Photography II

3 credits

Requirements Met: AATR

Prerequisite(s): PGY 2401C or permission of instructor.

Study of the camera and related equipment such as lenses, filters, and various light sources. 35 millimeter camera required. Lab fee.

PGY 2801C - Digital Photography I

3 credits

Requirements Met: AATR

Prerequisite(s): Basic computer skills needed.

This course will focus on the technical and photographic aspects of digital photography. Operation of digital cameras, obtaining proper exposure, and photographic composition will be presented. Adobe Photoshop fundamental concepts and features are introduced and applied to scanned images and digital photography. This course is designed to provide students with experience in image editing, photo retouching, and color painting. Students will produce artwork for print. PGY 2801C is a 3-credit lecture/lab course. Lab fee.

PHI 1100 - Introduction to Logic

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Introduction to the use of reason in everyday life. Study of language (meaning, definition, ambiguity) and argument (deduction and induction). Provides practical skills for further college work and for life beyond the classroom.

PHI 2010 - Introduction to Philosophy

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 2 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

This course is the exploration of the big questions of philosophy, with a focus on areas of metaphysics and ethics. Objectives of the course include philosophical literacy-- student will become

aware of the key concepts and arguments in various branches of philosophy-and secondarily on enhancement of critical thinking skills-student's native skills will be improve in terms of argument analysis skills, including the ability to explain argument flaws, since historically, this is what the great philosophers do, that is, expose flaws in cultural reasoning patterns. As a result of the course, the student will be able to articulate the nature of philosophical problems, analyze two or more solutions taken from intellectual movements in the history of philosophy, and state a possible resolution.

PHI 2600 - Ethics

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Analysis of values and moral concepts. Examination of the nature and criteria of good, evil, right, justice, etc. Reading from ancient, medieval, and modern philosophers.

PHT 1007 - Topics in Physical Therapy

3 credits

(45 contact hours of lecture)

Corequisite(s):

Required Grade: Pass with a C or better.

This course provides an overview of the profession of physical therapy, related issues and professional organizations. The course introduces topics on domestic violence, end of life issues, stress/stress management. Also presented are learning theories, leadership and teams, management and quality assurance and ethical/legal issues. The course introduces government agencies: ADA, OSHA; patient bill of rights and HIPPA. Discussion of the Models of Disability, professional ethics, and materials/resources available at APTA organization is presented. The course also presents Communication skills and the SOAP format for documentation along with developing a familiarity with other healthcare providers. This course is designed to engage the student in an active interest in the profession of physical therapy.

PHT 1175C - Functional Anatomy and Kinesiology

4 credits | **Offered:** Fall

(45 contact hours of lecture, 45 contact hours of lab)

Prerequisite(s): Acceptance into Phase II of PTA program.

Required Grade: Pass with a C or better

In-depth study of the structure and function of the musculoskeletal system emphasizing functional aspects of human motion, goniometry, manual muscle testing, range of motion, and other related assessments. Lab fee.

PHT 1200 - Basic Patient Care

3 credits | **Offered:** Fall

(45 contact hours of lecture)

Prerequisite(s): Acceptance into PTA program.

Corequisite(s): PHT 1200L.

Required Grade: Pass with a C or better

This course introduces the student to the clinical skills required to function as a physical therapist assistant. Topics will address data collection and intervention application common in all physical therapy environments. Course includes an introduction to basic patient care and handling, mobility concepts, safety aspects and physical agents/modalities.

PHT 1200L - Basic Patient Care Lab

1 credit | **Offered:** Fall

(45 contact hours of lab)

Prerequisite(s): Acceptance into Phase II of PTA Program.

Corequisite(s): PHT 1200.

Required Grade: Pass with a C or better.

This lab course introduces students to the clinical skills required to function as a physical therapist assistant. Students gain experience in application of the concepts and procedures included in the lecture course PHT 1200 which include but are not limited to patient care/handling, mobility, safety, and physical agents/modalities. Lab fee.

PHT 1217 - Physical Therapy Principles and Procedures

3 credits | **Offered:** Spring

(45 contact hours of lecture)

Prerequisite(s): Acceptance into Phase II of PTA program.

Corequisite(s): PHT 1217L.

Required Grade: Pass with a C or better.

This course provides for sequential expansion of concepts and topics covered in PHT 1200. More advanced treatment procedures and physical therapy modalities are introduced: normal and abnormal gait, posture, massage, and wound care. Using selective topics from comprehensive sources, this course introduces the basic concepts of rehabilitation management of adult patients with differing special needs, including, but not limited to: burns, cardiovascular, pulmonary conditions.

PHT 1217L - Physical Therapy Principles and Procedures Lab

1 credit | **Offered:** Spring

(45 contact hours of lab)

Prerequisite(s): Acceptance into Phase II of PTA program.

Corequisite(s): PHT 1217.

Required Grade: Pass with a C or better.

This laboratory course correlates with PHT 1217 and allows the student the opportunity to practice those modalities/procedures introduced and explored in PHT 1217. The student will integrate an implementation of treatment programs utilizing appropriate laboratory equipment and modalities. Completion of class assignments as assigned is required. Lab fee.

PHT 1224C - Therapeutic Techniques and Disabilities

4 credits | **Offered:** Fall

(45 contact hours of lecture, 45 contact hours of lab)

Prerequisite(s): Acceptance into Phase II of the PTA program.

Required Grade: Pass with a C or better.

This course is designed to give the student foundational knowledge about the methods, types and uses of a variety of therapeutic techniques utilized in the clinical setting. It introduces concepts of therapeutic techniques starting with the basic principles of therapeutic exercise and continues with applied techniques to include: range of motion, stretching, proprioceptive neuromuscular facilitation, resistance training, manual muscle testing, aerobic exercise and aquatics. The course concludes with specific exercise regimes for the geriatric and obstetric patient and basic taping techniques. Lab sessions are intermixed with lecture sessions to practice various skills presented in class as seen on the course outline. Lab fee.

PHT 1801L - Physical Therapy Clinical Practice I

4 credits | **Offered:** Spring

(240 contact hours of clinical practice)

Prerequisite(s): Acceptance into Phase II of PTA program.

Corequisite(s): PHT 1931

Required Grade: Pass with a grade of S.

This introductory clinical experience allows the student the opportunity to correlate didactic training and laboratory practice with actual hands on delivery of Physical Therapy services. The student will be assigned to an area clinical facility where basic and intermediate procedures and modalities will be practiced under close supervision of the facility's clinical instructor. Emphasis will be placed on the fundamental skills of beginning patient care initially and progressed to supervised care plan implementation for common medical-surgical and orthopedic conditions. The student will be expected to perform specific therapeutic procedures covered in prior coursework and master basic skills identified in the Student Clinical Performance Summary. This full-time clinical experience requires the student to have adequate transportation, follow the clinical practice dress code and carry liability insurance. Lab fee.

PHT 1930 - Special Topics: Pre-Clinical Practice Integration

3 credits

(45 contact hours)

Prerequisite(s): PHT 1200, PHT 1200L, PHT 1224C, PHT 1007, PHT 1175C with a grade of C or better.

Corequisite(s): PHT 1217, PHT 1217L, PHT 2252C

This Special Topics Course serves as an introduction to the Neuroanatomy of the brain and spinal cord. This course is also designed to address clinical internship issues that historically contribute to the overall success of the full-time rotations. This course is designed to prepare the student in transitioning from the classroom to the community-based clinical environment.

PHT 1931 - PTA Seminar

1 credit | **Offered:** Spring

(15 contact hours of lecture)

Prerequisite(s): Acceptance into Phase II of PTA program.

Corequisite(s): PHT 1801L.

Required Grade: Pass with a C or better

This course facilitates student participation in discussions related to clinical experiences as they occur in Clinical Practice I and is intended to show integration of classroom didactic learning into the clinical setting. This course promotes collaborative learning for participants through the sharing of learning experiences as they occur during the clinical portion of the program. This course also begins the review process for the National Physical Therapy Examination and includes access to practice, timed, computerized examination to promote success on the licensing examination.

PHT 2162C - Neurological Disabilities and Treatment

4 credits | **Offered:** Spring

(45 contact hours of lecture, 45 contact hours of lab)

Prerequisite(s): Acceptance into Phase II of PTA program.

Required Grade: Pass with a C or better.

This course presents the human nervous system and selected neurological disabilities encountered in physical therapy practice. It is designed to give the student a foundational knowledge of the methods, types and uses of a variety of appropriate therapeutic techniques utilized with patients that have neurologic conditions. The etiology, pathology, and clinical manifestations of common neurological diseases are studied. Application of physical therapy modalities and exercise programs that are effective in the treatment of each condition are presented. Lab fee.

PHT 2220 - Advanced Rehab Concepts in Physical Therapy

3 credits | **Offered:** Summer

(45 contact hours of lecture)

Prerequisite(s): PHT 1801L with a grade of C or better.

Required Grade: Pass with a C or better.

This course is designed to give the student foundational knowledge about the methods, types and uses of a variety of therapeutic techniques utilized in the clinical setting to address pediatric conditions. A comprehensive review of the management of lower extremity amputation will also be provided. The student will also develop an awareness of patient needs throughout the disease process and learn to effectively select appropriate intervention techniques. Lab fee.

PHT 2220L - Foundations of Exercise in Physical Therapy Lab

2 credits | **Offered:** Spring

(60 contact hours of lab)

Prerequisite(s): PHT 1175C, PHT 1200, PHT 1200L, PHT 1217, PHT 1217L, PHT 2252C, PHT 1801L, PHT 1224C with a grade of C or better.

Corequisite(s): PHT 2220, PHT 2162C, PHT 2810L

Pre/Corequisite(s): PHT 2931 with a grade of C or better.

Required Grade: Pass with a C or better.

Laboratory component to PHT 2220. Provides for practice of neuro-rehabilitation, PNF, NDT, motor learning, isokinetics, and developmental reflexes. Selected orthopedic and neurological treatments are studied. Facilitation and inhibition techniques are practiced. Lab fee.

PHT 2252C - Orthopedic Disabilities and Treatment

4 credits | **Offered:** Spring

(45 contact hours of lecture, 45 contact hours of lab)

Prerequisite(s): Acceptance into Phase II of PTA program.

Required Grade: Pass with a C or better

This combined lecture and laboratory course introduces the student to the basic orthopedic physical therapy management as well as therapeutic applications related to tissue healing, joint mobilization, amputations, prosthetics, orthotics, and orthopedic congenital disorders. Emphasis will be placed on description and treatment of common and uncommon soft tissue injuries, fractures, and orthopedic diseases on each region of the body, identifying and practicing criterion based rehabilitation programs and management. Lab fee.

PHT 2301 - Pathological Conditions in Physical Therapy

3 credits | **Offered:** Fall

(45 contact hours of lecture)

Prerequisite(s): Acceptance into Phase II of PTA program.

Required Grade: Pass with a C or better

This course focuses on a basic study of pathological processes for many of the major disorders encountered in the practice of physical therapy. The course includes a broad presentation of conditions and the associated signs, symptoms, and treatments for each. By covering some disorders in detail and others by a generic presentation covering a group of disorders, the student is encouraged to compare textbook presentation with actual clinical picture of a disorder that they may encounter in the clinical setting.

PHT 2810L - Physical Therapy Clinical Practice II

5 credits | **Offered:** Summer

(320 contact hours of clinical practice)

Prerequisite(s): PHT 1801L with a grade of C or better.

Corequisite(s): PHT 2931.

Required Grade: Pass with a grade of S.

This final full-time clinical experience is designed to prepare the PTA student for entry into the profession of physical therapy. Physical therapy treatment modalities and procedures should be implemented and modified within the plan of care. The student should demonstrate competence and confidence in the application of therapeutic techniques and should work towards refinement and polishing of their manual skills. Emphasis should be placed

on the application of all previous class materials and further development of problem solving and critical thinking skills. The student should be able to function as a true member of the physical therapy delivery system and contribute to the day-to-day workings of the facility. It is recommended that the student have a fair amount of autonomy and be assigned a case load with minimal supervision. The student should demonstrate the appropriate knowledge, professional behaviors and motor skills required of entry-level for a physical therapist assistant. Students should continue to work on mastery of skills and abide by the transportation, dress code and liability requirements of previous clinical practices. Lab fee.

PHT 2931 - Trends in Physical Therapy

2 credits | **Offered:** Summer

(30 contact hours of lecture)

Corequisite(s): PHT 2810L.

Required Grade: Pass with a C or better.

This seminar style class will assist the PTA student in making the transition from student to Physical Therapist Assistant focusing on professional licensure. Students will complete online assignments regarding Statutes and Rules of Florida in preparation for State Board Examinations. Students will also practice the completion of online forms used to apply for licensure. Students will submit a cover letter and resume for an online assignment. Students are given the option to further seek online information on specialized practice and legislative issues. Students will also complete one final computerized exam in preparation for the licensing exam. Lab fee.

PHY 1020 - Essentials of Physics

3 credits

Requirements Met: AATR, GE, GEC

General Education Area: Group 2 Science

Prerequisite(s): MAT 1033 with a grade of C or better.

A study of concepts underlying many principles of physics. Topics include mechanics of moving objects, force systems, lever systems, properties of fluids, heat, sound, light, electricity, and magnetism.

PHY 2048C - General Physics with Calculus I

5 credits, 4 hours lecture - demonstration, 3 hour lab

Requirements Met: AATR, GE, GEC

General Education Area: Group 2 Science

Prerequisite(s): MAC 2311 with a "C" or better.

Corequisite(s): MAC 2312.

Mechanics of solids, liquids, gases, heat, and mechanical waves. Laboratory correlated with lectures. Recommended for transfer students in engineering and physical sciences with a calculus background. Lab fee.

PHY 2049C - General Physics with Calculus II

5 credits, 4 hours lecture, 3 hour lab

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): PHY 2048C with a grade of C or better.

Electricity and magnetism, light, optics, atomic physics, nuclear physics, solid state theory, and other assorted topics. Laboratory correlated with lectures. Lab fee.

PHY 2053C - General Physics I

4 credits, 6 hours lecture, demonstration, lab

Requirements Met: AATR, GE, GEC

General Education Area: Group 2 Science

Prerequisite(s): MAC 1105 or a higher mathematics course with a grade of C or better.

First course in fundamental principles of physics, with applications in life sciences, forestry, agriculture, etc. Includes mechanics of solids, liquids, gases, and heat. Laboratory work integrated with lecture. Recommended for preprofessional transfer students who do not intend to major in physical sciences. Lab fee.

PHY 2054C - General Physics II

4 credit, 6 hours lecture - demonstration, lab

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): PHY 2053C with C or better.

Continuation of PHY 2053C, includes mechanical waves, electricity and magnetism, and optics. Lab fee.

PLS 1021C - Applied Agricultural Chemistry

3 credits

Fundamentals of chemistry as applied to plant growth, fertilizers, pesticides, and soils.

PMT 0070C - Welding I

210 clock hours, 7 occupational credits

(2 lecture occupational credit hours, 5 lab occupational credit hours)

After successful completion of this course, students will be able to demonstrate understanding of workplace safety and organizational skills, demonstrate basic knowledge of industrial and manufacturing processes, describe and identify metals and their properties, apply basic and intermediate oxyfuel gas cutting principles and practices, apply knowledge of drawing and welding symbol interpretation, demonstrate plasma arc cutting principles and practices, demonstrate basic understanding of shielded metal arc welding (SMAW), and lastly, create a product using shielded metal arc welding (SMAW) principles and practices. Lab fee.

PMT 0071C - Welding II

210 clock hours, 7 occupational credits

(2 lecture occupational credit hours, 5 lab occupational credit hours)

Prerequisite(s): PMT 0070C

After successful completion of this course, students will be able to apply basic shielded metal arc welding (SMAW) skills, demonstrate and apply carbon arc gouging (GAC) principles and practices, apply visual examination skills, and create a product using carbon arc gouging (GAC) and basic shielded metal arc welding (SMAW) principles and practices. Lab fee.

PMT 0072C - Welding III

210 clock hours, 7 occupational credits

(2 lecture occupational credit hours, 5 lab occupational credit hours)

Prerequisite(s): PMT 0071C

After successful completion of this course, students will be able to demonstrate an understanding of employability skills and career opportunities related to the welding industry, apply intermediate shielded metal arc welding (SMAW) skills, and create a product using intermediate shielded metal arc welding (SMAW) skills. Participants of this course must demonstrate competency in AWS D1.1 structural weld code-steel. Lab fee.

PMT 0073C - Welding IV

210 clock hours, 7 occupational credits

(2 lecture occupational credit hours, 5 lab occupational credit hours)

Prerequisite(s): PMT 0072C

After successful completion of this course, students will be able to apply basic gas metal arc welding (GMAW) skills, and apply basic and intermediate flux-cored arc welding (FCAW) skills. Participants of this course must demonstrate competency in AWS D1.6 structural weld code-steel. Lab fee.

PMT 0074C - Welding V

210 clock hours, 7 occupational credits

(2 lecture occupational credit hours, 5 lab occupational credit hours)

Prerequisite(s): PMT 0073C

After successful completion of this course, students will be able to apply basic gas tungsten arc welding (GTAW) skills, apply intermediate gas tungsten arc welding skills, and demonstrate and apply basic pipe welding principles and practices. Lab fee.

PMT 0075C - Welding VI

200 clock hours, 6.67 occupational credits

(1.67 lecture occupational credit hours, 5 lab occupational credit hours)

Prerequisite(s): PMT 0074C

After successful completion of this course, students will be able to apply intermediate shielded metal arc welding (SMAW) pipe welding (B-Class welder) skills, apply and understand fabrication in pipe fitting techniques. Participants of this course must

demonstrate competency in AWS shielded metal arc welding (SMAW) pipe qualification test. Lab fee.

PMT 0076C - Welding VII

200 clock hours, 6.67 occupational credits
(1.67 lecture occupational credit hours, 5 lab occupational credit hours)

Prerequisite(s): PMT 0075C

After successful completion of this course, students will be able to apply advanced gas tungsten arc welding (GTAW) skills. Lab fee.

PMT 0077C - Welding VIII

200 clock hours, 6.67 occupational credits
(1.67 lecture occupational credit hours, 5 lab occupational credit hours)

Prerequisite(s): PMT 0076C

After successful completion of this course, students will be able to apply advanced gas tungsten arc welding (GTAW) and shielded metal arc welding (SMAW) heavy wall pipe skills. Participants of this course must demonstrate competency in AWS pipe welding qualification test utilizing gas tungsten arc welding (GTAW) and shielded metal arc welding (SMAW). Lab fee.

PMT 0078C - Welding IX

150 clock hours, 5 occupational credits
(1 lecture occupational credit hour, 4 lab occupational credit hours)

Prerequisite(s): PMT 0077C

After successful completion of this course, students will be able to research and identify careers and workforce needs employing emerging welding technologies, identify the skills required to work within those careers that use emerging welding technologies, apply skills and competencies needed to use emerging welding technologies. Lab fee.

PMT 0108C - Fundamentals of Welding

120 clock hours, 4 occupational credits
Course prepares student to demonstrate safe use of shop hand tools and equipment used during basic shielded metal arc welding and basic oxyfuel gas cutting processes. Student will also learn appropriate shop communication and employment skills for welding technology industry. Students will identify and explain proper use of shielded arc welding (SMAW) equipment and oxyfuel gas cutting equipment and basic procedures/techniques in hands-on lab/shop environment. This includes plasma cutting and an introduction to TIG, MIG and Flux Core Welding. They will apply basic cutting and welding procedures by performing fillet welds, shape cutting and level cutting operations on plain carbon steels. Lab fee.

PMT 0109C - Fundamentals of Welding II

120 clock hours, 4 occupational credits
This course provides instruction in workplace communication skills, infection control procedures, related science and mathematics principles essential for employment in the welding technology industry. This course prepares the student to integrate mathematical and scientific principles along with welding symbols that are commonly required for performing job duties common in welding technology occupations. Students will demonstrate these principles using welding tools and equipment in numerous hands-on shop activities while understanding and demonstrating appropriate employability skills. Lab fee.

PMT 0123C - Welding I

250 clock hours, 8.33 occupational credits | **Offered:** Fall, Summer

Prerequisite(s): Take TABE or have appropriate exemption. (Students exempt from developmental education based on Senate Bill 1720, identified by a test code of SBEX on their test score record, are exempt from TABE requirements.)

The purpose of this course is to enable the student to gain the skills needed to demonstrate intermediate ability in Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW). This process is commonly referred to as Metal Inert Gas (MIG). Participants of this class must demonstrate competency with drawing and symbol interpretation as well as other welding applications. Lab fee.

PMT 0131C - Welding III

225 clock hours, 7.5 occupational credits | **Offered:** Fall, Summer

The purpose of this course is to enable the student to gain the skills needed to demonstrate intermediate ability in Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW). This process is commonly referred to as Metal Inert Gas (MIG). Participants of this class must demonstrate competency with drawing and symbol interpretation as well as other welding applications. Lab fee.

PMT 0146C - Welding II

245 clock hours, 8.17 occupational credits | **Offered:** Fall, Summer

The purpose of this course is to enable the student to gain the skills needed to demonstrate intermediate ability in Shield Metal Arc Welding. Lab fee.

PMT 0165C - Welding IV

180 clock hours, 6.0 occupational credits | **Offered:** Fall, Summer

The purpose of this course is to enable the student to gain the skills needed to demonstrate intermediate ability in Gas Tungsten Arc Welding (GTAW). Gas Tungsten Arc Welding is commonly

referred to as Tungsten Inert Gas (TIG). Participants in this class will first become familiar with the skills needed for brazing and soldering. Participants must also demonstrate competency with drawing and symbol interpretation as well as other welding applications. Lab fee.

PMT 0168C - Welding V

270 clock hours, 9 occupational credits | **Offered:** Fall, Summer
The purpose of this course is to assist the student in honing their skills and knowledge to a more professional level. They will use the skills they have already gained through participation in the other classes to fabricate projects and will be introduced to pipe welding and several other welding applications. Lab fee.

PMT 0930C - Special Topics Welding

30 clock hours, 1 occupational credit

Repeatable for Credit: Yes

This course will cover topics of current or special interest in welding. The course may be repeated up to a maximum of three times. Topics that may be covered are: GTAW-Low Alloy and Stainless Steel Pipe Welding, SMAW-Stainless Steel Groover Welds, CAD-CAM Plasma Arc Operations for the Welding Industry, and Review for Welding Certification Exam. Lab fee.

POS 1041 - American Government

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 1 Social Science

Prerequisite(s): ENC 0025 and REA 0017 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Examination of the Constitution, parties, electoral process, and branches of the government of the United States, with emphasis on relationship of the individual to the national government.

POS 2112 - State and Local Government

3 credits

Requirements Met: AATR

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Focus on how state and local governments operate in the American system of government.

PRN 0001C - Basic Nursing

296 clock hours, 9.87 occupational credits | **Offered:** Spring

Prerequisite(s): Admission to program.

Required Grade: Pass with a C or better.

This is an introductory course to patient care. Focuses on the basic skills and serves as foundation of the whole program. Lab fee. Liability insurance fee.

PRN 0007C - Basic Nursing Review

296 clock hours, 9.87 occupational credits

Prerequisite(s): PRN 0001C with a grade of C or better.

Required Grade: Pass with a C or better.

This course is a review of principles learned previously in PRN 0001C Basic Nursing. Lab fee. Insurance fee.

PRN 0011 - Transition into Practice

26 clock hours, .86 occupational credit

Prerequisite(s): PRN 0381C, PRN 0500C with a grade of C or better.

Required Grade: Pass with a C or better.

Course content addresses current trends in nursing and job seeking skills. Emphasis is placed on role change from student to healthcare team member.

PRN 0020 - Human Development Across the Life Span

20 clock hours, .67 occupational credit | **Offered:** Spring

Prerequisite(s): Admission to program.

Pre/Corequisite(s): HCP 0001C with a grade of C or better.

Required Grade: Pass with a C or better.

This course presents normal human development from birth to death. Emphasis is on developmental stages.

PRN 0030 - Pharmacology

28 clock hours, .93 occupational credit | **Offered:** Spring

Prerequisite(s): Admission to program.

Pre/Corequisite(s): HCP 0001C with a grade of C or better.

Required Grade: Pass with a C or better.

This course is designed to acquaint the student with safety in the administration of drugs. Drug actions and reactions are emphasized.

PRN 0070 - Basic Nutrition

23 clock hours, .77 occupational credit

Prerequisite(s): Admission to program, HCP 0001C with a grade of C or better.

Required Grade: Pass with a C or better.

This course presents the basic principles of nutrition and diet therapy for all age groups.

PRN 0080 - Body Structure and Function

60 clock hours, 2 occupational credits | **Offered:** Spring

Required Grade: Pass with a C or better.

This course provides basic knowledge of normal human body structures and functions. Emphasis on major systems.

PRN 0100C - Maternal/Infant

54 clock hours, 1.8 occupational credits | **Offered:** Fall

Prerequisite(s): PRN 0381C, PRN 0500C with a grade of C or better.

Required Grade: Pass with a C or better.

This course is designed to acquaint the student with the basic needs of mothers and newborns. It will include conception, pregnancy, labor and delivery, postpartum, and newborn care. Lab fee.

PRN 0381C - Med/Surge Life Span I

285 clock hours, 9.5 occupational credits | **Offered:** Summer

Prerequisite(s): PRN 0020, PRN 0030, PRN 0070, PRN 0080, PRN 0001C with a grade of C or better.

Required Grade: Pass with a C or better.

This course provides basic knowledge of the disease process and how it affects the child, adult, and elderly patient. Lab fee.

PRN 0382C - Med/Surge Life Span II

408 clock hours, 13.60 occupational credits | **Offered:** Fall

Prerequisite(s): PRN 0381C, PRN 0500C with a grade of C or better.

Corequisite(s): PRN 0100C, PRN 0011.

Required Grade: Pass with a C or better.

This course is a continuation of PRN 0381C Med/Surge Life Span I. This unit presents the needs of patients with cancer, urinary system disorder, cardiovascular as well as neurological, sensory, and mental health problems. Lab fee.

PRN 0500C - Geriatrics

60 clock hours, 2 occupational credits | **Offered:** Summer

Prerequisite(s): PRN 0001C, PRN 0020, PRN 0030, PRN 0070, PRN 0080 with a grade of C or better.

Required Grade: Pass with a C or better.

This course focuses on the special needs of the older adult. Emphasis on differentiating between normal aging and disease process. Lab fee.

PSC 1341 - Physical Science

3 credits

Requirements Met: AATR, GE

General Education Area: Group 2 Science

Prerequisite(s): MAT 0028 or MGF 1100 with a grade of C or better or score out on appropriate placement test.

Elementary study of physics and chemistry, including kinematics, dynamics, work and energy, wave motion, heat, atomic and nuclear physics, radioactivity, fusion and fission, periodic table, compound formation and stoichiometry.

PSC 2910 - Physical Science Research

1-3 credits

Requirements Met: AATR

Prerequisite(s): Consent of instructor.

Repeatable for Credit: Yes

This is a course that familiarizes the students with research projects or certain aspects of research carried out under the direct supervision of an instructor. This course is intended to help students acquire skills in applying research principles and obtaining practice in the rigorous data collection and reporting. Students can sign up for 1-3 credit hours for this course, depending on scope of project/study. Course may be repeated up to four times for a maximum of 12 credit hours.

PSY 2012 - General Psychology I

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 2 Social Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of adaptation of the individual to his environment to provide a basis for understanding human behavior.

REA 0007 - Principles of Reading I

3 credits

Prerequisite(s): PERT score of 50-83 or other appropriate college entrance test score.

Pre/Corequisite(s): SLS 1501 with a grade of C or better.

Students who have previously passed SLS 1101 have met this requirement.

This course introduces students to specific reading skills that will assist them in becoming more effective readers and thinkers. Successful completion of this course will prepare students for REA 0017 Principles of Reading II. This course includes mandatory one hour per week in the Collegewide Learning Lab. Lab fee.

REA 0017 - Principles of Reading II

3 credits

Prerequisite(s): REA 0007 with a C or better, PERT score of 84-103 (tested prior to 10/22/13); 84-105 (tested 10/22/13 and after), or other appropriate college entrance test score.

Pre/Corequisite(s): SLS 1501 with a grade of C or better.

Students who have previously passed SLS 1101 have met this requirement.

This course focuses on the specific reading and critical thinking skills that are essential for success in college. Topics include vocabulary development, main idea, supporting details, relationships between sentences and ideas, inferences, detecting bias, and distinguishing between fact and opinion. This course includes mandatory one hour per week in the Collegewide Learning Lab. Lab fee.

REA 1105 - College Reading I

3 credits

Requirements Met: AATR

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Provides intensive practice in reading comprehension and analysis to give the student an understanding of how writers organize, develop, and support their ideas. Concentrates on the development of critical reading skills to enable the student to read with greater comprehension and retention.

REL 2210 - Religious Thought in the Old Testament

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Humanities

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of the basic themes and ideas of the Old Testament world of thought as illustrated in the literature of the Old Testament. Includes one major tradition which will be singled out for detailed study and analysis.

REL 2246 - Religious Thought in the New Testament

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Humanities

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Includes all major traditions of thought in the New Testament, and one major tradition will be singled out for detailed study and analysis.

SBM 2000 - Small Business Management

3 credits | **Offered:** Fall

Requirements Met: AATR

Provides students with the foundation to create, manage, and profit from a business of their own and to determine if it is a viable career choice. Students prepare a comprehensive business plan as final project.

SLS 1501 - The College Experience

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Social Science (not Group 1 or Group 2)

This course is designed to facilitate the development of basic skills and applications in utilizing college resources, managing time, setting goals, taking personal responsibility, paying for

college, interacting collegially, reading informational text, studying, taking tests, conducting research, citing sources, presenting information, and preparing for a career. The course is recursive in nature, in that students must continue to apply skills taught toward the beginning of the semester throughout the course, in order to make them a part of the way they approach college and its challenges more successfully. Successful completion of this General Education course with a "C" or better is required in order to earn an A.A. degree and should be taken during the student's first semester (or year) at FGC. This course also meets the computer competency requirement for AA degrees.

SPC 1017 - Oral Communications

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 3 Communications

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

A survey of human communication, employing a combination of perceptual learning and performance skills to concentrate on interpersonal, small group, public, and mass communication contexts necessary for effective oral communication.

SPC 1061 - Introduction to Academic and Professional Speaking

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 3 Communications

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Prepares individuals to function effectively in an academic/professional work environment where the ability to communicate orally is a mandatory skill for success. Provides students with the skills to present material for various speaking situations. Manuscript speaking, proposal presentations, and speaking in media environments will be addressed.

SPC 2601 - Public Speaking II

3 credits

Requirements Met: AATR

Prerequisite(s): SPC 2511 with a C or better.

Theory and practice in presenting public speeches; determination of communication purpose, situational adaptation, patterning of ideas, selection of supporting materials, language usage, and message orientation to designated listeners.

SPC 2608 - Public Speaking

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 3 Communications

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or

better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Focus in the development of effective public speaking with concentration on the fundamentals of structure and organization, and demonstrated mastery through performance.

SPN 1120 - Elementary Spanish I

4 credits - 3 lecture hours, 1 lab hour

Requirements Met: AATR

Emphasizes acquisition of an active command of the language and requires constant participation for development of fundamental skills of understanding, speaking, reading, and writing Spanish. Includes mandatory two hours per week in Learning Lab.

SPN 1121 - Elementary Spanish II

4 credits - 3 lecture hours, 1 lab hour

Requirements Met: AATR

Prerequisite(s): SPN 1120 with a grade of C or better.

Builds upon previously acquired skills and provides direct participation in development of proficiency in understanding, speaking, reading, and writing Spanish. Includes mandatory two hours per week in Learning Lab.

STA 2023 - Elementary Statistics

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisite(s): REA 0017 or ENC 0027C and MAT 1033 with a grade of C or better or appropriate placement test scores.

Introductory descriptive and inferential statistics involving vocabulary; probability; z, t, and f tests for one or two populations; chi-square test; correlation and regression for bivariate data; and one way analysis of variance.

SWS 1102 - Soils and Fertilizers

3 credits

Requirements Met: AATR

Study of soil and fertilizer types and properties as each affects the growth and maintenance of turfgrasses and ornamental plants.

SYG 1000 - Introduction to Sociology

3 credits

Requirements Met: AATR, MC, GE, GEC, GR

General Education Area: Group 2 Social Science

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of fundamental foundations of group life, social origins and processes, and basic principles involved in human attitudes, feelings, institutions, and situations.

SYG 1310 - Human Relations

3 credits

Requirements Met: AATR

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of human nature with emphasis on dealing with personal problems in a specific area of technology.

SYG 1320 - Deviant Behavior

3 credits

Requirements Met: AATR

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Examination of the nature, types, and social reactions to deviant behavior. Special emphasis on the process of stigmatization and the emergence of community awareness of this problem.

Develops an understanding of human service support role with respect to the deviant.

SYG 2010 - Social Problems

3 credits

Requirements Met: AATR

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Study of major problems confronting individuals, families, and communities in contemporary America, with emphasis on social forces tending to disorganize basic growth.

SYG 2300 - Introduction to Social Psychology

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 2 Social Science

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Designed to develop an understanding of self and others, emotionally and behaviorally. Emphasis is on development of personal communication and emotional growth.

SYG 2430 - Marriage and the Family

3 credits

Requirements Met: AATR

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Examination of man-woman relationships and forms of marriage and families, with an analysis of the effect of social change on the structure and function of the contemporary family, sex differentiation, sex education, and social factors affecting marital

adjustment.

TAX 2000 - Introduction to Federal Income Tax

3 credit hours

Prerequisite(s): REA 0017 or ENC 0027C with a grade of C or better or score out on appropriate placement test.

A review of the concepts and methods of determining income and deductions of individuals for Federal tax purposes. Various filing requirements and forms are reviewed for individual taxpayers.

THE 2000 - Theatre Appreciation

3 credits

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 1 Humanities

Prerequisite(s): Completion of REA 0017 and ENC 0025 with a grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

An examination of the history of theatre and study of the various aspects and artists involved in the production of drama and dramatic literature.

THE 2925 - Theatre Production

1 credit

Requirements Met: AATR

Repeatable for Credit: Yes

Students may earn credit for participating in major college promotions as actors or technicians. Course may be taken up to four times for credit.

TPP 1110 - Basic Principles of Acting

3 credits

Requirements Met: AATR

Performance based approach with emphasis on the fundamentals.

TPP 1111 - Acting II

3 credits

Requirements Met: AATR

Prerequisite(s): TPP 1110.

A continuation of basic acting, stressing advanced character development and script analysis, and techniques in relaxation, concentration, and voice and movement dynamics.

TRA 2010 - Transportation and Distribution

3 credits | **Offered:** Fall, Spring

This course explores the role and importance of transportation in the distribution of goods. The focus of the course will be on the infrastructure of the freight transportation system, modes of transportation, transportation regulations and public policy.

Students will be introduced to the carrier cost structures, operating characteristics and policy regulations regarding each of the transportation modes.

TRA 2131 - Purchasing and Inventory Management

3 credits | **Offered:** Fall, Spring

Prerequisite(s): TRA 2154

This course provides a comprehensive introduction to the purchasing and supply chain management field. Cases cover purchasing and supply chain issues in a variety of settings, from process industries to high tech manufacturing and services as well as public institutions. Emphasis is on the purchasing process as it relates to such topics as inventory control procedures, price/cost analysis, laws and ethics, vendor selection and the development of vendor relationships.

TRA 2154 - Introduction to Supply Chain Management

3 credits | **Offered:** Fall, Spring, Summer I

This course provides a general knowledge of Supply Chain Management and the associated functions necessary for delivery of goods and services to customers. The course will focus on what employees and managers must do to ensure an effective supply chain exists in their organization. Students will be introduced to the following topics: overview of SCM functions such as order processing, transportation, warehousing, purchasing and inventory, E-Commerce, information flow and customer service.

TRA 2230 - Warehouse Management

3 credits | **Offered:** Fall, Spring

Prerequisite(s): TRA 2154

An introduction to the practical concepts of warehousing including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations.

WFCX 0004 - Developmentally Appropriate Practice for Infants and Toddlers

5 Hours

This course prepares students to pass the Department of Children and Families competency exam for Developmentally Appropriate Practice for Infants and Toddlers. This course focuses on appropriate activities and environment for infants and toddlers in the child care setting. Lab fee.

WFCX 0005 - Developmentally Appropriate Practice for Young Children

5 Hours

This course prepares students to pass the Department of Children and Families competency exam for Developmentally Appropriate

Practice for Young Children. This course focuses on appropriate activities and environment for children ages three to five in the child care setting. Lab fee.

WFCX 0007 - Developmentally Appropriate Practices for Special Needs

10 Hours

This course prepares students to pass the Department of Children and Families competency exam for Developmentally Appropriate Practice for Special Needs. This course focuses on appropriate activities and environment for children with special needs in the child care setting. This course also explains the ADA. Lab fee.

WFCX 0019 - FTCE Review: Professional Education

9 hours

This course is designed as an intensive review for students who are preparing to take the Florida Teacher Certification Examination for Professional Education.

WFCX 0020 - FTCE Review: Elementary Education

9 hours

This course is designed as an intensive review for students who are preparing to take the Florida Teacher Certification Examination for Elementary Education.

WFCX 0021 - FTCE Review: General Knowledge Test

9 hours

This course is designed as an intensive review for students who are preparing to take the Florida Teacher Certification Examination for General Knowledge.

WFCX 0022 - Child Care Facility Rules and Regulations

6 Hours

This course prepares students to pass the Department of Children and Families competency exam for Child Care Facility Rules and Regulations for early childhood education in the state of Florida. Lab fee.

WFCX 0024 - Child Growth and Development

6 Hours

This course prepares students to pass the Department of Children and Families competency exam for Child Growth and Development. Milestones of development from infancy to school-age are examined. Lab fee.

WFCX 0025 - Behavior, Observation and Screening

6 Hours

This course prepares students to pass the Department of Children and Families competency exam for Behavior, Observation and Screening for early childhood education. Lab fee.

WFCX 0026 - Empowering ESOL Teachers

This class is designed to assist teachers in developing attitudes, skills, and knowledge which will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction of LEP students. It will provide an understanding of the variety of backgrounds and cultures that may be found in a typical classroom as well as language functions, school curricula, and articulation with LEP students. It teaches how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns and effective teaching strategies to benefit all students. This course covers standards 2, 3, 4, and 23 of the Florida Performance Standards for Teachers of English for Speakers of Other Languages and provides 60 hours of the 300 required for ESOL endorsement.

WFCX 0027 - Health, Safety and Nutrition

8 Hours

This course prepares students to pass the Department of Children and Families competency exam for Health, Safety and Nutrition for early childhood education. Health and safety laws and requirements for child care settings in Florida, as well as appropriate nutrition, common childhood illnesses and accident prevention are explored. Lab fee.

WFCX 0028 - Child Abuse and Neglect

4 Hours

This course prepares students to pass the Department of Children and Families competency exam for Child Abuse and Neglect for early childhood education and features definitions and examples of child abuse and neglect and mandatory reporter laws. Lab fee.

WFCX 0032 - FTCE Review: Exceptional Student Education

9 hours

This course is designed as an intensive review for students who are preparing to take the Florida Teacher Certification Examination for Exceptional Student Education.

WFCX 0033 - FTCE Review: Middle Grades Integrated Curriculum

9 hours

This course is designed as an intensive review for students who are preparing to take the Florida Teacher Certification

Examination for Middle Grades Integrated Curriculum (5-9).

WFCX 0034 - FTCE Review: 6-12 Mathematics

9 hours

This course is designed as an intensive review for students who are preparing to take the Florida Teacher Certification Examination for 6-12 Mathematics.

WFCX 0036 - Foundations and Application of Differentiated Instruction

45 hours

This course is designed to develop an understanding of differentiated instruction and utilize appropriate strategies and materials that use research-based instructional methodology, identification, prevention, and remediation of students with reading difficulties including those from diverse backgrounds. Foundations and Applications of Differentiated Instruction meets the state requirement for competencies four and five of the Florida Reading Endorsements.

WFCX 0041 - Understanding Developmentally Appropriate Practices

5 Hours

This course prepares students to pass the Department of Child and Families competency exam for Understanding Developmentally Appropriate Practices. This course focuses on appropriate activities and environment for all ages of children in the child care setting. Lab fee.

WFHX 0003 - CPR: BLS/HCP

8 Hours | **Offered:** Fall, Spring, Summer

Provides AHA certification in CPR/BLS and includes special resuscitation techniques, pediatric BLS, medical/legal issues, automatic external defibrillator (AED) and FBOA techniques. This course is offered through the division of community education.

WFHX 0005 - Advanced Cardiovascular Life Support

| **Offered:** Fall, Spring

Medical interventions used to treat victims of respiratory and/or cardiac emergencies and stroke, including invasive techniques such as intubation and administration of drugs. Sixteen-hour course required for American Heart Association certification. Designed for healthcare providers.

WFHX 0007 - Pediatric Advanced Life Support (PEPP/PALS)

| **Offered:** Fall, Spring, Summer

Sixteen-hour course required for American Heart Association in Advanced Pediatric Life Support. Advanced medical assessment

and interventions used to treat pediatric victims of respiratory and/or cardiovascular emergencies and stroke, including invasive techniques such as intubation and drug administration. Designed for healthcare providers.

WFHX 0011 - Emergency Vehicle Operator Course

| **Offered:** Fall, Spring

A course designed to meet the specifications of 64E-2.012 Florida Administrative code that requires all ambulance drivers employed by a licensed EMS provider to have completed an ambulance driver program. The class combines lecture as well as practical application and driving laboratory.

WFHX 0012 - Basic Extrication

| **Offered:** Fall, Spring

Fundamentals of gaining access to and disentangling victims from a vehicle, emphasizing protection of the victim and rescuer. Includes use of available rescue tools, “packaging” patients to protect against possible spinal injuries, and makes use of mock scenes and “junk” cars. Lab fee.

WFHX 0013 - Advanced Extrication

| **Offered:** Fall, Spring

Builds on knowledge gained including assessment of skills with basic rescue tools, demonstration of more advanced rescue tools, mock multiple trauma scenes, and utilization of most appropriate tools and safest disentangling techniques. Lab fee.

WFHX 0014 - 12 Lead ECG Course

This course teaches the advanced level healthcare provider the basics of application and interpretation of 12 Lead ECGs for use in the pre-hospital environment. This course will include classroom discussion and practice with the ECGs.

WFHX 0015 - Advanced Airway

| **Offered:** Fall, Spring

This course teaches the advanced airways used in the pre-hospital field. This course will include some discussion of the topics and hands-on practice using the advanced airway devices as discussed in the skills lab.

WFHX 0016 - Hazardous Materials - Level I

| **Offered:** Fall, Spring

Florida Level 1 Hazardous Materials Program, is an eight contact hour introductory course designed to acquaint EMS personnel to the dangers of hazardous materials at rescue scenes.

WFHX 0018 - Issues in Domestic Violence

| **Offered:** Fall, Spring

This four hour class is designed to satisfy the basic educational requirement for healthcare providers in Florida. Topics include: personal safety, understanding the characteristics of abusive relationships, assessment of victims, appropriate interventions, effects on children, and legal responsibilities.

WFHX 0021 - IV Therapy for the LPN

This course is designed to meet the requirements of the Florida Board of Nursing rule regarding the expanded role of the LPN in IV therapy. The course will be presented as a 30-hour postgraduate course including 24 hours of theory, simulated practice, and six hours of clinical practical experience to include two successful IV cannulations.

WFHX 0029 - Pre-hospital Trauma Life Support (PHTLS)

| **Offered:** Fall, Spring

This 16 hour course was developed by the American College of Surgeons, Committee on Trauma as an introduction to current techniques for the rapid identification, assessment and treatment of multi-system trauma in the critically injured patient. This course is designed for the advanced level provider and includes instruction and supervised practice of invasive procedures.

FWWX 0003 - Water Treatment Plant Operation Levels B & C, Module 1

This module covers such topics as defining the characteristics of raw water, pretreatment of raw water, primary treatment of water for drinking water, and chemical disinfection of water. Successful completion of WFWX 0003, WFWX 0004, and WFWX 0005 fulfills course requirements to sit for the operator certification exam for Water Treatment Level B or Level C.

FWWX 0004 - Water Treatment Plant Operation Levels B & C, Module 2

Topics include EPA regulations for the treatment of water, safety measures utilized in the treatment of water, wastes associated with the treatment of water, iron and manganese removal, lime softening processes, fluoridation, and water regulations. Successful completion of WFWX 0003, WFWX 0004, and WFWX 0005 fulfills course requirements to sit for the operator certification exam for Water Treatment Level B or Level C.

FWWX 0005 - Water Treatment Plant Operation Levels B & C, Module 3

Prerequisite(s):

Course topics include EPA regulations for the treatment of water, safety measures utilized in the treatment of water, management of THMs, maintenance of equipment, advanced laboratory procedures and drinking water rules. Successful completion of WFWX 0003, WFWX 0004, and WFWX 0005 fulfills course requirements to sit for the operator certification exam for Water Treatment Level B or Level C.

FWWX 0006 - Intro to Wastewater Treatment Plant Operation Level C, Module 1

Upon completion of this module, the student will understand the characteristics of waste-water, its delivery to the wastewater plant, primary treatment, biological treatment, and disinfection of wastewater. Successful completion of WFWX 0006, WFWX 0007 and WFWX 0008 fulfills course requirements to sit for the Wastewater operator certification exam Level C.

FWWX 0007 - Wastewater Treatment Plant Operation Level C, Module 2

Course topics include activated sludge treatment of wastewater, type of wastewater treatment plants, nutrient removal process control and laboratory procedures. Successful completion of WFWX 0006, WFWX 0007 and WFWX 0008 fulfills course requirements to sit for the Wastewater operator certification exam Level C.

FWWX 0008 - Wastewater Treatment Plant Operation Level C, Module 3

Upon completion of this module, the student should have an understanding of safety, maintenance of equipment, odor control and disposal of wastes, effluent discharge, advanced laboratory procedures and wastewater discharge rules. Successful completion of WFWX 0006, WFWX 0007 and WFWX 0008 fulfills course requirements to sit for the Wastewater operator certification exam Level C.

FWWX 0009 - Wastewater Treatment Plant Operation Level B

| **Offered:** Scheduled as needed

This 15-week course focuses on activated sludge treatments, modified activated sludge processes, nutrient removal processes, residual solids disposal, and effluent discharge. The student will need Wastewater Treatment Operations, Vols. I and II and Advanced Wastewater Treatment. Successful completion fulfills course requirements to sit for the Wastewater Operator certification exam, Level B. Note: You must hold a Level C

license in order to sit for the Level B exam.

WFWX 0010 - Water Distribution Operations Level 3

The Water Distribution Operations Level 3 course of study is designed to prepare the student to take and be successful at passing the state of Florida's Department of Environmental Protection licensure test as mandated by the United States Department of Environmental Protection. The course includes an overview of the job requirements and competencies required in order to place water distribution lines and to render those drinking water lines safe for the dissemination of drinking water to the public. It includes developing the necessary math skills and the understanding of the scientific principles necessary to carry out specific engineering mandates in placing and maintaining a drinking water distribution system.

WFWX 0016 - The Utility Manager - Water/Wastewater A; Water Distribution 1

This interactive online course fulfills Florida DEP course requirements to sit for the Florida DEP Level A exam for either Water Treatment or Wastewater Treatment Plant Operator or Level 1 Water Distribution Operator. The course addresses the practical application of utility management techniques associated with the orderly operation of water and wastewater treatment facilities. In addition, the course provides access to online study materials to review for the treatment process portion of the exam.

WOH 2012 - World History I

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 1 Social Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or higher or ENC 0027C with a grade of C or better or score out on appropriate college entrance test.

WOH 2012 is a survey of the development of civilizations from ancient times to the early modern era, up to and including the 16th century. The course examines the political, social, religious and economic aspects of civilization as they evolved throughout the world from Neolithic civilizations to historical ones.

WOH 2022 - World History II

3 credits

Requirements Met: AATR, GE, GR

General Education Area: Group 1 Social Science

Prerequisite(s): REA 0017 and ENC 0025 with a grade of C or higher or ENC 0027C with a grade of C or better or score out on appropriate college entrance test.

WOH 2022 is a survey of the development of civilizations from the 16th century to present day, exploring the major political, economic, cultural and intellectual movements that have shaped the modern world. This course provides a broad overview

of world history from the age of new world colonization, through the Age of Reason to the Modern Age of international interrelationships. Course will also explore the rise of terrorism in the modern world, its origins and implications.

ZOO 2010C - General Zoology

4 credits | **Offered:** Alternates years with Botany

Requirements Met: AATR, GE

General Education Area: Group 1 Science

Prerequisite(s): Completion of REA 0017, ENC 0025 and MAT 0028 or MGF 1100 with a grade of C or better or ENC 0027C and MAT 0028 or MGF 1100 with a grade of C or better or score out on appropriate placement test.

Survey of the invertebrate and vertebrate animals using live and preserved materials. Study of animal life, its development, anatomy, physiology, ecology, and natural relationships. Appropriate laboratory experiment and field trips included. Lab fee.

Administrative Personnel & Faculty

Administrative Personnel & Faculty

President

Lawrence Barrett

President

B.S., State University of New York at Plattsburgh

M.S., State University of New York at New Paltz

Ed.D., Nova Southeastern University

Vice Presidents

Stephen M. Benson

Vice President for Business Services

B.M.E., West Virginia Wesleyan College

M.S., Mountain State University

Linda P. Croley

Vice President, Student Services

A.A., Lake City Community College

B.A., M.A., University of West Florida

Ph.D., University of South Florida

Brian G. Dopson

Vice President, Academic Programs

B.A., University of North Florida

M.A., University of Florida

Ed.D., University of North Florida

Jennifer Price

Vice President, Enrollment Management and Lifelong Learning

B.S., Indiana University of Pennsylvania

M.A., Bowie State University

Ed.D., Walden University

Deans

Paula Gavin

Dean, Academic Programs

B.S., George Mason University

M.S., Virginia Tech University

Ph.D., University of Florida

Academic Executive Directors

Pamela S. Carswell

Executive Director, Teacher Education Programs

A.A., Lake City Community College

B.A., University of North Florida

M.A., University of Central Florida

Melody Corso

Executive Director, Nursing and Health Sciences

A.A., Santa Fe Community College

B.S.N., University of Florida

M.S.N., Florida State University

John Piersol

Executive Director, Business, Industrial and Agricultural Programs

B.S., University of Delaware

M.S., Colorado State University

Executive Directors

Sharon M. Best

Executive Director, Human Resources and Equity Officer

A.A., Lake City Community College

B.A., Saint Leo University

Michael Davis

Executive Director, Informational Technology/CIO

A.A., Lake City Community College

B.S., University of Florida

J. Michael Lee

Executive Director, Resource Development

A.A., Lake City Community College

B.S., University of Florida

Michael P. McKee

Executive Director of Media & Public Information

A.A., Lake City Community College

B.S., University of Florida

Professional

Patty Anderson

Director, Research, Institutional Effectiveness & Distance Learning

B.S., West Virginia University

M.S., Nova University

Terry Auger

Coordinator, Disability Services

A.S., Endicott Junior College

B.A., Saint Leo University

M.S., Capella University

Swanzetta Battles

Job Placement Specialist/Grant Management

A.A., Tallahassee Community College

B.S., Florida A & M

Christine Boatright

Director, Library

A.A., North Florida Community College

B.A., M.A., Florida State University

Jeffrey Braun

Programmer Analyst

B.S., Edinboro University

Onalee (Toni) J. Briley

Academic Advisor

B.S., M.S., Troy State University

Ph.D., Capella University

Rob Chapman

Coordinator, Marketing, Web and Graphics Production

A.A., Lake City Community College

B.A., Jacksonville University

Karyn L. Congressi

Assistant to the President

Robert L. Cox

Coordinator, Information Services

B.S., University of Florida

Daniel Cronrath

Director, Grants and Grant Management
 B.A., Bloomsburg University
 M.P.S., George Washington University

Michele Cuadras

Director, Dual Enrollment
 A.A., Florida Gateway College
 B.S., Florida State University
 M.B.A., University of Phoenix

Edward d'Avi

Director, College Facilities
 B.S., M.S., University of Florida

Amanda (Amy) A. Dekle-Hunt

Coordinator, Student Activities
 A.A., Lake City Community College
 B.S., University of Florida

Travis George

Associate Director, Financial Aid
 B.A., Bethune Cookman
 M.B.A., Ashford University

Rebecca Golden

Education and Training Specialist
 B.A., University of Nebraska

Travis Green

Business Analyst
 A.A., Lake City Community College
 B.S., University of Florida

John Hartzog

Coordinator, Testing
 A.A., North Florida Community College
 B.S., Florida State University
 M.S., Capella University

Michelle Holloway

Director, Business Services
 A.A., Lake City Community College
 B.A., M.B.A., Saint Leo University

Audrey F. Hulen

Manager, Bookstore
 A.A., Florida Gateway College

Gayle P. Hunter

Registrar
 A.A., Lake City Community College
 B.A., Saint Leo University

Audrey, Jackson

Academic Advisor
 A.A., Broward College
 B.A., Florida Atlantic University
 M.Ed., Florida Atlantic University

John Jewett, IV

Director, Public Service Programs
 A.A., Lake City Community College
 B.A., Saint Leo University

Denise Johnson

Academic Advisor (Dual Enrollment)
 A.A., A.S., Florida Gateway College
 B.A., Saint Leo University
 M.A., University of the Rockies

Sandra J. Johnston

Director, Enrollment Management
 A.A., Lake City Community College

B.A., Saint Leo University
 M.S., University of West Alabama

Jana Kazmierczak

Bursar
 A.S., Florida Community College at Jacksonville
 B.S., Liberty University

Margaret McLaughlin

Director, Advising Services
 B.A. University of Colorado
 M.Ed., Lewis & Clark College
 Ed.D., University of Georgia

Patricia Morris

Coordinator, Library Research
 B.S., LeMoyne College
 M.A., University of South Florida

Pamela Murawski

Director, Water Resources
 B.S., Black Hills State University

Patricia Orender

Director, ASDN and Certificate Programs
 A.A., Lake City Community College
 B.S.N., Florida State University
 M.S.N., University of South Alabama

Carl D. Romano

Coordinator, Industrial Technology
 B.A., Western State College of Colorado

Kacey N. Schrader

Associate Registrar
 A.A., Lake City Community College
 B.A., Saint Leo University

Kelly Sistrunk

Academic Advisor/Recruiter, Nursing
 A.A., Lake City Community College
 B.S., University of Florida
 M.Ed., Valdosta State University

Scott Sloan

Academic Advisor
 A.A., St. Petersburg Junior College
 B.A., J.D., Ph.D., University of Florida

Lisa Sprague

Director, Campus Security
 B.S., University of Miami
 M.S., Columbia College

James Swisher

Coordinator, Law Enforcement/Corrections Training
 A.A., Lake City Community College
 B.A., University of Florida

Misty Taylor

Director, Procurement & Contracts
 A.A., Florida Gateway College

Sandra Tomlinson

Director, College Success
 B.A., University of North Florida
 M.Ed., Saint Leo University

Ryan Touchton

Manager, Network & Security
 A.A., Florida Gateway College

Rebecca A. VanHoek

Coordinator, Planning & Accreditation
 A.S., Indian River Community College

B.S., Saint Leo University
Anita (Becky) Westberry
Director, Financial Aid
A.A., Lake City Community College
B.S., University of Florida
M.H.A., University of Phoenix

Full-Time Faculty

Sandy Aguilar
Assistant Professor, College Success
B.A., Southeastern College
M.A., Assemblies of God Theological Seminary

Maureen Akey-Meyerson
Professor, Science
A.A.S., State University of New York
B.S., Cornell University
M.S., University of Florida

Troy Appling
Professor, English
B.S., Atlanta Christian College
M.A., University of Memphis
Ph.D., Florida State University

Lisa Bagnall
Assistant Professor, Nursing
B.S.N., Salisbury University
M.S.N., University of Phoenix

Michael Baker
Assistant Professor, English
B.A., University of Florida
B.A., Florida State University
M.A., University of Tennessee
Ph.D., Ohio State University

Ruth Berger
Assistant Professor, Health Information Technology
A.A.S., College of Lake County
B.S., Southern Illinois University
M.S., University of Wisconsin

Cheryl M. Boice
Associate Professor, Microbiology
A.A., Central Florida Community College
B.S., M.S., Ph.D., University of Florida

Janis E. Brothers
Professor, Art
A.A., North Florida Community College
B.S., M.F.A., Florida State University

Ann Brown
Professor, EMS Programs
A.S., A.A., B.S.N., Florida State College of Jacksonville

Sylvia M. Calcano
Associate Professor, Mathematics
B.S., University of Puerto Rico
M.S., Florida State University

Sheri Carder
Professor, Business Education
B.A., Hendrix College
M.A., Memphis State University
Ph.D., University of Southern Mississippi

Elizabeth Carroll
Assistant Professor, EPI
B.A., Western Kentucky University
M.A., University of the Cumberlands

Chad Caswell
Professor, PTA
B.S., D.P.T., University of Southern Alabama

Elizabeth Cobb
Professor, English
B.S., Eastern Oregon State College
M.A., University of North Florida

Jody Cropper
Assistant Professor, Nursing
B.S.N., Indiana Wesleyan University

Sharron Cuthbertson
Assistant Professor, Early Childhood Education
A.A., Oakland Community College
B.S., University of Michigan
M.S., Nova Southeastern University
Ph.D., University of Florida

Allyson Dees
Assistant Professor, AA Education
B.S., Florida State University
M.A., University of South Florida

Frederic Douglas
Assistant Professor, Mathematics
B.S., Florida A&M University
M.A., University of Northern Iowa

Joseph Ganser
Associate Professor, Welding
Diploma, Tulsa Welding School

Kaila Givens
Assistant Professor, Health Information Technology
B.S., Florida A&M University
M.P.H., University of North Florida

James W. Givvines
Associate Professor, Physics
B.S., M.S., Western Carolina University

Denise Gross
Assistant Professor, Graphic Design
A.S., Santa Fe College
B.S., Texas A&M University
M.A., Savannah College of Art & Design
D.V.M., Texas A&M University

Juan F. Guzman
Professor, Anatomy & Physiology
M.D., Escuela de Medicina, Juan N. Corpas Specialization
Universidad de los Andes

John. B. Hawes
Professor, Chemistry
B.S., Keene State College
M.A., University of Arizona

Diana Hingson
Associate Professor, Psychology
A.A., Saint Johns River Community College
B.A., Edward Waters College
M.S., Troy State University

Lori S. Holdren
Associate Professor, Mathematics
B.S., Stockton State College
M.A., University of Arizona
Ph.D., University of South Florida

Paula Hughes
Associate Professor, Nursing
B.S.N., M.S.N., M.H.A., University of Phoenix

David Hurner

Associate Professor, English/Literature

B.A., M.Ed., University of Florida

Mustapha Kane

Associate Professor, Earth Science

B.S., National Institute of Hydrocarbons and Chemistry,
Algeria

M.S. & Doctorate, University of Nancy, France

Ph.D., University of Georgia

Paul Keck

Assistant Professor, Band/Band Director

A.A., Santa Fe College

B.A., University of Central Florida

M.M., University of Florida

Anna Kelley

Assistant Professor, Nursing

A.A., Lake City Community College

B.S.N., Florida State University

M.S.N., University of Florida

Joanne LaFramboise-Otto

Professor, Nursing

B.S.N., M.S.N., University of Western Ontario-Canada

Alicia Layne

Assistant Professor, Nursing

B.S.N., St. Paul College of Manila

M.S.N., University of Phoenix

Margaret Lee

Associate Professor, Engineering Technology

B.I. Eng., Georgia Institute of Technology

M.B.A., Northern Illinois University

M.Eng.Sys., Portland State University

Doris E. Lombo

Professor, Anatomy & Physiology

M.D., Escuela de Medicina, Juan N. Corpas

Cheryl Machart

Assistant Professor, Nursing

B.S.N., Grand Canyon University

Kristen McIntosh

Assistant Professor, Nursing

A.A., A.S., Lake City Community College

B.S.N., Florida State University

Joanna McLaughlin

Assistant Professor, Nursing

A.S.D.N., B.S.N., Florida Gateway College

Nancy Carol McLean

Professor, Cosmetology

A.A., Lake City Community College

B.A., Saint Leo University

Sean McMahon

Associate Professor, History

B.A., University of Georgia

M.A., Clemson University

Ph.D., Florida State University

Ali Messenger

Assistant Professor, Water Resources

B.S., M.P.H., Ph.D., University of Florida

Williema Mohan

Professor, Practical Nursing

B.S.N., Barry University

Pedro Mora Medina

Assistant Professor, Mathematics

B.S., M.S., University of Puerto Rico

Ph.D., University of Florida

Tim Moses

Associate Professor, Philosophy

B.A., Florida State University

M.A., University of Illinois

Shane Neely-Smith

Assistant Professor, Nursing

B.S.N., M.S.N., Ph.D., Barry University

Gabriel Pardo

Professor, Anatomy and Physiology

M.D., Escuela de Medicina, Juan N. Corpas

Jakuana Paulk

Professor, Nursing

B.S.N., Valdosta State University

M.S.N., University of Cincinnati

Matthew R. Peace

Professor, Mathematics

B.S., Clemson University

M.S., University of Florida

M.S., University of North Florida

Kristeen Roberts

Assistant Professor, Nursing

A.A., Miami Dade Community College

B.S.N., M.S.N., Barry University

William Robinson

Associate Professor, HVAC

B.S.Ed., M.A.Ed., Valdosta State University

Diploma, Thomas Area Technical School

Brenda Rodgers

Assistant Professor, Cosmetology

Cosmetology Certificate, Lake City Community College

Mary Rogers

Assistant Professor, English

B.A., M.A., University of Alabama

Kimberly Salyers

Professor, PTA Program

A.A.S., Central Ohio Technical College

B.S., Ohio Valley University

M.A., University of Phoenix

Susan Scott

Associate Professor, Logistics

B.A., University of Massachusetts

M.B.A., Suffolk University

D.B.A., Nova Southeastern University

Frederick K. Smith

Professor, Humanities

B.A., Florida Southern College

M.M., Ph.D., University of Florida

Linda Wells

Professor, Mathematics

A.A., Miami Dade College

B.S., Florida International University

M.S., Ph.D., Florida State University

Patricia Widman

Assistant Professor, Nursing

B.S.N., University of Phoenix

M.S.N., Regis University

Note: A complete list of full-time and part-time faculty is available through the College's Web site at www.fgc.edu.

Index

A

- Academic Advising..... 15, 45
- Academic Amnesty..... 38
- Academic Appeals..... 32
- Academic Assistance..... 29
- Academic Calendar..... 2
- Academic Changes..... 38
- Academic Dismissal..... 37
- Academic Freedom..... 10
- Academic Load..... 29
- Academic &
Instructional Services..... 29
- Academic Policies..... 29
 - Academic Load..... 29
 - Attendance..... 30
 - Classification..... 30
 - Declaring a Major..... 30
 - Final Grades..... 29
 - Gordon Rule..... 30
 - Grading Policies..... 30
 - Honors..... 31
 - Transcripts..... 29
- Academic Programs..... 10
- Academic & Instructional Services..... 29
- Academic Standard of Progress..... 36
 - Warning..... 36
 - Probation..... 36
 - Suspension..... 36
- Acceleration Method
for Students..... 33
- Access to Faculty..... 29
- Accounting Technology..... 91
- Accreditation..... 10
- Administrative Personnel..... 187
- Admissions..... 39
- Admission Procedures..... 39
- Admission Services..... 39
- Advanced Placement..... 33
- Applied Technology
Diplomas..... 113
- Business
 - Medical Coder/Biller..... 113
- Advanced Welding Technology... 102
- Assessment, Testing, and
Certification Services..... 45
- Associate in Arts (A.A.)
Degree..... 57
 - Articulation Agreement..... 64
- General Education
Requirements..... 57
- General Information..... 58
- General Learning Outcomes . 57
- General Requirements..... 57
- Graduation Requirements..... 58
- Associate in Science (A.S.)
Degrees..... 66
 - General Education
Requirements..... 66
 - General Learning Outcomes . 66
 - General Information..... 67
 - Graduation Requirements..... 68
 - Programs Offered..... 68
 - Student Guarantee Program.. 67
- Business
 - Business Administration..... 68
 - Health Information Tech..... 76
- Computer
 - Computer Information
Technology..... 69
 - Computer Programming
and Analysis..... 70
 - Graphic Design Technology.. 76
- Criminal Justice A.S.
General..... 71
- Education
 - Early Childhood Education... 72
- Engineering Process Technology
 - Engineering Process Technology
Adv. Manufacturing..... 74
- Environmental Science
 - Environmental Science
Technology..... 75
- Global Logistics & Supply Chain
Management
 - Supply Chain Management... 88
- Nursing and Health Sciences
 - Biotechnology..... 68
 - Emergency Medical
Services Technology..... 73
 - LPN to RN Bridge Tracks.. 77, 80
 - Paramedic to RN..... 82
 - Physical Therapist Assistant.. 84
 - Registered Nursing..... 86
 - Respiratory Care..... 88
 - Veterinary Technology..... 89
- Attendance..... 30
- Audiovisual Center..... 29
- Auditing Courses..... 46

B

- Bachelor of Applied Science (B.A.S.)
Degree..... 54

- Water Resources Management
..... 55
 - Bachelor of Science (B.S.)
Degree..... 49
 - Early Childhood Education .. 50
 - Nursing..... 51
 - Bad Check Policy..... 27
 - Basic Law Enforcement..... 103
 - BayCare Life Management..... 15
 - Biotechnology..... 68
 - Board of Trustees..... 8
 - Board of Trustees Scholarship..... 22
 - Bookstore..... 28
 - Business Administration..... 68
 - Business Management..... 92
 - Business Services..... 25
 - Bad Check Policy..... 27
 - Fees & Charges..... 25
 - Fines & Penalties..... 27
 - Refund Policy..... 26
 - Repayment Policy..... 26
 - Transportation and
Parking..... 28
- ## C
- Campus Crime & Security..... 12, 28
 - Career Pathways..... 36
 - Catalog of Entry..... 31
 - Career Exploration..... 15
 - Childcare Center Management..... 92
 - Child Care Professional..... 93
 - College Credit
Certificates..... 91
 - Business
 - Accounting Technology..... 91
 - Business Management..... 92
 - Computer
 - Computer Office Specialist
with Programming..... 94
 - Computer Support Specialist
with Programming..... 94
 - Graphic Design Production..... 97
 - Network Infrastructure..... 98
 - Video Game Design..... 101
 - Education
 - Child Care Center
Management..... 92
 - Child Care Professional..... 93
 - Child Development Early
Intervention Specialist..... 93
 - Educator Preparation
Institute..... 95
 - Infant & Toddlers
Specialization..... 97
 - Preschool Specialization..... 100
 - Engineering Process Technology

Automation	91
Engineering Technology	
Support Specialist	96
Pneumatics, Hydraulics, &	
Motors for Manufacturing.....	100
Global Logistics and Supply Chain Management	
Logistics & Transportation	
Specialist	98
Golf/Landscape Operations	
Horticulture	97
Public Service Training Center	
Emergency Medical Technician	95
Paramedic.....	99
Water Resources Training	
Water Quality Technician.....	101
Change of Name, Address, Major..	30
Classification of Students.....	30
CLEP.....	33
Collaborate Courses	36
College Bookstore.....	28
College Credit Policies	31
College History	9
College Level Examination Program (CLEP)	33
College Refund Policy	26
Collegewide Learning Lab.....	15
Commercial Heating and Air Conditioning Technology	104
Computer Information Technology.....	69
Computer Office Specialist with Programming	94
Computer Programming & Analysis.....	70
Computer Support Specialist with Programming	94
Continuing Education Programs ..	14
Correctional Basic Recruit.....	104
Correctional to Law Enforcement	105
Cosmetology	105
Cost of Attending FGC	16
Course Descriptions	118
Credit Policies	32
Crime Statistics	12, 28
Criminal Justice Technology.....	71
Crossover Law Enforcement to Corrections.....	106
Crossover Correctional to Law Enforcement.....	105

D

Declaring a Major	30
Developmental Education.....	37, 45

Disability Services	15
Disability Services Statement.....	15
Dismissal, Academic.....	37
Distance Learning	35
District Board of Trustees	8
District Board of Trustees Scholarships	22
Diversity Statement.....	11
Drop/Withdrawal	38
Drug Free Workplace	12
Dual Enrollment/Early College.....	41

E

Early Admissions	41
Early Childhood Education.....	72
Educational Funding Programs.....	36
Educational Talent Search.....	14
Educator Preparation Institute.....	95
Emergency Medical Services	73
Emergency Medical Technician -Basic	95
Engineering Process Technology Advanced Manufacturing.....	74
Engineering Process Technology Support Specialist	96
Environmental Science Technology	75
Equal Access/Equal Opportunity Statement.....	15
Excess Hours Advisory Statement	37
Experiential Learning.....	34

F

Facial Specialty	107
Faculty.....	189
Family Educational Rights and Privacy Act (FERPA)	47
Federal Assistance.....	20
Federal Work Study	21
Fees and Charges	25
FGC Student Guarantee	67
Final Grades.....	29
Final Examinations	30
Financial Aid, General	20
Application Process	20
Federal Assistance.....	20
Foundation Scholarships.....	22
Institutional Scholarships.....	22
Off-Campus Assistance.....	22
Procedures.....	22
Standards of Academic Progress.....	20
State Assistance.....	21
Verification Policy.....	20
Fines and Penalties.....	27
First Generation Matching Grant..	21
First Time in College	45
Firefighter Science Apparatus	

Operator	107
Firefighter Minimum Standards...	107
Florida Bright Futures Scholarship Program.....	21
Foundation	14
Foundation Scholarships.....	22

G

General College Admissions.....	39
General Education Requirements	57, 66
General Learning Outcomes	57, 66
General Rights of Students	16
Georgia Four-County Differential.	44
Gordon Rule.....	30
Grade Forgiveness.....	37
Grade Points.....	30
Grading Policies.....	30
Final Examinations	30
Honors.....	31
Grading System.....	30
Graduation Ceremony.....	31
Graduation and Transfer	11
Graduation Requirements	31
Graphic Design Production.....	97
Graphic Design Technology.....	76

H

Harassment and Sexual Misconduct	12
High School Dual Enrollment.....	41
History of the College.....	9
Honors	31
Horticulture	97
Hybrid Courses	36

I

Identification Cards	18
Incomplete Grade.....	31
Independent Study	34
Infant and Toddler Specialization .	97
International Admission.....	42
International Baccalaureate.....	33
Intramural Activities	18
Institutional Scholarship	22
Instructional Services.....	29

J

Jose Marti Scholarship Challenge Grant Fund	21
---	----

L

Law Enforcement to Corrections .	102
Law Enforcement, Basic.....	1-3
Learning Lab.....	34

Library.....	36
LPN to RN Bridge Tracks.....	77, 80
Logistics & Transportation	
Specialist.....	98

M

Massive Open Online Courses (MOOCS).....	35
Medical Coder/Biller	113
Military Credit	34
Mission & Goals of the College.....	9
Multicultural Academic Success...	15

N

N Grade.....	36
Nail Specialty.....	108
Nondegree Admissions	41
Nontraditional and Accelerated Credit	33
Nursing B.S.....	51

O

Occupational Credit Certificate Programs.....	102
Criminal Justice Training Center	
Law Enforcement Basic Recruit.....	103
Correctional Basic Recruit...	104
Crossover Correctional to Law Enforcement.....	105
Crossover Law Enforcement to Corrections.....	106

Industrial

Advanced Welding Technology.....	102
Commercial Heating & Air Conditioning Technology.....	104
Cosmetology	105
Facial Specialty.....	107
Nail Specialty.....	108
RV Service Technician Training.....	111
Welding Technology	112

Nursing and Health Sciences

Patient Care Assistant	109
Patient Care Technician	109
Phlebotomy	110
Practical Nursing.....	110

Public Service Training Center

Fire Science Apparatus Operator	107
Firefighter/EMT combined ..	108
Firefighter Minimum Standards.....	107
Off-Campus Centers	10
Off-Campus Assistance.....	22
Ombudsperson	32
Online Courses.....	35
Online Self-Service for Students ..	17
Orientation	17

P

Paramedic.....	99
Paramedic to RN Bridge	82
Parking	28
Patient Care Assistant	109
Patient Care Technician	109
Peer Tutors	29
Pell Grant	20
Performing Arts Center	14
Personal Enrichment.....	41
Phlebotomy	110
Philosophy, College	9
Physical Therapist Assistant.....	84
Plus Loan, Federal	21
Pneumatics, Hydraulics, and Motors for Manufacturing.....	100
Policy on Smoking.....	28
Practical Nursing.....	110
Preschool Specialization	100
President's Message.....	7
Probation, Academic.....	36
Procedures for Appeals	32
Progress, Academic Standards of..	36

R

Readmission.....	40, 46
Refund/Repayment Policy	26
Registered Nursing.....	86
Registration.....	46
Registration and Records	47
Residency Appeals Committee.....	44
Residency Classification	43
Respiratory Care	88
Rights of Due Process.....	16
Rules and Regulations.....	11
RV Service Technician Training ..	111

S

Saint Leo University	11
Scholarships	
Florida.....	21
Foundation	22
Institutional	22
Semester Average.....	31
Sexual Assault, Domestic Violence, Dating Violence and Stalking	12
Social Security Number Collection and Usage	18
Stafford Loan, Subsidized.....	21
Stafford Loan, Unsubsidized.....	21
State Employee Tuition Waiver	27
Statewide Numbering System.....	115
Student Activities.....	17
Student Conduct.....	19
Student Classification.....	30
Student Advising Services	45
Student Government Association..	67
Student Guarantee Program	67
Student Records	17
Student Representation in College Governance.....	18
Student Services.....	15
Supplemental Educational Opportunity Grant.....	20
Supply Chain Management.....	88
Suspension, Academic	37

T

Testing, Advising & Registration	45
Testing and Assessment	45
Transcripts.....	29
Transfer Admission	40
Transfer Credit	34
Transient Students.....	41, 46
Transportation and Parking.....	28

V

Veteran's Services	23
Veterinary Technology	89
Video Game Design	101

W

WAGES.....	36
------------	----

Warning, Academic.....	36
Water Quality Technician.....	101
Water Resources Management.....	55
Welding Technology, Applied.....	102
Withdrawal from a Course.....	45
Withdrawal from College.....	38
Work Study, Federal.....	21



FLORIDA
GATEWAY COLLEGE



FLORIDA GATEWAY COLLEGE
149 S.E. COLLEGE PLACE
LAKE CITY, FL 32025-2007

WWW.FGC.EDU
386-752-1822